



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 19, 2016 | 1:00 P.M. Call to Order
3:30 P.M. – Public Meeting

1. **Call to Order:** Serena Shaw
2. **In-Camera**
3. **Out-of-Camera at 3:30 pm**
4. **Opening Prayer:** Joe Becigneul
5. **Acknowledgment of Territories:** Serena Shaw
The Greater St. Albert Catholic School Board acknowledges that it is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.
6. **Approval of Agenda**
7. **Presentation Delegation**
8. **Approval of Minutes & Summaries**
 - 8.1 Regular Board Meeting Minutes of November 28, 2016 Attached
 - 8.2 Board Advocacy Committee Meeting Summary of December 5, 2016 Attached
9. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
 - 9.1 Alberta Catholic School Trustees' Association (Radford) Attached for Trustees
 - 9.2 Alberta School Boards Association Zone 2/3 (Radford) Attached for Trustees
 - 9.3 Business Liaison – Morinville (Tremblay) Attached
 - 9.4 FNMI Leadership Committee Meeting (Crockett) Attached
10. **Good News (Communication & Community Relations)** Attached
11. **Questions from the Public**
(Questions are submitted in writing on the Thursday prior to meeting. Information and the form can be found on the District website located on the District website at <http://bit.ly/1SLTFSh>.)
12. **Consent Items**
(The Chair will ask for a motion to receive and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request the status of a consent item be changed to an action item.)
 - 12.1 Review of Board Policy 5 – Role of the Board Chair, Board Policy 6 – Role of the Vice-Chair, Board Policy 12 – Role of the Superintendent (Keohane) Attached
 - 12.2 Authorization of Locally Developed Courses (Nixon) Attached

13. Action Items

- | | | |
|------|---|----------|
| 13.1 | 2017-2018 Instructional Calendar (McGuinness) | Attached |
| 13.2 | Board Development Plan (Keohane) | Attached |
| 13.3 | Board Meeting Schedule Revision (Schlag) | Attached |

14. New Business

15. Information Items

- | | | |
|--------|---|----------|
| 15.1 | Report from the Chair | |
| 15.1.1 | Correspondence | Attached |
| 15.1.2 | Other Items | |
| 15.2 | Report from the Superintendent | |
| 15.2.1 | Fiscal Responsibility | |
| | • School Facilities Utilization Report (Schlag) | Attached |
| | • Fee Waiver Report (Schlag) | Attached |
| | • Quarterly Financial Report 1 (Schlag) | Attached |
| 15.2.2 | Communications and Community Relations | |
| | • Communications Plan Update Update (Bruineman) | Attached |
| | • Boundary Timeline Update (Schlag) | Attached |

16. Board Commitments

Attached

17. Clarification Period for Public & Media

(Related to agenda items, only as deliberated)

18. Trustee Request for Information

19. Closing Prayer: Joe Becigneul

20. In-Camera *(if applicable)*

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

22. Adjournment



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 8.1

Regular Board Meeting Minutes of November 28, 2016

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on November 28, 2016 as circulated/as circulated and amended.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD on MONDAY, November 28, 2016, 2:00 P.M.
District Office, 6 St. Vital Avenue,
St. Albert, AB**

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

MEMBERS ABSENT Trustee McEvoy

ADMINISTRATION PRESENT

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

CALL TO ORDER Trustee Shaw called the meeting to order at 2:02 p.m.

IN CAMERA

73/17 Trustee Radford: **THAT** the Board of Trustees move In Camera at 2:03 p.m.

CARRIED (5/5)

Trustee Becigneul joined the meeting at 2:05 p.m.

OUT OF CAMERA

74/17 Trustee Proulx: **THAT** the Board of Trustees move Out of Camera at 3:26 p.m.

CARRIED (6/6)

OPENING PRAYER Trustee Radford offered the Opening Prayer.

ACKNOWLEDGEMENT Trustee Shaw acknowledged the Board is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.

APPROVAL OF AGENDA

75/17 Trustee Proulx: **THAT** the Board of Trustees approve the agenda as presented.

CARRIED (6/6)

PRESENTATION DELEGATION

There were no presentations.

APPROVAL OF MINUTES & SUMMARIES

76/17 Trustee Becigneul: **THAT** the Board of Trustees approve the minutes of the regular meeting of the Board held on November 14, 2016 as circulated.

CARRIED (6/6)

77/17 Trustee Radford: **THAT** the Board of Trustees approve the summary of the Audit Committee meeting held November

15, 2016 as circulated.

CARRIED (6/6)

78/17

Trustee Proulx: **THAT** the Board of Trustees approve the minutes of the financial audit review regular meeting of the Board held on November 23, 2016 as circulated.

CARRIED (6/6)

GOOD NEWS

Trustee Shaw shared the Good News Report.

Trustee Radford commended the Morinville Schools and all those who participated and created the float for the recent community parade. The float was awarded "Best In Show Class". Congratulations!

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

CONSENT ITEMS

There were no consent items.

ACTION ITEMS

Capital Reserves Transfer

Secretary-treasurer Schlag updated the Board on the Capital Reserves Transfer process as outlined in Administrative Procedure 514, the amounts identified for transfer as reviewed by the Audit Committee, and the intended purpose for these funds.

79/17

Trustee Crockett: **THAT** the Board of Trustees approve the transfer of \$200,000 to Capital Reserves; \$100,000 to School and Instruction Related Capital Reserves and \$100,000 to Board and System Administration Capital Reserves for the intended purpose as follows:

- \$50,000 each for the two new schools for a total of \$100,000 to be used for commemorative enhancements, capital in nature, for Sr. Alphonse Academy in St. Albert and St. Kateri Tekakwitha Academy in Morinville. The Board will determine the specific purchases or commission an artist when the schools are nearing construction completion.
- \$100,000 for renovations required at District Office for security enhancements.

CARRIED (6/6)

Audited Financial Statements

Secretary-treasurer Schlag provided a presentation of highlights from the Audited Financial Statements, including a synopsis of the Accumulated Surplus; at August 31, 2016, the District has modest unrestricted reserves of \$845,505, internally restricted reserves of \$458,545, and capital reserves of \$419,119. **Trustee Crockett** commented the Board was pleased with feedback from the external auditors, MNP LLP, on the audit; "*a very clean audit and excellent cooperation was received from management and staff involved in the audit process.*"

80/17

Trustee Radford: **THAT** the Board of Trustees approve for release the Audited Financial Statements (AFS) and Notes for the year ending August 31, 2016 with operating revenues of \$70,368,905 and operating expenditures of \$69,907,334, resulting in an operating surplus of \$461,571.

AND

THAT the Board of Trustees receive the Unaudited Schedules (UA) to the Financial Statements for the year ending August 31, 2016 as information and direct Administration to post the UA on the district website along with the AFS and Notes by November 30, 2016.

CARRIED (6/6)

Fall Budget Update

Secretary-treasurer Schlag updated the Board on the Fall Budget for the 2016-2017 school year, highlighting changes from the June 2016 Budget submitted, including an overview of variances. While the Fall Update accurately reflects the student count, it will be used for management purposes only and the June budget will be used for comparative purposes on the Statements for the year ending August 31, 2017.

