



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, December 14, 2015 | **2:00 P.M.** - Call to Order
3:00 P.M. – Public Meeting

1. **Call to Order:** Noreen Radford
2. **Opening Prayer:** Serena Shaw
3. **In-Camera**
4. **Out-of-Camera at 3:00 p.m.**
5. **Approval of Agenda**
6. **Presentation:**
 - 6.1 Recognition of Staff who received their Master in Religious Education
 - 6.2 Recognition of the St. Albert and Morinville RCMP as Friends of Education
7. **Approval of Minutes & Summaries**
 - 7.1 Regular Board Meeting Minutes November 23, 2015 Attached
8. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
No Reports
9. **Good News (Communication & Community Relations)** Attached
10. **Questions from the Public**
(Questions are submitted in writing on the Thursday prior to meeting. Information and the form can be found on the District website located on the District website at <http://bit.ly/1SLTFSh>.)
No questions at this time.
11. **Consent Items**
(The Chair will ask for a motion to receive and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request the status of a consent item be changed to an action item.)
 - 11.1 Review of Board Policy 5 – Role of the Chair and Board Policy 6 – Role of the Vice-Chair (Keohane) Attached
 - 11.2 Revision to Board Policy 7 – Board Operations (Schlag) Attached
12. **Action Items**
 - 12.1 Board Development Plan (Keohane) Attached
 - 12.2 Reciprocal Use Agreement with the City of St. Albert (Schlag) Attached
 - 12.3 2016-2017 Instructional Calendar (McGuinness) Attached

- 12.4 Board Directed Committee – Recognition (Crockett) Handout
12.5 International Field Trips (McGuinness)

13. New Business

14. Information Items

- 14.1 Report from the Chair
14.1.1 Correspondence
14.1.2 Other Items
14.2 Report from the Superintendent
14.2.1 Fiscal Responsibility
• School Facilities Utilization Report (Schlag)
• Fee Waiver Report (Schlag) Attached
14.2.2 Communications and Community Relations
• Community Conversation Date (Keohane)
• Communications Plan Update (Bruineman) Attached

15. Board Commitments Attached

16. Clarification Period for Public & Media

(Related to agenda items, only as deliberated)

17. Trustee Request for Information

18. In-Camera *(if applicable)*

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

20. Closing Prayer: Serena Shaw

21. Adjournment



BOARD OF TRUSTEES REGULAR MEETING

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ATTACHMENT FOR AGENDA ITEM 6

Presentation

6.1 **Recognition of Master in Religious Education Graduates 2015**

The Master of Religious Education (M.R.E.) is a degree designed for the preparation of teachers in the area of Religious Education or as an Administrator in Catholic Schools. As part of the 2015 graduating cohort, the District will recognize the following: Dianne Hutton (GHP), Ryan O’Gorman (MCHS), Tom Feehan (SACHS), Lynn Zakreski (SACHS), Carryl Bennett-Brown (ESSMY), Colin Loisel (District Office), and Louis Kloster (District Office).

6.2 **Recognition of the Morinville and St. Albert RCMP as Friends of Education**

The Board would like to recognize the members of the RCMP for their contribution to our school communities.



BOARD OF TRUSTEES REGULAR MEETING

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ATTACHMENT FOR AGENDA ITEM 7.1

Regular Board Meeting Minutes of November 23, 2015

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on November 23, 2015 as circulated/as circulated and amended.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD on MONDAY, November 23, 2015, 2:00 P.M.
District Office, 6 St. Vital Avenue,
St. Albert, AB**

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

MEMBERS ABSENT Trustee Proulx

ADMINISTRATION PRESENT

D. Keohane, superintendent, S. McGuinness, assistant superintendent, D. Schlag, secretary-treasurer

ADMINISTRATION ABSENT

D. Quick, assistant superintendent

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

OPENING PRAYER Trustee McEvoy offered the opening prayer.

IN CAMERA

59/16 Trustee Shaw: **THAT** the Board of Trustees move In Camera at 2:02 p.m.
CARRIED (5/5)

OUT OF CAMERA

60/16 Trustee Crockett: **THAT** the Board of Trustees move Out of Camera at 2:59 p.m.
CARRIED (5/5)

APPROVAL OF AGENDA

61/16 Trustee Tremblay: **THAT** the Board of Trustees approve the agenda as amended with the addition of 6.3 Minutes of the Financial Audit Review meeting, November 18, 2015 and 12.2 Treaty Six Lands Update.
CARRIED (5/5)

APPROVAL OF MINUTES & SUMMARIES

62/16 Trustee McEvoy: **THAT** the Board of Trustees approve the minutes of the Regular Board meeting held October 26, 2015 as circulated.
CARRIED (5/5)

63/16 Trustee Tremblay: **THAT** the Board of Trustees approve the summary of the Advocacy Meeting held November 2, 2015 as circulated.
CARRIED (5/5)

64/16 **Trustee Crockett:** **THAT** the Board of Trustees approve the minutes of the financial audit review regular meeting of the Board held November 18, 2015 as circulated.
CARRIED (5/5)

COMMITTEE AND EVENT REPORTS

65/16 **Trustee Shaw:** **THAT** the Board of Trustees approve the committee reports from the Advocacy Committee meeting held on November 2, 2015, as follows:
7.1 Alberta School Boards Association meeting Zone 2/3
7.2 Business Liaison Morinville
CARRIED (5/5)

GOOD NEWS

Trustee Radford shared the Good News Report and also congratulated MCHS on their outstanding volleyball season including their success in qualifying for provincials. Trustee McEvoy commended École Marie Poburan for hosting an outstanding faith day celebration!

