

**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**

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**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 an update to the Board on correspondence received.

**Report from the Superintendent**

**Assistant superintendent McGuinness** 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.