81/17

Trustee Becigneul: THAT the Board of Trustees formally receive the FALL Budget UPDATE for 2016-2017 as information, reflecting Revenues of \$69,630,044 and Expenses of \$70,299,876; an overall projected deficit of (\$669,832).

CARRIED (6/6)

Combined 2015-2016 Annual Education Results Report & 2016-2019 Three Year Education Plan

Superintendent Keohane and assistant superintendent Nixon presented to the Board the key pieces that contribute to the District's Annual Plans highlighting targeted outcomes in place of goals (new this year) including: system priorities, summary of outstanding results, growth opportunities and the significance of the faith mandate to District success.

MOTION TO EXTEND

82/17

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

CARRIED (6/6)

83/17

Trustee Tremblay: THAT the Board of Trustees approve the combined 2015-2016 Annual Education Results Report & 2016-2019 Three-Year Education Plan for submission to Alberta Education.

CARRIED (6/6)

NEW BUSINESS

None.

INFORMATION ITEMS

Report from the Chair

Trustee Shaw provided and update to the Board on correspondence received.

Report from the Superintendent

Assistant superintendent McGuiness provided an update on Class Size across the District. The report highlights that the district exceeds K-3 guidelines, meets district guidelines across 4-6 classrooms and meets all standards for class sizes at the junior and senior high level.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 8.2

Board Advocacy Committee Meeting Summary of December 5, 2016

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the summary of the Board Advocacy Committee meeting held on December 5, 2016 as circulated/as circulated and amended.

**SUMMARY OF THE BOARD ADVOCACY COMMITTEE MEETING OF
GREATER ST. ALBERT RCSSD NO. 734
MONDAY, DECEMBER 5, 2016**

COMMITTEE MEMBERS PRESENT

Trustees Becigneul, Crockett, McEvoy, Proulx, Radford, Shaw, and Tremblay

ADMINISTRATION PRESENT

D Keohane, superintendent

ADMINISTRATION ABSENT

D Schlag, secretary-treasurer

CALL TO ORDER

Trustee McEvoy called the meeting to order at 7:33 p.m. and Trustee Becigneul offered the opening prayer.

ACKNOWLEDGMENT OF TERRITORIES

Trustee Crockett acknowledged that the Greater St. Albert Catholic School Board is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.

ADDITIONS TO THE AGENDA

None

TRUSTEE COMMITTEE REPORTS

Trustee Radford provided a written report by email, shared with Trustees, on ACSTA Directors Meeting on November 18, 2016 and responded to a few questions.

Trustee Radford also provided a written report by email, shared with Trustees from her attendance at the November 25, 2016 ASBA Zone 2/3 Meetings. Trustee Tremblay provided a written report from his attendance at the November 2016 Morinville Chamber Meeting. Trustee Crockett provided a written report from the First Nations, Metis, Inuit Leadership Committee held on November 10, 2016.

TRUSTEE EVENT UPDATES

- Trustee Becigneul updated the Board on his recent attendance to the Neil M. Ross School Council Meeting.
- Trustee Proulx updated the Board on her attendance at the Legal School Council meeting where a discussion included a dialogue on transportation. Superintendent, D. Keohane and Secretary-treasurer, D. Schlag were in attendance to respond to questions. It was also mentioned the school will be hosting and Indigenous Day on March 23, 2017.

TRUSTEE DEVELOPMENT / BOARD ADVOCACY

Board Development Plan

Trustees reviewed suggested topics that could be included as part of the Board Development Plans. In addition, trustees made suggestions on further topics that could be explored. Superintendent, D. Keohane indicated that topics aligned with the Three Year Education and Strategic Plan would further their support and understanding of the key priorities in those documents.

Additional Item

Trustee Crockett mentioned that Alberta School Councils Association and their Executive Director, Jacquie Hansen would be a great resource for the District Council of School Councils' to assist them in understanding the range of services available to them.

Trustee Becigneul offered the closing prayer. The meeting was adjourned at 8:38 p.m.

Meeting chaired by Trustee McEvoy



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 9

Committee & Event Reports

PREPARED BY:

- | | |
|---|-----------------------|
| 9.1 Alberta Catholic School Trustees' Association (Radford) | Attached for Trustees |
| 9.2 Alberta School Boards Association Zone 2/3 (Radford) | Attached for Trustees |
| 9.3 Business Liaison: Morinville Chamber (Tremblay) | Attached |
| 9.4 FNMI Leadership Committee (Crockett) | Attached |

RECOMMENDATION:

THAT the Board of Trustees approve the committee reports from the Board Advocacy Committee meeting held on December 5, 2016.



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

Committee Report Summary

Board Advocacy Committee Meeting Date: December 5, 2016

Submitted by Trustee: Trustee Tremblay

Committee/Event Name: Business Liaison – Morinville Chamber

Committee Meeting Date & Time: November 2016

Summary of Agenda Items:

- ✓ Mayor Tom Flynn, Guest Speaker

Highlights of Items Relevant to GSACRD:

“You’ll notice the theme today is ‘Growing Together,’ which is what our Councils set out to do when we signed the Memorandum of Understanding (MoU) back in 2014,” said Sturgeon County Mayor Tom Flynn. “Having important discussions about future planning, regional projects and boundaries, specifically regarding lands within Sturgeon County and adjacent to St Albert’s boundary. We are focused on the shared future success of both our communities, municipal boundaries are only political. Our communities do not begin or end with a line on a map.”

Sturgeon County’s Inter-Municipal Affairs Committee (IAC), Joint Infrastructure Opportunities, Joint Advocacy Opportunities, including transit, major roadway infrastructure, Joint Growth Boundary Study, Sturgeon Valley and long term plans. Additionally, there Tri-Party arrangement with St. Albert, Sturgeon County, and Edmonton, the Capital Region Board, 127 Street in Edmonton and other transportation, and density development topics were touched on.



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

Committee Report Summary

Board Advocacy Committee Meeting Date: December 5, 2016

Submitted by Trustee: Trustee Crockett

Committee/Event Name: FNMI Leadership Committee

Committee Meeting Date: November 10, 2016

Attendees: D Keohane, R Nixon, B Brochu, C Bruinemean, Elder - Edna Arcand, Leanne MacMillan – Community and Social Development, and Trustees: N Radford, R Tremblay and J Crockett.

Setting the Direction

- Create committees with both indigenous and non-indigenous representatives to increase hope, engagement and well being for our FNMI students as well as to eliminate the achievement gap.
- 2016 – 2017 GSACRD has 338 FNMI students, 200 of which are Metis.
- Our Challenge – fewer students are writing diplomas although the drop out rate is decreasing.
- Principals have been tasked with - What might cause or push students away from school? What might be causing students to be pulled away from school? Student stories are encouraged to be heard and these will be brought back to a later meeting.