QUESTIONS FROM THE PUBLIC

None.

CONSENT ITEMS

Review of Board Policies 2 – Role of the Board and Board Policy 3 – Role of the Trustee

66/16 **Trustee McEvoy:** **THAT** the Board of Trustees approve the review of Board Policy 4 – Trustee Code of Ethics and Board Policy 12 – Role of the Superintendent (Keohane) with no changes.
CARRIED (5/5)

ACTION ITEMS

Audited Financial Statement

Secretary-treasurer Schlag presented the Audited Financial Statement for the 2014-2105 school year highlighting a modest operating surplus.

67/16 **Trustee McEvoy:** **THAT** the Board of Trustees approve the for release the Audited Financial Statements (AFS) and Notes for the year ending August 31, 2015 with operating revenues of \$70,550,233 and operating expenditures of \$70,312,338, resulting in an operating surplus of \$237,895.
AND
THAT the Board of Trustees receive the Unaudited Schedules (UA) to the Financial Statements for the year ending August 31, 2015 as information and directs Administration to post the UA on the web along with the AFS and Notes.
CARRIED (5/5)

Fall Budget Update

Secretary-treasurer Schlag presented the update reflecting higher than projected enrolment numbers than the budget presented in June 2015. The budget projects a small deficit in comparison to the June budget, which had no projected surplus (deficit).

68/16

Trustee Shaw: THAT the Board of Trustees formally receive the 2016 FALL Budget UPDATE as information, reflecting Revenues of \$70,334,740 and Expenses of \$70,462,757; an overall projected deficit of (\$128,017).

CARRIED (5/5)

Combined 2014-15 Annual Education Results Report & 2015-18 Three Year Education Plan

Superintendent Keohane presented the annual report highlighting the district success as measured by the Accountability Pillar Report including the success students are exhibiting. This is inclusive of FNMI students. Opportunities for furthering this success were shared.

69/16

Trustee Crockett: THAT the Board of Trustees approve the combined 2014-2015 Annual Education Results Report & 2015-2018 Three-Year Education Plan for submission to Alberta Education.

CARRIED (5/5)

Membership of School Name Selection Committee

70/16

Trustee McEvoy: THAT the Board of Trustees confirm membership of Name Selection Committees for the districts' newly awarded schools to include at least one staff member, parent council member, parishioner, priest, parent, student, trustee, and a historian.

CARRIED (5/5)

NEW BUSINESS

Audit Committee Development

Trustee Radford discussed the merits and opportunity to establish an audit committee consistent with the requirements in the upcoming Education Act. Trustees were directed to review the Guide to Audit Committees for discussion at a future Advocacy Committee meeting.

Treaty Six Update

Trustee Crockett presented the importance of acknowledging the District's presence on Treaty Six lands during celebrations.

71/16

Trustee Crockett: THAT the Board of Trustees direct the superintendent to conduct research resulting in the acknowledgement of First Nations, Metis, and Inuit (FNMI) groups affiliated with our jurisdiction schools and bring back information to the Board on how to best recognize this group.

CARRIED (5/5)

INFORMATION ITEMS

Report from the Chair

Trustee Radford updated the Board on a new system to catalogue correspondence received. Trustee Radford shared information on the Five Marks of a Catholic Education initiative that Edmonton Catholic Schools currently have underway. It was noted that the District submission for a Friends of Education Award was not successful, however, it was recommended that local recognition of the nominee would be scheduled at an upcoming meeting.

Report from the Superintendent

Trustee Request for Information Response

Further to the RFI from Trustee Radford made at the October 26, 2015 Regular Meeting, secretary-treasurer Schlag provided an update for the Board on diverse needs coding based on the information in the funding manual for 2015-2016 and the actual funding received for 2014-2015. It was highlighted that the funding model does not fully support the inclusive model. A written report was provided by assistant superintendent Quick.

MEETING EXTENSION

72/16 **Trustee Crockett:** **THAT** the Board of Trustees extend the Regular meeting of the Board until 6:30 p.m.
CARRIED (5/5)

Educational Leadership/Organizational Management

Assistant superintendent McGuinness provided an updated Field Trip Activity Report. The Jurisdiction Class Size Report was also presented highlighting that K-3 is the grade levels challenged in meeting the Alberta Education guideline for class size. Grades 4-12 are either aligned with the Alberta Education guideline or better.

Superintendent Keohane provided a summary of the educational partnerships that currently exist within the District.

73/16 **Trustee Shaw:** **THAT** the Board of Trustees receive the Superintendent's report as information.
(5/5) CARRIED

BOARD COMMITMENTS

74/16 **Trustee Tremblay:** **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.
CARRIED (5/5)

CLARIFICATION PERIOD FOR PUBLIC & MEDIA

Carryl Bennett-Brown inquired about the reference to Treaty Six land in the AERR and the support for staff in implementing this. Superintendent responded that support will be provided to the district leadership group, which will be shared with schools, respectively.

Carryl Bennett-Brown inquired as to the change in protocol and rationale for handing questions from the public at regular board meetings. Response was provided that changes were made to Policy 7 on September 28, 2015 that were consistent with other Boards across the province.