Mission

- To enable school communities to engage in Education for Reconciliation. The Blanket Exercise is one strategy that will be used towards reconciliation.
- Question – How do we live FNMI spiritual belief and practices together in the context of our faith? Edna Arcand shared that Alexander practices both the Catholic faith and First Nation spirituality and culture.
- ESSMY students produced a youth version of the Truth and Reconciliation that went all the way to Ottawa.

Kayas – Kipohtakaw – Edna Arcand with the blessings of the elders at the Alexander Reserve collected the stories and published this book on *How Alexander Came to be*.

FNMI Leadership Committee is seeking guidance on the following:

- How do we share our work with parents?
- How do we enrich our work through outside agencies, initiatives and programs and how do we all work together?
- How do we help trustees find routes for advocating through external agencies such as government ministries, municipalities or ASBA to best support students?

Next Leadership Committee Meeting Date: January 12, 2017



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 10

Good News (Communication & Community Relations)

PREPARED BY:

Carol Bruineman, communications manager

BACKGROUND:

Please see attached.

Good News
Regular Board Meeting
December 19, 2016

School News

- **École Father Jan teacher Mariette Laplante-Francis** received the Rotary Teacher of the Month Award earlier this month. Congratulations Mlle. Laplante-Francis for sharing your gifts and talents with our District!
- **J.J. Nearing Staff** participated a Blanket Ceremony during their recent Professional Development Day with the assistance of Mark Guevarra from St. Albert Parish. It was a moving experience for all staff.
- A student led initiative involving staff growing facial hair at **St. Albert Catholic High** during the “Movember campaign” resulted in more than \$5,000 raised! Special thanks to all those who participated and contributed.
- **École Notre Dame** hosted a drive in support of the Marian Centre which resulted in more than 1,500 much needed items collected. Thank you to the Notre Dame School Community for their generosity.
- **R.S. Fowler School** closed one of their most successful volleyball seasons. For the first time, both the Senior Boys and Girls Volleyball teams made it to the City Championships! Congratulations to all players and coaches.
- **R.S. Fowler School** held a drive to fill Bags of Hope. Through a friendly homeroom competition more than 400 bags were filled to help those who are homeless.
- The grade six students at **École Father Jan** led an initiative to fill stockings for those children at the Stollery Hospital. More than 150 stocking were filled and the school community were also blessed with learning more about the importance of “Comforting the Sick.”



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 12.1

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 the policy is meeting its intended purpose.

Board Policy 5 - Role of the Board Chair, Board Policy 6 – Role of the Vice Chair were last reviewed in December 2015 and Board Policy 12 – Role of the Superintendent was last reviewed in November 2015.

No changes for these policies are recommended at this time.

RECOMMENDATION:

THAT the Board of Trustees approve the review of Board Policy 5 - Role of the Board Chair, Board Policy 6 – Role of the Vice Chair, and Board Policy 12 – Role of the Superintendent 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

ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the District, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Specific Areas of Responsibility:

1. Faith Leadership

The Superintendent shall:

- 1.1 Model involvement in a Catholic faith community and ensure students and staff are provided opportunities for spiritual development within the District.
- 1.2 Promote collaboration and communication between the schools, the parishes, and the diocese.

2. Student Welfare

The Superintendent shall:

- 2.1 Ensure the accommodation and transportation of District students.
- 2.2 Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the District.
- 2.3 Act as, or designate, an attendance officer for the District.

3. Educational Leadership

The Superintendent shall:

- 3.1 Provide leadership in all matters relating to education in the District.
- 3.2 Ensure students in the District have the opportunity to meet the standards of education set by the Minister and the Board.
- 3.3 Implement education policies established by the Minister.

4. Fiscal Responsibility

The Superintendent shall:

- 4.1 Ensure the fiscal management of the District by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or regulation.

- 4.2 Ensure the District operates in a fiscally responsible manner, including adherence to generally accepted accounting procedures.
- 4.3 Control and report on the expenditure of all funds in accordance with District goals (including school-based management) and statutory requirements.
- 4.4 Ensure the acceptable condition of the District's physical assets, including the neatness and cleanliness of buildings and grounds, and the safety, security and state of maintenance and repair of buildings, grounds, furnishings and equipment.

5. Personnel Management

The Superintendent shall:

- 5.1 Have overall authority and responsibility for all personnel-related matters, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 5.2 Provide leadership in the supervision and evaluation of principals, administrators, teachers and other staff.

6. Policy

The Superintendent shall:

- 6.1 Provide leadership in the planning, development, implementation and evaluation of Board policies.

7. Superintendent / Board Relations

The Superintendent shall:

- 7.1 Establish and maintain positive professional working relations with the Board.
- 7.2 Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
- 7.3 Keep the Board informed on all school jurisdiction matters, especially controversial and/or highly sensitive issues, in a timely and appropriate manner.

8. Three-Year Education Planning and Reporting

The Superintendent shall:

- 8.1 Lead the Three-Year Education Planning process including the development of District goals, budget, facilities and transportation plans and implement plans as approved.
- 8.2 Involve the Board appropriately (Board approval of process and timelines, opportunity for Board establishment of strategic priorities and key results early in the process, final Board approval).

8.3 Report regularly on results achieved.

9. Organizational Management

The Superintendent shall:

9.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.

9.2 Report to the Minister with respect to matters identified in and required by the School Act.

10. Communications And Community Relations

The Superintendent shall:

10.1 Take appropriate actions to ensure positive external and internal communications are developed and maintained.

10.2 Participate actively in community affairs in order to enhance and support the District's mission.

10.3 Promote the District, its schools and its programs to the parents and community.

10.4 Facilitate the establishment and operation of school councils.

11. Leadership Practices

The Superintendent shall:

11.1 Practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.

11.2 Maintain professional working relationships with staff, students, parents and other affiliated individuals, groups or organizations.

11.3 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.

Legal Reference: Section 14, 113, 114, 115, School Act



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 12.2

Authorization of Locally Developed Courses

PRESENTER: Rhonda Nixon, assistant superintendent of Learning Services

BACKGROUND:

Locally developed courses enable school jurisdictions to be innovative and respond to local and individual needs of students. Locally developed courses are authorized by school authorities.

The following courses were requested from schools to be taught in Semester 2 of this school year.

Course outlines have been uploaded to the meeting folder.

Course	Credits	Developing Board	Authorization Date
<i>High School</i>			
ESL English for Academic Success 35	3 & 5	Calgary School District No. 19	November 16, 2016 – August 31, 2020
ESL Introduction to Mathematics 15-5	5	Calgary School District No. 19	November 16, 2016 – August 31, 2020
Youth Evangelization I 25	3	East Central Alberta Catholic Separate Schools Regional Division No. 16	November 29, 2016 – August 31, 2020
Youth Evangelization II 35	3	East Central Alberta Catholic Separate Schools Regional Division No. 16	November 29, 2016 – August 31, 2020

RECOMMENDATION:

THAT the Board of Trustees approve the use of the acquired locally-developed course **ESL English for Academic Success 35** for 3 and 5 credits beginning November 16, 2016 until August 31, 2020 from Calgary School District No. 19 and any learning resources detailed in the course outlines for use in Greater St. Albert Catholic Schools' high schools.