TRUSTEE REQUEST FOR INFORMATION

There were no requests for information.

IN CAMERA

75/16 **Trustee McEvoy:** **THAT** the Board of Trustees move In Camera at 6:03 p.m.
CARRIED (5/5)

Trustee Caron joined the meeting at 6:07 p.m.

OUT OF CAMERA

76/16

Trustee McEvoy: **THAT** the Board of Trustees move Out of Camera at 6:17 p.m.

CARRIED (6/6)

CLOSING PRAYER

Trustee McEvoy offered the closing prayer.

ADJOURNMENT

77/16

Trustee Crockett: **THAT** the Board of Trustees adjourn the regular meeting at 6:18 p.m.

CARRIED (6/6)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 14, 2015

ATTACHMENT FOR AGENDA ITEM 9

Good News (Communication & Community Relations)

PREPARED BY:

Carol Bruineman, communications manager

BACKGROUND:

Please see attached.

Good News Regular Board Meeting December 14, 2015

School News

- **École Notre Dame, G.H. Primeau and MCHS** collaborated on a float for the Light the Night Parade in Morinville and were honored with the “Most Festive Float” award! Congratulations on sharing your school and District spirit with the community.
- **MCHS drama students** put on an outstanding performance of Mary Poppins over three nights earlier this month capturing the attention of more than 1,100 people who attended. Thank you to all the staff and students in making this production a hit with the community!
- **SACHS** students participated in the End Polio Now fundraiser and raised \$1,145.00! Thank you to all those who supported this important cause to make such a difference in the fight against polio.
- **Legal School** participated in the Teddy Bear Toss event held at the recent Oil Kings game. It was a fun night for everyone and a huge success collecting 12,566 teddy bears for Santa’s Anonymous!
- **Superintendent David Keohane** was welcomed by the Morinville Rotary Club to share the District’s Partnership Project with Development and Peace at their recent breakfast meeting. The Rotary Interact Club is an active supporter of the project and hosted a Filipino dinner event and a Christmas Fair to raise funds. Thank you for being an excellent partner and supporter!
- The **Vital Grandin School Choir** was welcomed to perform at a recent Mass at Holy Family Parish. The student performance was awesome and they were also able to raise funds for Development and Peace through a bake sale at the same time!

Athletic Team News

- GSACRD volleyball teams at many of our schools had outstanding seasons. Recently a number of teams were awarded provincial and regional honors including:
 - **SACHS** Sr. Girls Volleyball team were awarded gold at Provincials!
 - **MCHS** grade 9 boys were awarded gold in the St. Albert Tier 1 Championships!
 - **VJM** grade 9 girls’ team were also awarded gold at the St. Albert Tier 1 Championships!
- **École Father Jan** students in Grade 3/4 were awarded with gold and are the Provincial Mini Handball Champs!



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 14, 2015

ATTACHMENT FOR AGENDA ITEM 11.1

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 it is meeting its intended purpose.

Board Policy 5 – Role of the Chair and Board Policy 6– Role of the Vice-Chair were last reviewed December 2014 with no changes. For this review, no changes are recommended.

RECOMMENDATION:

THAT the Board of Trustees approve the review of Board Policy 5 – Role of the Chair and Board Policy 6– Role of the Vice-Chair with no changes.

ROLE OF THE BOARD CHAIR

The Board of Trustees, at the organizational meeting, and afterwards at any time determined by the Board, shall elect one of its members to serve as Board Chair, to hold office during the pleasure of the Board.

The ability of the Board to discharge its obligations in a responsible and effective manner is significantly influenced by the quality of leadership provided by the Board.

The Board entrusts to its Chair primary responsibility for providing leadership to the Board.

The major duties and responsibilities of the Board Chair are to:

1. Preside over all Board meetings and to ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Perform the following duties during Board meetings:
 - 3.1 Ensure that all issues before the Board are well stated and clearly expressed.
 - 3.2 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - 3.3 Direct the discussion by trustees to the topic being considered by the Board.
 - 3.4 Ensure that each trustee present votes on all issues before the Board.
 - 3.5 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
4. Keep informed of significant developments within the District.
5. Keep the Superintendent and the Board informed of all matters coming to his/her attention that might affect the District.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Bring to the Board all matters requiring a corporate decision of the Board.

8. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
9. Act as ex-officio member, with voting privileges, of all committees appointed by the Board.
10. Act as a signing officer for the District.
11. Represent the Board, or arrange alternative representation, at official meetings.
12. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
13. The board chair shall ensure that the auditor's report is brought to the board for its review.

Reference: Section 65, 150 School Act

ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board of Trustees at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. The Vice-Chair shall be an alternate signing authority for the District.

Legal Reference: Section 65, School Act



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 14, 2015

ATTACHMENT FOR AGENDA ITEM 11.2

Board Policy 7 – Revisions to sections 7 – Agenda Order

PRESENTER: Deb Schlag, secretary-treasurer

BACKGROUND:

In keeping with Policy 1, DISTRICT MISSION STATEMENT, VALUES AND BELIEFS, GOALS AND OBJECTIVES, the Board believes the District should celebrate life in a community where Gospel values are evident, and that should start in the Boardroom, as exercised by the Board.