THAT the Board of Trustees approve the use of the acquired locally-developed course **ESL Introduction to Mathematics 15-5** for 5 credits beginning November 16, 2016 until August 31, 2020 from Calgary School District No. 19 and any learning resources detailed in the course outlines for use in Greater St. Albert Catholic Schools' high schools.

THAT the Board of Trustees approve the use of the acquired locally-developed course **Youth Evangelization I 25** for 3 credits beginning November 29, 2016 until August 31, 2020 from East Central Alberta Catholic Separate Schools Regional Division No. 16 and any learning resources detailed in the course outlines for use in Greater St. Albert Catholic Schools' high schools.

THAT the Board of Trustees approve the use of the acquired locally-developed course **Youth Evangelization II 35** for 3 credits beginning November 29, 2016 until August 31, 2020 from East Central Alberta Catholic Separate Schools Regional Division No. 16 and any learning resources detailed in the course outlines for use in Greater St. Albert Catholic Schools' high schools.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 13.1

2017-2018 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 2017-2018 Instructional Calendar.

RECOMMENDATION:

THAT the Board of Trustees approve the 2017-2018 Instructional Calendar as presented.



Greater St. Albert
Catholic Schools

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

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

Telephone (780) 459-7711

Fax (780) 458-3213

www.gsacrd.ab.ca

MEMORANDUM

DATE: December 12, 2016

TO: David Keohane, Superintendent of Schools

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

RE: 2017-2018 School Calendar

Attached please find the 2017-2018 "draft (November 9, 2016)" calendar which incorporates feedback from PAC, school councils, school staff, CCLC and senior administration.

While the 2017/18 instructional calendar is similar to previous years, I would like to draw your attention to the following characteristics contained in this calendar:

- ✓ 180 instructional and 197 operational days.
- ✓ Balanced semesters of 90 days each.
- ✓ 3 preparation days take place prior to Labour day.
- ✓ Classes commence after Labour Day on Tuesday, September 5, 2017.
- ✓ PD on Friday November 10, 2017 provides long weekend for families.
- ✓ Tuesday, April 3, 2018: Day in Lieu for Good Friday.
- ✓ Yearend Exams are completed on Thursday, June 28, 2018.
- ✓ Yearend preparation day and mass occur on Friday, June 29, 2018.

Sean McGuinness
Assistant Superintendent
Human Resources/Leadership Services

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE

GREATER ST. ALBERT CATHOLIC SCHOOLS
2017-18 SCHOOL YEAR
 Draft (November 9, 2016)

	Date	Details	Operational Days	Instructional Days		
AUGUST	S M T W T F S 30 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	30 Preparation Day 31 Preparation Day	2	0	NOTES □ = operational day (no students) ○ = holiday (no classes) △ = staff meeting day (early dismissal) ◇ = day in lieu	
SEPTEMBER	S M T W T F S 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	1 Preparation Day 4 Labour Day 5 First Day of Classes 22 PD/Staff Meeting Day	20	18		
OCTOBER	S M T W T F S 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	9 Thanksgiving Day 10 ATA Institute Day 20 Staff Meeting Day (early dismissal)	21	20		
NOVEMBER	S M T W T F S 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	10 PD/Staff Meeting Day 11 Remembrance Day 24 P/T Interviews - Day in Lieu	22	20		
DECEMBER	S M T W T F S 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	8 PD/Staff Meeting Day 25-29 Christmas Vacation	16	15		
JANUARY	S M T W T F S 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	1-5 Christmas Vacation 26 PD/Staff Meeting Day	18	17		First DIP: Jan 16 Last DIP: Jan 30 High School Semester 1: 90 days
FEBRUARY	S M T W T F S 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	8-9 Teachers' Convention 16 Staff Meeting Day (early dismissal) 19 Family Day	19	17		
MARCH	S M T W T F S 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	9 PD/Staff Meeting Day 23 P/T Interviews - Day in Lieu 26-29 Spring Break 30 Good Friday	17	15		
APRIL	S M T W T F S 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	2 Easter Monday 3 Day in Lieu (Good Friday) 27 PD/Staff Meeting Day	19	18		
MAY	S M T W T F S 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	18 PD/Staff Meeting Day 21 Victoria Day	22	21		
JUNE	S M T W T F S 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	8 PD/Staff Meeting Day 28 Last Day of School 29 Preparation Day	21	19		First DIP: June 12 Last DIP: June 28 Last PAT: June 28 High School Semester 2: 90 days
TOTAL SCHEDULED DAYS			197	180		



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 29, 2016

ATTACHMENT FOR AGENDA ITEM 13.2

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 as outlined within the combined 2015-2016 Annual Education Results Report / 2016-2019 Three Year Education Plan document.



Memorandum

DATE: December 19, 2016

TO: Board of Trustees

FROM: David Keohane
Superintendent of Schools

RE: **Addressing Trustee Development Interests**

Background

The Board develops interests that require review annually. The recently approved [2015-2016 Annual Education Results Report and the 2016-2019 Three-Year Education Plan combined report](#) is a reference point for areas that are prioritized throughout the 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;
- Religious Education Course Programming within the District;
- Impact of High School Flexibility on student learning within the district;
- The Sacramental Education Initiative Implementation Plan;
- Evolving Focus of the Gallup Poll and Application with the District;
- Overview of the Church's Year of Mercy and possible applications for a new faith goal;
- Urban Agriculture Program;
- Makerspaces;
- Google Drive, Apps, and Gmail;
- Mental health Issues.



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Further Topics for Consideration

- First Nations, Métis and Inuit focus on teacher professional learning and student learning;
- Developing staff understanding of mental health issues and indicators and strategies to address them.

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 19, 2016

ATTACHMENT FOR AGENDA ITEM 13.3

Board Meeting Schedule Revision

PRESENTERS:

Deb Schlag, secretary-treasurer

BACKGROUND:

The 2016-2017 Board Meeting Schedule approved at the Organizational Meeting held on September 26, 2016 included a Board Advocacy Committee Meeting on January 9, 2017. Since this date is the first day back for students after the Christmas break and there are no external meetings scheduled from December 20, 2016 to January 6, 2017, there are not likely to be reports for discussion purposes.

There are two Regular Meetings remaining on the approved schedule in the month of January: January 16, 2017 and January 30, 2017.

There are four remaining Meetings of the Board Advocacy Committee, scheduled as follows:

- February 6, 2017
- March 6, 2017
- April 3, 2017
- May 8, 2017
- No June Advocacy Meeting scheduled

RECOMMENDATION:

THAT the Board of Trustees cancel the January 9, 2017 Advocacy Meeting.



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

Board Chair Correspondence

Attachment for Agenda Item 15.1.1

As reported by the Board Chair

Regular Board Meeting Date: December 19, 2016

	Date of Correspondence	Sender/Recipient	Subject of Correspondence
1.	December 6, 2016	Minister Eggen to Board Chairs	New Math Supports
2.	December 5, 2016	Buffalo Trail Public Schools Board Chair to All Board Chairs	Rural School Boards Organization
3.	December 6, 2016		Legal Matter (01-17)
4.	December 8, 2016	CCSTA	December Newsletter
5.	November 30, 2016		Personnel (02-17)
6.	December 13, 2016	ACSTA to Board Chairs	Media Update
7.	December 15, 2016	Minster and Deputy Minister of Education to Boards	Holiday Greetings
8.	December 14, 2016	ACSTA Board of Directors	ACSA Office Hours



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 15.2

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 19th, 2016**

***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)

Quarterly Financial Statement

Secretary-Treasurer, Deb Schlag, will provide a quarterly financial statement. (Attached)

Communications and Community Relations

Communications Plan Update

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

Boundary Timeline Update

Secretary-Treasurer, Deb Schlag will provide a timeline update on boundaries. (Attached)

Recommendation: That the Board receives this report as information.

*This report has been organized according to the categories of responsibilities for the superintendent (outlined in Policy 12), as they would apply to the timing of the report.



Greater St. Albert
Catholic Schools

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MEMORANDUM

To: David Keohane, Superintendent

From: Deb Schlag, Secretary-Treasurer

Date: December 13, 2016

Re: 2016-2017 Facilities Utilization Report (for Dec 19th Superintendent's Report)

Please find attached a summary report of the 2016-2017 Facility Utilization, based on the September 30th, 2016 actual enrolments, adjusted by severe student allowances, as per Alberta Education's guidelines. The report confirms **69% overall utilization in the District** (down from 70.3% in the prior year and 72.3% in 2014-15), with 2 sites (EFJ & JJN) full, which is categorized by AB ED as 85% or better. 2 sites, NMR & ND, are almost at capacity, with 81% and 83% utilization, respectively.

Details for the four schools at or near capacity are as follows: the first, **École Father Jan is full, at 90%** (compared to 84.4% in 15-16, 74.9% in 14-15, and 72.7% in 13-14), **JJ Nearing is also full at 86.9%** (compared to 89.3% in 15-16, 90.4% in 14-15, and 85.6% in 13-14), **École Notre Dame Elementary School (K-4) in Morinville is nearing capacity at 82.7 %** (compared to 87.1% in 15-16, 106.4% in 14-15, and 107.7% in 13-14) – addition of the board funded modular unit in 15-16 certainly helped correct the situation @ ND. **So too is Neil M Ross nearing capacity at 80.7%** (compared to 77.4% in 15-16, 81.1% in 14-15, and 80.2% in 13-14).

Overall average Utilization by Ward is as follows:

St. Albert (11 schools):	68.8% (down from 70.4% in the previous year)
Morinville (3 schools):	76.5% (down from 80.8% in the previous year)
Legal (1 school):	39.6% (up from 36.9% in the previous year)

A visual presentation will be provided at the meeting.

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2016-17 GSACRD Enrollment Capacity by School @ Sept 30/16 (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	2015 FTE Enrollment (unadjusted)	% Change from 2015
Albert Lacombe	40	20.0	27	22	42	33	43	53							240	6	12	252	415	163		60.7%	245.5	-2.2%
Bertha Kennedy	56	28.0	22	35	29	39	34	37							224.0	4	8	232	340	108		68.2%	229.0	-2.2%
Father Jan	50	25.0	39	42	58	41	55	28							288.0	0	0	288	320	32		90.0%	270.0	6.7%
IJ Nearing	76	38.0	57	67	70	75	46	72							425.0	9	18	443	510	67		86.9%	431.5	-1.5%
Ecole Marie Poburan	67	33.5	56	55	56	49	48	47							344.5	3	6	350.5	477	126.5		73.5%	372	-7.4%
Neil M Ross	61	30.5	64	71	56	75	60	86							442.5	6	12	454.5	563	108.5		80.7%	422.0	4.9%
Vital Grandin	42	21.0	20	27	23	24	28	39							182	8	16	198	454	256		43.6%	190	-4.2%
RS Fowler									122	134	143				399	8	16	415	540	125		76.9%	378	5.6%
VJ Maloney									153	159	150				462	16	32	494	689	195		71.7%	489	-5.5%
ESSMY									68	85	87	10	19	34	303	0	0	303	626	323		48.4%	325	-6.8%
St. Albert Catholic High												210	207	199	616	20	40	656	1,003	347		65.4%	596	3.4%
Sub-total:	392	196.0	285	319	334	336	314	362	343	378	380	220	226	233	3,926	80	160	4,086.0	5,937.0	1,851.0	0		3,948	-0.6%
Notre Dame	110	55.0	80	98	94	85									412	17	34	446	539	93		82.7%	437.5	-5.8%
Legal	31	15.5	12	20	19	17	17	18	9	22	17				166.5	6	12	178.5	451	272.5		39.6%	160.5	3.7%
Georges H Primeau							107	97	93	106					403	16	32	435	584	149		74.5%	425	-5.2%
MCHS											116	124	136	153	529	24	48	577	784	207		73.6%	552	-4.2%
Sub-total:	141	70.5	92	118	113	102	124	115	102	128	133	124	136	153	1,511	63	126	1,636.5	2,358.0	721.5	0		1,575	-4.1%
Overall Total:	533	266.5	377	437	447	438	438	477	445	506	513	344	362	386	5,437	143	286	5,723	8,295.0	2,573	0	69.0%	5,523	-1.6%

-22

-64

-86

Note: includes PUF 101 (22 @ND, 27@VG, 19@AL, 18@BK, 15@ Legal)
Total Reg ECS 432

Reconciliation to Sept 30/16 Student EIE count:	
District Total (incl 101 PreSchool PUF):	5,827
Less ECS Adjustment to FTE:	-266.5
Less St. Albert Storefront School:	-124.0
Adjusted FTE Total - agrees to above:	5,437

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

Sept 30/15 Student EIE count:	
Total:	5,911
ECS Adj:	-216.0
SF:	-161
Adj Total:	5,534

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



DATE: December 13, 2016
TO: The Board of Trustees
FROM: David Keohane, Superintendent of Schools
SUBJECT: Fee Waiver Report as at November 30, 2016
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)
- † 2015-2016 value of total waivers: **\$39,900** (2.9% < 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 2015-16 WAIVERS for the year was expected to be **\$28,315** (actual value was \$11,585 more than expected). While \$24,067 in Fee Waivers were approved @ Nov 30, 2015, it was reported to the Board that the difference could be as high as \$11,000 for the entire year. In fact, the difference was \$11,585 which means that a greater percentage of waivers were managed AFTER November 30th, than in previous years.