Currently, the Order of the Agenda allows for the Opening Prayer to be shared only with Trustees, as it appears on the Agenda after the motion to move in camera.

As it is the desire of the Board to share the Opening Prayer with members of the public, the Order of the Agenda is being modified to allow for the celebration of life through prayer to happen.

Suggestions for revisions have been included in **RED** in the attached policy as displayed on pages 5 and 6 of Policy 7. In addition, the renumbering of Agenda items has prompted the reference to “Questions from the Public Form” to be adjusted to Appendix 7-A (specific to Policy 7), from 11-A, on page 18.

RECOMMENDATION:

THAT the Board of Trustees approve changes to section 7 of Board Policy 7, as presented.

BOARD OPERATIONS

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

1. Organizational Meeting

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

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

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

The organizational meeting shall, in addition:

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

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

2. Regular Meetings

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

3. Special Meetings

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

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

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

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

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

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

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

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

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

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

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

The Board shall, during the in-camera session:

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

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

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

5. Committee Meetings

5.1 Board Advocacy Committee Meetings

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

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

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

5.2 Board-Directed Committee Meetings

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

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

6. Meeting Attendance from a Distance via Electronic Means

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

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

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

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

7. Agenda for Regular Meetings

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

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

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

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

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

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

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

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

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

7.1 Agenda Supplemental Information

Consideration of the Agenda:

1. Modifications, additions, deletions
2. Approval

Presentation/Delegation

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

Questions from the Public

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

- Questions from the public are to be kept to three minutes and the Board will not permit critical or accusatory statements, within the question, about particular individuals or schools whether named or identifiable by the context.
- All questions must be submitted on the form available on the website <http://goo.gl/forms/hNpp5UvaHp> or as attached in Appendix 14-7-A.

- All questions must be submitted to the Office of the Secretary Treasurer to be included with the Board Package, no later than noon on the Thursday prior to a scheduled meeting date, as approved at the Organizational Meeting.
- The question will be read aloud at the scheduled meeting date by the submitter, or if the submitter is unable to be present at the meeting, by the Board Chair during the “Questions from the Public” portion of the Agenda. The Board Chair will read the question and announce the submitter’s name.
- All responses will be provided in writing by the Board Chair, within two weeks of the question being read aloud at a scheduled meeting date.
- The response to the question will be mentioned in the Report from the Chair at the next scheduled meeting following the date of the response.

Business Arising

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

Information Items

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

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

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

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

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

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

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

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

8. Minutes

The Minutes shall record:

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

The Minutes shall:

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

The Secretary-Treasurer shall:

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

- 8.11 establish and maintain a file of all Board minutes.
- 8.12 ensure the minutes are posted on the website within two weeks of approval by the Board.

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

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

9. Motions

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

9.1 Notice of Motion

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

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

9.2 Discussion on Motions

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

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

9.3 Speaking to the Motion

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

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a

trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

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

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

9.4 Reading of the Motion

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

9.5 Recorded Vote

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

9.6 Required Votes

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

9.7 Debate

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

10. Delegations to Board Meetings

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

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

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

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

The following procedures will normally be followed:

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

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

11. Board Member Honoraria and Expenses

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

11.1 Honoraria

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

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

11.2 Per Diems

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

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

11.3 Expense Funds

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

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

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

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

11.3.1 Fees

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

11.3.2 Travel

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

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

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

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

11.3.3 **Alcohol**

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

11.3.4 **Accommodation**

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

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

12. **District Purchasing Cards**

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

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

13. Board Member Conflict of Interest

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

The Board expects:

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

14. Assigned Equipment

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

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

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

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

QUESTION(S) FROM THE PUBLIC – FORM

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

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



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 14, 2015

ATTACHMENT FOR AGENDA ITEM 12.1

Board Development Plan

PRESENTER:

David Keohane, superintendent of schools

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees prioritize topics of interest to advance collective understanding with educational practices being pursued within the School District as follows:



Memorandum

DATE: December 14, 2015

TO: Board of Trustees

FROM: David Keohane
Superintendent of Schools

RE: **Addressing Trustee Development Interests**

Background

Annually, the Board considers development interests. The recently approved 2014-2015 Annual Education Results Report & 2015 - 2018 Three - Year Education Plan combined report is a practical reference point for areas that are prioritized throughout our School District for implementation within our schools.

Previously Addressed Topics within the Education Plan

- How pre-school programming increases readiness for learning;
- Meeting diverse learning needs through Flexible Pathways to Learning;
- Implementing Inspiring Education through Project Based Learning;
- District Legacy Project through Canadian Development and Peace;
- Student Strengths Development in our Schools;
- District High School Flexibility Programs.

Further Topics for Consideration

New areas of interest that are part of the current Three Year Education Plan include:

- Religious Education Course Programming within the District;
- Impact of High School Flexibility on student learning within the District;



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- The Sacramental Education Initiative implementation plan;
- Evolving Focus of the Gallup Student Poll and Applications with the District;
- Overview of the Church's Year of Mercy and possible applications for a new faith goal;
- Gender Identity Issues;
- Urban Agriculture Program;
- Maker Spaces;
- Google Drive, Apps and Gmail;
- Mental Health Issues.

Recommendation

It is recommended that the Board pursues further development in these areas or any others it recommends pertaining to the Three -Year Education Plan and its impact upon student learning within the School District.