CURRENT SITUATION

- † **2016-2017 value of waivers to Nov 30, 2016: \$28,509** (compared to \$24,067 in 15-16)
- † To date, requests have been approved for 52 families from 13 of 16 sites (41 families @ Nov 30, 2015)
- † To Nov 30, 2016, requests have been approved for 100 students (compared to 75 @ Nov 30, 2015)
- † To date, NMR, JJN, and EMP have no WAIVER Requests



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CURRENT SITUATION - continued

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

✚ 0%- Learning Resource Fees (Board Directed) of \$0	(15-16: 18.4% - \$4,420)
✚ 37%- Other School Based Fees of \$10,699	(15-16: 33.3% - \$8,017)
✚ 63% - Bus Pass Fees of \$17,810	(15-16: 48.3% - \$11,630)
✚ Total to Nov 30, 2016: \$28,509	(15-16: 100% - \$24,067)

For 2016-17, the total value of waivers is projected to be **\$35,636**. This projection is based on 80% of the value of WAIVERS @ Nov 30, which has historically been between 82% and 88% of the total value for the year; it appears that the majority of WAIVERS are handled by Nov 30th of each school year, and this year the Board has chosen to eliminate all Board Directed Fees.

KEY POINTS

Projected VALUE of TOTAL 2016-17 WAIVERS for the year is expected to be **\$35,636** which appears reasonable given there will be no Board Directed Fees to waive.

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.

Summary of Fees						As of Nov 30, 16
Number of Families: 52			Number of Sites: 13			
Site	Learning Resource Fees (Board Directed)	Other School Based Fees	Bus Pass Fees	Total Fees	# of students	
AL	\$0	\$450	\$0	\$450	5	
BK	\$0	\$1,517	\$2,430	\$3,947	12	
EFJ	\$0	\$420	\$1,620	\$2,040	6	
ESSMY	\$0	\$260	\$540	\$800	2	
GHP	\$0	\$820	\$810	\$1,630	6	
LEGAL	\$0	\$356	\$1,100	\$1,456	6	
MCHS	\$0	\$1,304	\$930	\$2,234	9	
ND	\$0	\$702	\$2,550	\$3,252	11	
RSF	\$0	\$630	\$1,080	\$1,710	7	
SACHS	\$0	\$2,527	\$3,240	\$5,767	19	
VG	\$0	\$400	\$810	\$1,210	5	
VJM	\$0	\$1,163	\$2,700	\$3,863	11	
ST GABES	\$0	\$150	\$0	\$150	1	
Grand Total	\$0	\$10,699	\$17,810	\$28,509	100	



To: David Keohane, Superintendent
From: Deb Schlag, Secretary-Treasurer
Date: December 14, 2016
Re: 2016-2017 Quarter 1 Financial Report to November 30, 2016

The attached 1st Quarter Financial Report to November 30, 2016 includes actual Revenues and Expenditures recorded to November 30, 2016, as well as a reasonable forecast to August 31, 2017, indicating a deficit of **(\$644,936)**, which is close to both the Original Budget of **(\$558,357)**, approved June 27, 2016, and the Fall Update Budget Deficit of **(\$669,832)**.

This report is presented in the same format as the Budget and Financial Statements for easy comparison. The % columns are designed to allow the reader an “at-a-glance” method of comparison for each category of revenue and expenditure. The % of year expended, in this case 25% (3 out of 12 months), is a natural comparator to the % of Budget for either Revenue or Expenditure.

Many system support contracts are paid in full prior to the end of the 1st Quarter, further contributing to the actual deficit for the Quarter of **(\$245,763)**. Examples of Contracts paid in full to date are:

• Various software licenses & annual supports	\$216,776
• Insurance	\$314,128
• Memberships & Dues	<u>\$ 42,194</u>
Total prepaid @ November 30, 2016:	\$573,098

While this 1st Quarter Report does include a forecast, it is too early in the year to predict any deviations from the planned budget as the forecast is based on the percentages of 16-17. The 2nd Quarter Report will have a more comprehensive forecast attached to year-end.



2016-2017 STATEMENT OF REVENUES AND EXPENSES
Actual Results to Budget Comparisons
for the Quarter Ending November 30, 2016

	Fall		Original		Actuals to Nov 2016	Forecasted Amounts for Dec to Aug	Projected Total @ Aug 31, 2017	Total to Budget Variance	% to Budget	Actuals for 2015-2016	Actuals for 2014/2015	Actuals for 2013/2014
	Revised Budget	Actuals % to Fall Budget	Approved Budget	Actuals % to Org. Budget								
REVENUES												
Government of Alberta	\$51,389,208	27.6%	\$51,209,921	27.7%	\$14,164,004	\$37,202,953	\$51,366,957	(\$22,251)	99.96%	\$52,563,071	\$51,558,420	\$54,231,364
Government contributions to ATRF	\$4,000,000	5.9%	\$4,000,000	5.9%	\$237,912	\$3,742,868	\$3,980,780	(\$19,220)	99.52%	\$3,787,996	\$3,582,024	\$3,822,544
Federal Government and/or First Nations	\$135,868	33.7%	\$146,566	31.3%	\$45,810	\$101,000	\$146,810	\$10,942	108.05%	\$170,802	\$130,509	\$130,512
Other Alberta school authorities	\$25,473	0.0%	\$20,000	0.0%	\$0	\$0	\$0	(\$25,473)	0.00%	\$3,340	\$0	\$49,720
Out of province authorities	\$0	-	\$0	-	\$0	\$0	\$0	\$0	-	\$0	\$0	\$0
Property Taxes	\$8,000,000	8.3%	\$7,815,000	8.5%	\$667,467	\$7,353,885	\$8,021,352	\$21,352	100.27%	\$8,020,225	\$7,810,316	\$2,753,268
Instruction resource fees	\$2,132,675	19.8%	\$2,031,875	20.8%	\$423,071	\$1,673,196	\$2,096,267	(\$36,408)	98.29%	\$2,516,053	\$2,931,321	\$2,868,526
Transportation fees	\$640,000	84.1%	\$650,000	82.8%	\$538,152	\$80,000	\$618,152	(\$21,848)	96.59%	\$658,826	\$599,909	\$610,455
Other sales and services	\$78,245	0.6%	\$80,000	0.6%	\$461	\$70,083	\$70,544	(\$7,701)	90.16%	\$179,061	\$103,787	\$120,709
Investment income	\$50,000	34.7%	\$50,000	34.7%	\$17,366	\$33,000	\$50,366	\$366	100.73%	\$55,964	\$65,230	\$60,885
Gifts and donations	\$60,000	7.5%	\$60,000	7.5%	\$4,500	\$50,000	\$54,500	(\$5,500)	90.83%	\$150,467	\$216,626	\$149,556
Fundraising	\$250,000	0.0%	\$200,000	0.0%	\$0	\$270,000	\$270,000	\$20,000	108.00%	\$276,651	\$316,584	\$265,505
Rentals of facilities	\$229,144	96.7%	\$225,647	98.2%	\$221,561	\$0	\$221,561	(\$7,583)	96.69%	\$231,236	\$184,745	\$154,596
Gains on disposal of capital assets	\$0	-	\$0	-	\$0	\$0	\$0	\$0	-	\$8,500	\$2,400	\$1,500
Amortization of capital allocations	\$1,587,508	25.0%	\$1,582,288	25.1%	\$396,880	\$1,190,628	\$1,587,508	\$0	100.00%	\$1,594,956	\$1,594,956	\$1,688,751
Other revenue	\$1,051,923	3.1%	\$1,020,583	3.2%	\$32,873	\$1,000,548	\$1,033,421	(\$18,502)	98.24%	\$1,746,713	\$1,453,406	\$1,080,531
TOTAL REVENUES	\$69,630,044	24.1%	\$69,091,880	24.2%	\$16,750,057	\$52,768,161	\$69,518,218	(\$111,826)	99.84%	\$70,368,905	\$70,550,233	\$67,988,422
EXPENSES												
Certificated salaries	\$32,875,572	24.8%	\$32,497,119	25.1%	\$8,151,457	\$24,651,178	\$32,802,635	\$72,937	99.78%	\$32,543,951	\$31,875,970	\$31,824,558
Certificated benefits	\$3,758,825	18.6%	\$3,714,695	18.8%	\$697,391	\$3,006,202	\$3,703,593	\$55,232	98.53%	\$3,498,295	\$3,926,996	\$3,835,753
Government contributions to ATRF	\$4,000,000	5.9%	\$4,000,000	5.9%	\$237,912	\$3,742,868	\$3,980,780	\$19,220	99.52%	\$3,787,996	\$3,582,024	\$3,582,024
Non-certificated salaries and wages	\$9,824,338	28.2%	\$9,914,770	27.9%	\$2,767,967	\$7,044,397	\$9,812,364	\$11,974	99.88%	\$9,774,192	\$9,948,863	\$9,900,712
Non-certificated benefits	\$2,691,869	26.6%	\$2,676,988	26.7%	\$715,503	\$1,965,601	\$2,681,104	\$10,765	99.60%	\$2,679,969	\$2,692,788	\$2,741,700
Services, contracts and supplies	\$14,976,412	26.0%	\$14,673,351	26.6%	\$3,900,114	\$11,109,704	\$15,009,818	(\$33,406)	100.22%	\$15,387,959	\$16,018,059	\$14,642,980
Capital and debt services												
Amortization of capital assets												
supported	\$1,587,508	25.0%	\$1,582,288	25.1%	\$396,880	\$1,190,628	\$1,587,508	(\$0)	100.00%	\$1,622,329	\$1,594,953	\$1,688,751
unsupported	\$490,342	25.0%	\$461,571	26.6%	\$122,593	\$367,749	\$490,342	\$0	100.00%	\$441,832	\$434,751	\$427,766
Interest on capital debt												
supported	\$95,010	6.3%	\$129,455	4.6%	\$5,998	\$89,012	\$95,010	\$0	100.00%	\$162,262	\$237,934	\$312,040
unsupported	\$0	-	\$0	-	\$0	\$0	\$0	\$0	-	\$0	\$0	\$0
Other interest charges	\$0	-	\$0	-	\$0	\$0	\$0	\$0	-	\$0	\$0	\$0
Board Approved Technology Expenditure	\$0	-	\$0	-	\$0	\$0	\$0	\$0	-	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	-	\$0	-	\$0	\$0	\$0	\$0	-	\$8,549	\$0	\$11,376
TOTAL EXPENSES	\$70,299,876	24.2%	\$69,650,237	24.4%	\$16,995,815	\$53,167,339	\$70,163,154	\$136,722	99.81%	\$69,907,334	\$70,312,338	\$68,967,660
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(\$669,832)		(\$558,357)		(\$245,758)	(\$399,178)	(\$644,936)	\$24,896		\$461,571	\$237,895	(\$979,238)
% of year expended 3/12 (25.00%)												



2016-2017 STATEMENT OF REVENUES AND EXPENSES (BY PROGRAM)
Actual Results to Budget Comparisons
for the Quarter Ending November 30, 2016



	Fall		Original		Actuals to Nov 2016	Forecasted Amounts for Dec to Aug	Projected Total @ Aug 31, 2017	Total to Budget Variance	% to Budget	Actuals for 2015-2016	Actuals for 2014/2015	Actuals for 2013/2014
	Revised Budget 2016-2017	Actuals % to Fall Budget	Approved Budget 2016-2017	Actuals % to Org. Budget								
REVENUES												
ECS - Grade 12 Instruction	\$55,284,613	24.5%	\$55,487,854	24.4%	\$13,522,040	\$41,710,382	\$55,232,422	(\$52,191)	99.91%	\$56,480,617	\$56,651,241	\$54,942,511
Operations & Maintenance of Schools	\$8,299,919	23.8%	\$8,094,888	24.4%	\$1,972,345	\$6,270,378	\$8,242,723	(\$57,196)	99.31%	\$7,935,096	\$8,163,148	\$7,103,559
Transportation	\$2,915,879	37.7%	\$2,924,048	37.6%	\$1,098,135	\$1,809,192	\$2,907,327	(\$8,552)	99.71%	\$2,784,942	\$2,801,993	\$2,852,355
Board & System Administration	\$2,506,446	1.3%	\$2,507,408	1.3%	\$32,195	\$2,478,873	\$2,511,068	\$4,622	100.18%	\$2,670,759	\$2,441,593	\$2,449,854
External Services	\$623,187	20.1%	\$77,682	161.4%	\$125,341	\$499,337	\$624,678	\$1,491	100.24%	\$497,491	\$492,258	\$640,143
TOTAL REVENUES	\$69,630,044	24.1%	\$69,091,880	24.2%	\$16,750,056	\$52,768,162	\$69,518,218	(\$111,826)	99.84%	\$70,368,905	\$70,550,233	\$67,988,422
EXPENSES												
ECS - Grade 12 Instruction	\$55,844,966	23.8%	\$56,046,211	23.8%	\$13,311,839	\$42,467,186	\$55,779,025	\$65,941	99.88%	\$56,425,845	\$56,719,052	\$55,985,496
Operations & Maintenance of Schools	\$8,299,919	23.1%	\$8,094,888	23.7%	\$1,918,590	\$6,322,599	\$8,241,189	\$58,730	99.29%	\$7,696,667	\$7,918,921	\$6,991,595
Transportation	\$3,025,358	29.9%	\$2,924,048	31.0%	\$905,501	\$2,103,752	\$3,009,253	\$16,105	99.47%	\$2,879,236	\$2,896,682	\$2,922,177
Board & System Administration	\$2,506,446	29.2%	\$2,507,408	29.2%	\$732,951	\$1,776,619	\$2,509,570	(\$3,124)	100.12%	\$2,408,101	\$2,285,566	\$2,431,832
External Services	\$623,187	20.4%	\$77,682	163.4%	\$126,938	\$497,177	\$624,115	(\$928)	100.15%	\$497,485	\$492,117	\$636,560
TOTAL EXPENSES	\$70,299,876	24.2%	\$69,650,237	24.4%	\$16,995,819	\$53,167,333	\$70,163,152	\$136,724	99.81%	\$69,907,334	\$70,312,338	\$68,967,660
Net Position												
ECS - Grade 12 Instruction	(\$560,353)		(\$558,357)		\$210,201	(\$756,804)	(\$546,603)	\$13,750		\$54,772	(\$67,811)	(\$1,042,985)
Operations & Maintenance of Schools	\$0		\$0		\$53,755	(\$52,221)	\$1,534	\$1,534		\$238,429	\$244,227	\$111,964
Transportation	(\$109,479)		\$0		\$192,634	(\$294,560)	(\$101,926)	\$7,553		(\$94,294)	(\$94,689)	(\$69,822)
Board & System Administration	\$0		\$0		(\$700,756)	\$702,254	\$1,498	\$1,498		\$262,658	\$156,027	\$18,022
External Services	\$0		\$0		(\$1,597)	\$2,160	\$563	\$563		\$6	\$141	\$3,583
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(\$669,832)		(\$558,357)		(\$245,763)	(\$399,171)	(\$644,934)	\$24,898		\$461,571	\$237,895	(\$979,238)
	\$30,000 Dual Credit (from reserves) \$100,000 IB/LLTA Support \$424,680 elimination of fees (from reserves) \$5,673 Instruction Support (General)		\$30,000 Dual Credit (from reserves) \$100,000 IB/LLTA Support \$428,357 elimination of fees									