David Keohane
Superintendent of Schools



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 14, 2015

ATTACHMENT FOR AGENDA ITEM 12.2

City of St. Albert Reciprocal Use Agreement

PRESENTERS:

Deb Schlag, secretary-treasurer

BACKGROUND:

The Reciprocal Use Agreement was scheduled for a review in 2015. A process was established which actually commenced in Q4 of 2014 to identify matters that should be addressed, work through discussions on how best to address, draft wording to address and modernize the agreement and reach final administrative consensus on a draft proposed updated agreement. Administration from all four parties to the agreement were involved: The City of St. Albert, Greater St. Albert Catholic Schools, The Regional Authority of the Greater North Central Francophone Education Region No. 2, and St. Albert Public Schools.

During the process, a number of matters were raised and the respective administrative parties were able to reach consensus on all matters. The proposed draft of the updated Reciprocal Use Agreement is attached, 'For Trustees ONLY', as a redlined version to clearly identify the changes made. The following outlines several key elements that were addressed within this proposed agreement;

- Updating the Official names of the parties.
- Updating of information in Schedule A.
- Providing clarification of Reciprocal Use Hours and the inclusion of wording to address opportunity for use outside of the typical hours.
- A number of clarifications to Schedule C which include;
 - The allowance for an Allocation Sub-Committee to work out prioritization of use in the event of high demands.
 - Clarity around how Sport Academy eligibility works within the agreement.
 - A number of clarifications around Playgrounds and Playfields
- The addition of the new schools that are currently being built, into the agreement.
- Numerous administrative edits throughout the agreement.

RECOMMENDATION:

THAT the Board of Trustees approve the reciprocal use agreement with the City of St. Albert as presented, with the new effective date of January 1, 2016.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 15, 2015

ATTACHMENT FOR AGENDA ITEM 12.3

2016-2017 Instructional Calendar

PRESENTER:

Sean McGuinness, assistant superintendent

BACKGROUND:

In accordance with Board Policy 2 – Role of the Board, the Board is responsible for the approval of the District's instructional calendar. The instructional calendar approval process includes feedback from trustees, school councils, staff and school administration through the Policy Advisory Committee and other committees.

Administration is recommending approval of the attached 2016-2017 Instructional Calendar.

RECOMMENDATION:

THAT the Board of Trustees approve the 2016-2017 Instructional Calendar as presented.



Greater St. Albert
Catholic Schools

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MEMORANDUM

DATE: December 11, 2015

TO: David Keohane, Superintendent of Schools

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

RE: **2016-2017 School Calendar**

Attached please find the 2016-2017 "draft 10" calendar which incorporates feedback from PAC, school councils, school staff, CCLC and senior administration.

Sean McGuinness
Assistant Superintendent
Human Resources/Leadership Services

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**GREATER ST. ALBERT CATHOLIC SCHOOLS
2016-17 SCHOOL YEAR**

Draft 10

		Date	Details	Operational Days	Instructional Days	NOTES
AUGUST	S M T W T F S	1 2 3 4 5 6	29 Blueprints 30 Preparation Day 31 Preparation Day	3	0	
	7 8 9 10 11 12 13					
	14 15 16 17 18 19 20					
	21 22 23 24 25 26 27					
	28 29 30 31					
SEPTEMBER	S M T W T F S	1 2 3	1 First Day of Classes 5 Labour Day 16 PD/Staff Meeting Day	21	20	
	4 5 6 7 8 9 10					
	11 12 13 14 15 16 17					
	18 19 20 21 22 23 24					
	25 26 27 28 29 30					
OCTOBER	S M T W T F S	1	10 Thanksgiving Day 11 ATA Institute Day 21 Staff Meeting Day (early dismissal)	20	19	
	2 3 4 5 6 7 8					
	9 10 11 12 13 14 15					
	16 17 18 19 20 21 22					
	23 24 25 26 27 28 29					
	30 31					
NOVEMBER	S M T W T F S	4 5	4 PD/Staff Meeting Day 11 Remembrance Day 25 P/T Interviews - Day in Lieu	21	19	
	6 7 8 9 10 11 12					
	13 14 15 16 17 18 19					
	20 21 22 23 24 25 26					
	27 28 29 30					
DECEMBER	S M T W T F S	2 3	2 Staff Meeting Day (early dismissal) 23-30 Christmas Vacation	16	16	
	4 5 6 7 8 9 10					
	11 12 13 14 15 16 17					
	18 19 20 21 22 23 24					
	25 26 27 28 29 30 31					
JANUARY	S M T W T F S	6 7	2-6 Christmas Vacation 27 PD/Staff Meeting Day	17	16	
	1 2 3 4 5 6 7					
	8 9 10 11 12 13 14					
	15 16 17 18 19 20 21					
	22 23 24 25 26 27 28					
	29 30 31					
FEBRUARY	S M T W T F S	9 10 11	9-10 Teachers' Convention 20 Family Day 17 Staff Meeting Day (early dismissal)	19	17	
	5 6 7 8 9 10 11					
	12 13 14 15 16 17 18					
	19 20 21 22 23 24 25					
	26 27 28					
MARCH	S M T W T F S	10 11	10 PD/Staff Meeting Day 24 P/T Interviews - Day in Lieu 27-31 Spring Break	18	16	
	5 6 7 8 9 10 11					
	12 13 14 15 16 17 18					
	19 20 21 22 23 24 25					
	26 27 28 29 30 31					
APRIL	S M T W T F S	14 15	14 Good Friday 17 Easter Monday 28 PD/Staff Meeting Day	18	17	
	2 3 4 5 6 7 8					
	9 10 11 12 13 14 15					
	16 17 18 19 20 21 22					
	23 24 25 26 27 28 29					
	30					
MAY	S M T W T F S	19 22	19 PD/Staff Meeting Day 22 Victoria Day	22	21	
	1 2 3 4 5 6					
	7 8 9 10 11 12 13					
	14 15 16 17 18 19 20					
	21 22 23 24 25 26 27					
	28 29 30 31					
JUNE	S M T W T F S	9 10	9 PD/Staff Meeting Day 28 Last Day of School 29 Preparation Day (AM)/ Year End Mass (PM)	21	19	
	4 5 6 7 8 9 10					
	11 12 13 14 15 16 17					
	18 19 20 21 22 23 24					
	25 26 27 28 29 30					
TOTAL SCHEDULED DAYS				196	180	High School Semester 2: 90 days