DATE: December 16, 2016
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 the District’s Strategic Plan. The following is an update on progress the plan since the beginning of the school year.

DECEMBER 2016 UPDATE

Media: Since the start of the 2016 school year, some of the items addressed with the media included: Response to Public Interest Albert Report on Gender Identity & Expression, Results of the By-Election, Appointment of Board and Vice-Chair, Internet Safety in Schools, September Enrolment Counts, Creepy Clown Incident, Sister Alphonse Academy Sod Turning and Bill 28.

Community Engagement: Significant resources were put in place to host the Phase 1 Consultation on Sister Alphonse Academy. Two open houses and an online survey provided opportunities for public input. Collectively, more than 350 responses were received and the Summary Report will be presented to the Board in January. In addition, the Sod-Turning event was hosted on November 9th with provincial and municipal government officials in attendance.

Advertising: A number of ads were run to promote Sister Alphonse Academy Open Houses.

Website Update: Communications is working with schools to refresh content on their sites; a training session was held this past fall to support new and continuing website administrators. The District site is also being updated to reflect current trends in design and improve the homepage navigation. It is expected to be completed by end of January 2017.

Social/Online Media: This year we implemented the use of the hashtag #GSACRDProud to more actively track news across the District. To further this, we will have a live feed on the website to capture all tweets that use this hashtag and promote the great news in all schools. In addition, preliminary research on the use of more mobile friendly applications is in progress.

Mobile Communication: With the majority of communication occurring digitally, the communications team are transitioning schools to mobile friendly templates. To date, four schools have adopted mobile newsletters (Notre Dame, R.S. Fowler, Legal School and J.J. Nearing), along with the District and Trustee News which are delivered in a mobile format.

Event Update: A Post-Secondary evening for grade nine families attracted more than 225 parents and students; double the attendance seen in previous years. Annual Pre-K and Kindergarten EXPO’s will be held in St. Albert on January 19th and in Morinville on February 2, 2017. An information session on Academic Preparatory Programming will be held in February.



MEMORANDUM

To: David Keohane, Superintendent
From: Deb Schlag, Secretary-Treasurer
Date: December 13, 2016
Re: Boundary Timeline Update (for Dec 19th Superintendent's Report)

Please find below a projected timeline related to the Boundary & Programming Review for Sister Alphonse Academy:

January 16, 2017	Regular Meeting - Initial presentation of independent consultant's report to the Board (In-Camera)
January 30, 2017	Regular Meeting - Independent consultant's report to the Board will be presented to the public, formally received by the Board, with direction provided to Administration to bring back options for consideration regarding both boundaries (affecting multiple sites) and programming options specific to Sister Alphonse Academy
February 1, 2017	Administration meeting regarding options for consideration
February 6, 2017	Advocacy Meeting - Questions, Answers, and Clarifications around potential options that will be presented to the Board at February 13 Regular Meeting
February 13, 2017	Regular Meeting – 4 Options for consideration will be provided to the Board; 2 will be chosen for further input & consultation with the public via OPEN HOUSE format
March 2017	OPEN HOUSE – JJN (3:00 pm – 7:00 pm) – public input into options
March 2017	OPEN HOUSE – NMR (3:00 pm – 7:00 pm) – public input into options
April 21-22, 2017	Board Planning Meetings (Closed Sessions) – public input considered
April 24, 2017	Regular Meeting – Final Decision by Board on Boundaries & Programming



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 19, 2016

ATTACHMENT FOR AGENDA ITEM 16

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 2016-2017

Month	Date	Event	Location Time	Attending
DECEMBER				
	December 1, 2016	SRR Trustee Visit MCHS	8:30 AM	Radford, Shaw, Crockett, McEvoy, Tremblay, Proulx, Becigneul, Keohane
		SRR Trustee Visit GHP	10:30 AM	Radford, Shaw, Crockett, McEvoy, Tremblay, Proulx, Becigneul, Keohane
	December 1, 2016	Tour of St. Jean Baptiste Parish	12:30 pm	McEvoy, Radford, Crockett, Loiselle, Shaw, Nixon, McGuinness, Keohane, Tremblay
	December , 2016	Rotary Volunteer Opportunity	Enjoy Centre	
	December 8, 2016	SRR Trustee Visit Albert Lacombe	8:30 AM	Radford, Shaw, Crockett, McEvoy, Becigneul, Keohane
		SRR Trustee Visit ESSMY	10:30 AM	Radford, Shaw, Crockett, McEvoy, Proulx, Becigneul, Keohane
		SRR Trustee Visit St. Gabes	1:30 PM	Radford, Shaw, Crockett, McEvoy, Proulx, Becigneul, Keohane
	December 16, 2016	Morinville Rotary Christmas Party		Crockett (2), Radford (2)
	December 20, 2016	Trustee Christmas Baskets to Schools	9:00 AM	
JANUARY				
	January 19, 2017	ATA Dinner (Tentative)	TBC	Trustees, McGuinness
	January 23, 2017	Council of Councils Meeting	District Office (7:00 pm)	
	January 27, 2017	BELRA Presentations to All Schools	All Schools	
	January 30, 2017	Joint School Boards Meeting	Location and Time TBD	
FEBRUARY				
	February 10, 2017	ATA Convention Luncheon	Westin Hotel, (11:30 am)	
	February 24-26, 2017	Religious Education Congress	Anaheim	Shaw
MARCH				
	March 5-7, 2017	Rural Symposium	Fantasyland Hotel, Edmonton	
	March 25-27, 2017	NSBA Annual Conference and Exposition	Denver Colorado	
APRIL				
	April 21-22, 2017	Board Planning Session (Tentative)	TBC	
MAY				
	May 2-5, 2017	Provincial Blueprints	Kananaskis	