BOARD OF TRUSTEES REGULAR MEETING

December 14, 2015

ATTACHMENT FOR AGENDA ITEM 14.2

Report from the Superintendent

BACKGROUND:

Please see attached.

RECOMMENDATION:

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

**Superintendent's Information Report to the Board
Greater St. Albert Roman Catholic Separate School District No. 734
December 14th, 2015**

***Fiscal Responsibility**

School Facilities Utilization Update

Secretary-Treasurer, Deb Schlag, will provide information on facilities utilization in the district. (Attached)

Fee Waiver Report

Secretary Treasurer, Deb Schlag, will provide a fee waiver report. (Attached)

Communications and Community Relations

Community Conversation Date

Our second engagement event will take place at SACHS on February 24, 2016. We will be seeking public feedback on the question: What is the plan for technology use in our schools and how can we ensure that there is consistency in technology usage as students progress from elementary to junior high and into high school?

Communications Plan

Communications Manager, Carol Bruineman, will provide a communications plan update. (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.



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Catholic Schools

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MEMORANDUM

To: David Keohane, Superintendent

From: Deb Schlag, Secretary-Treasurer

Date: December 7, 2015

Re: 2015-2016 Facilities Utilization Report (for Dec 14th Superintendent's Report)

Please find attached a summary report of the 2015-2016 Facility Utilization, based on the September 30th, 2015 actual enrolments, adjusted by severe student allowances, as per Alberta Education's guidelines. The report confirms **70.3% overall utilization in the District** (down from 72.3% in the prior year), with 2 sites at or over capacity, which is categorized by AB ED as 85% or better. 1 site, École Father Jan, is almost at capacity, with 84.4% utilization.

Details for the three schools at or near capacity are as follows: the first, **JJ Nearing at 89.3%** (compared to 90.4% in 14-15, 85.6% in 13-14, and 85.9% in 12-13), **École Notre Dame Elementary School (K-4) in Morinville is still beyond capacity at 87.1 %** (compared to 106.4% in 14-15, 107.7% in 13-14, and 111.4% in 12-13) – the board funded modular unit certainly helped correct the situation @ ND; **École Father Jan at 84.4%** (compared to 74.9% in 14-15, 72.7% in 13-14, and 72.7% in 12-13);.

Overall average Utilization by Ward is as follows:

St. Albert (11 schools):	70.4% (down from 71.9% in the previous year)
Morinville (3 schools):	80.8% (down from 87.7% in the previous year)
Legal (1 school):	36.9% (down from 39.2% in the previous year)

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2015-16 GSACRD Enrollment Capacity by School @ Sept 30/15 (based on Actual info)

Enrolment by Grade

School	ECS	ECS FTE	1	2	3	4	5	6	7	8	9	10	11	12	Total FTE	Severe Students (K-12)	SP Ed Enrollment Allowance	Adjusted Total	Capacity	Vacancy	Excess	% Utilized	2014 FTE Enrollment (unadjusted)	% Change from 2014
Albert Lacombe	39	19.5	24	38	31	35	52	46							245.5	7	14	259.5	415	155.5		62.5%	233.5	5.1%
Bertha Kennedy	44	22.0	32	24	40	33	32	46							229.0	4	8	237	340	103		69.7%	219.0	4.6%
Father Jan	36	18.0	43	59	39	56	27	28							270.0	0	0	270	320	50		84.4%	272.5	-0.9%
JJ Nearing	53	26.5	71	73	72	50	72	67							431.5	12	24	455.5	510	54.5		89.3%	430.5	0.2%
Ecole Marie Poburan	60	30.0	65	62	55	58	50	52							372	2	4	376	477	101		78.8%	380	-2.1%
Neil M Ross	58	29.0	67	53	69	59	81	64							422.0	7	14	436	563	127		77.4%	416.0	1.4%
Vital Grandin	42	21.0	30	21	24	24	34	36							190	8	16	206	454	248		45.4%	197	-3.6%
RS Fowler									127	135	116				378	11	22	400	540	140		74.1%	356	6.2%
VJ Maloney									154	154	181				489	19	38	527	689	162		76.5%	502	-2.6%
ESSMY									88	91	75	27	32	12	325	0	0	325	626	301		51.9%	376	-13.6%
St. Albert Catholic High												235	182	179	596	23	46	642	1,003	361		64.0%	557	7.0%
Sub-total:	332	166.0	332	330	330	315	348	339	369	380	372	262	214	191	3,948	93	186	4,134.0	5,937.0	1,803.0	0		3,940	0.2%
Notre Dame	103	51.5	96	98	89	103									437.5	16	32	469.5	539	69.5		87.1%	441	-0.8%
Legal	19	9.5	17	17	13	15	19	12	24	19	15				160.5	3	6	166.5	451	284.5		36.9%	170.5	-5.9%
Georges H Primeau							98	95	112	120					425	14	28	453	584	131		77.6%	441	-3.6%
MCHS											117	141	147	147	552	29	58	610	784	174		77.8%	578	-4.5%
Sub-total:	122	61.0	113	115	102	118	117	107	136	139	132	141	147	147	1,575	62	124	1,699.0	2,358.0	659	0		1,631	-3.4%
Overall Total:	454	227	445	445	432	433	465	446	505	519	504	403	361	338	5,523	155	310	5,833	8,295.0	2,462	0	70.3%	5,571	-0.9%

8

-56

-48

Note: includes PUF 79 (21 @ND, 19@VG, 13@AL, 19@BK, 7@ Legal)
Regular ECS 375

Reconciliation to Sept 30/15 Student EIE count:	
District Total (incl 79 PreSchool PUF):	5,911
Less ECS Adjustment to FTE:	-227.0
Less St. Albert Storefront School:	-161
Adjusted FTE Total - agrees to above:	5,523

Capacity @ AB Infrastr:	8,295
as per May 28-15 report	
GSACRD Adjustments:	
due to O/S lease updates	
Adjusted Capacity:	8,295.0

Sept 30/14 Student EIE count:	
Total:	6,008
ECS Adj:	-262.0
SF:	-157
Tache @ SACHS:	-18
Adj Total:	5,571

Note: above "Capacity & Utilization" does NOT include Storefront or St. Gabriel Cyber School



DATE: December 4, 2015
TO: The Board of Trustees
FROM: David Keohane, Superintendent of Schools
SUBJECT: Fee Waiver Report as at November 30, 2015
PREPARED BY: Deb Schlag, Secretary Treasurer

ISSUE:

Greater St. Albert Catholic Schools has received “Waiver Requests” for many years from families unable to meet school related fee obligations due to a variety of financial difficulties. Those requests have been evaluated within parameters used by Alberta Health Services and addressed accordingly in writing. The Board is interested in receiving a summary report on the status of waiver requests and relevant information is presented below.

HISTORICAL INFORMATION:

WAIVER process formalized in the 2008-2009 school year with creation of waiver form and criteria for evaluation

- † 2008-2009 value of total waivers: **\$13,703**
- † 2009-2010 value of total waivers: **\$15,560** (13.5% > than prev. year)
- † 2010-2011 value of total waivers: **\$24,243** (55.8% > than prev. year)
- † 2011-2012 value of total waivers : **\$29,684** (22.4% > than prev. year)
- † 2012-2013 value of total waivers : **\$24,889** (16.2% < than prev. year)*
- † 2013-2014 value of total waivers: **\$44,195** (77.6% > than prev. year)
- † 2014-2015 value of total waivers: **\$41,088** (7% < than prev. year)

*Note for 2012-13 that RURAL transportation fees were NOT CHARGED due to the Morinville transition, supporting the lower value of WAIVERS)

Note: Projected VALUE of TOTAL 2014-15 WAIVERS for the year was expected to be **\$45,300** (actual value was \$4,212 less than expected)

CURRENT SITUATION

- † **2015-2016 value of waivers to Nov 30, 2015: \$24,067** (compared to \$35,778 in 14-15)
- † To date, requests have been approved for 41 families from 14 of 16 sites (57 families @ Nov 30, 2014)
- † To Nov 30, 2015, requests have been approved for 75 students (compared to 114 @ Nov 30, 2014)
- † To date, ESSMY and St. Gabriel High School have no WAIVER Requests



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CURRENT SITUATION - continued

† The VALUE of all Waivers (to-date) are represented as:

↻ 18.4%- Learning Resource Fees (Board Directed) of \$4,420	(14-15: 17.4% - 6,240)
↻ 33.3%- Other School Based Fees of \$8,017	(14-15: 34% - \$12,148)
↻ 48.3% - Bus Pass Fees of \$11,630	(14-15: 48.6% - \$17,390)
↻ Total to Nov 30, 2015: \$24,067	(14-15: 87.1% - \$35,778)

For 2015-16, the total value of waivers is projected to be \$28,315. This projection is based on the average of the last three years' experience, where the value of WAIVERS @ Nov 30 was 85.0% (88%, 82%, & 87% respectively) of total value for the year; it appears that the majority of WAIVERS are handled by Nov 30th of each school year, although this year the Nov 30 value seems lower than in the past couple of years; off trend, not as expected.

KEY POINTS

Projected VALUE of TOTAL 2015-16 WAIVERS for the year is expected to be **\$28,315** (\$24,067 were approved @ Nov 30, 2015, a difference of \$4,248, representing potential future waivers). The difference could be as high as \$11,000.

The majority of waiver requests are tied to transportation fees. Transportation continues to do what is best for our students within their fiscal capacity while closely monitoring budgets to ensure they remain on track for the year.

2015-2016 Waived Fees Summary As of Nov 30, 15

Number of Families	41	Number of Sites	14
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Site	# of Students	Board Directed (LRF)	MANDATORY SCHOOL FEES	Transport Fees	Total Fees
AL	7	\$420	\$630	\$540	\$1,590
BK	4	\$240	\$508	\$540	\$1,288
EFJ	2	\$120	\$180	\$540	\$840
GHP	6	\$380	\$862	\$1,250	\$2,492
JJN	4	\$240	\$252	\$540	\$1,032
Legal	1	\$70	\$80	\$0	\$150
MCHS	11	\$380	\$1,985	\$1,200	\$3,565
ND	12	\$600	\$600	\$1,890	\$3,090
NMR	1	\$60	\$111	\$0	\$171
RSF	7	\$350	\$525	\$1,620	\$2,495
SACHS	8	\$800	\$1,195	\$810	\$2,805
VG	7	\$420	\$595	\$1,620	\$2,635
VJM	4	\$280	\$424	\$1,080	\$1,784
EMP	1	\$60	\$70	\$0	\$130
Grand Total	75	\$4,420	\$8,017	\$11,630	\$24,067

18.40% 33.30% 48.30%



DATE: December 14, 2015
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: Communications Plan Update
PREPARED BY: Carol Bruineman, communications manager

BACKGROUND

An annual communication plan is drafted to support and make visible to the community the district's Strategic Plan, which includes the plans for advocacy and education practice. The following is an update on progress since September 2015.

DECEMBER 2015 UPDATE

Media: Requests from the media are received routinely each week. Some of the requests received thus far included response to Gender Identity & Gender Expression, GSA's, Sex education curriculum, Provincial budget, and Bullying Awareness Week, to name a few.

High School Transition: The District held a post-secondary evening for grade nine families as part of the grade 9/10 transition planning. More than 120 people were in attendance including students and their families.

Advertising: Advertising during the fall period is typically light, however promotion of registrations for the 2016-2017 school year will begin in December with the introduction of grocery bar advertising to the media mix.

Preschool Update: In consultation with the Learning Services Team, a decision to rename the preschool program to "Pre-Kindergarten" communicates a more accurate description of the programming offered. All promotional materials are being rebranded and going forward will reflect this renaming. The use of "Pre-K" is aligned with the programming content and instruction, and used across the province by other school districts.

Website Update: Training sessions for school staff managing websites was provided to ensure sites are being kept up to date and where possible consistent between schools.

Social Media: Increasingly, we are seeing schools using twitter feeds to share their good news. The primary role of the district accounts are for sharing good news, and events happening within the district. It will also be used for emergency notification when required.

Additional communications: Trustee News was issued last month and the Parish Bulletins were distributed in November and December. A new design template was used to consolidate the information around key themes.

Upcoming Events: Planning for the annual Kindergarten EXPO's will be held in St. Albert on January 14th and in Morinville on January 28th is underway.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 14, 2015

ATTACHMENT FOR AGENDA ITEM 15

Board Commitments

BACKGROUND:

Please see attached.

RECOMMENDATION:

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



Greater St. Albert Catholic Schools Board Commitments 2015/2016

Month	Date	Event	Location Time	Attending
DECEMBER				
	December 1, 2015	SRR Trustee Visits	SACHS (8:30am) RS Fowler (10:30 am)	Radford, McEvoy, Shaw, Crockett, Proulx, Tremblay
	December 7, 2015	SRR Trustee Visits	Vital Grandin (8:30 am) EFJ (10:30 am) Legal School (1:30 pm)	Radford, McEvoy, Shaw, Crockett, Proulx, Tremblay
	December 14, 2015	Trustee Basket Assembly	District Office	Shaw
	December 15, 2015	Trustee Baskets to GSACRD Sites	9:00	
	December 15, 2015	RCMP Partner Appreciation Open House	St. Albert RCMP Detachment (1:00-3:00 pm)	McEvoy, Crockett
JANUARY				
	January 14, 2016	Council of Council's Meeting (Tentative)	District Office (7:00 pm)	
FEBRUARY				
	February 24, 2016	Community Conversation (Tentative)	SACHS	
	February 26-28, 2016	Religious Education Congress	Anaheim	Shaw
MARCH				
	March 5/6, 2016	Board Planning Session (Tentative)	Location TBD	
	March 6-8, 2016	Annual Rural Symposium	Banff Centre	
April				
	April 9-11, 2016	NSBA Annual Conference	Boston	
	April 22-24, 2016	School Councils 2016 Conference and AGM	Delta Hotel Edmonton	
	April 28-May 1, 2016	SPICE	Kananaskis	
MAY				
	May 3-6, 2016	Blueprints	Kananaskis	
	May 12, 2016	Annual Reciprocal Use Meeting	SVGCC -evening time tbc	Keohane, Schlag, Trustees
	May 13, 2016	ESSMY Grad		
	May 20, 2016	SACHS Grad		
	May 27, 2016	Zone 2/3 Edwin Parr Dinner	Edmonton	
JUNE				
	June 6/7, 2016	ASBA Spring General Meeting	Red Deer	
JULY				
	July 6/7, 2016	National Gathering on Aboriginal Education	Winnipeg	
	July 7-9, 2016	CSBA Congress	Winnipeg	