



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, September 11, 2017 | 2:30 P.M. Call to Order
3:30 P.M. – Public Meeting

1. **Call to Order:** Rosaleen McEvoy
2. **In-Camera**
3. **Out-of-Camera at 3:30 pm**
4. **Opening Prayer:** Joan Crockett
5. **Acknowledgment of Territories:** Rosaleen McEvoy
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. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration. Kinanâskomitin Manito (Thank you Creator).
6. **Approval of Agenda**
7. **Presentation Delegation**
 - 7.1 Sister Alphonse Academy Visual Identity Presentation – Brian Holdsworth, Creative Director of Holds Worth Design Attached
8. **Approval of Minutes & Summaries**
 - 8.1 Regular Board Meeting Minutes of June 26, 2017 Attached
 - 8.2 Board of Trustees Special Meeting Minutes of August 30, 2017 Attached
 - 8.3 Board of Trustees Committee of the Whole Meeting of August 30, 2017 Attached
9. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
10. **Good News (Communication & Community Relations)**
11. **Questions from the Public**
(Questions are submitted in writing on the Thursday prior to meeting. Information and the form can be located on the District website at <http://bit.ly/1SLTFSh>.)
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.)

13. Action Items

- | | |
|---|----------|
| 13.1 Alberta Catholic School Trustee Award Nominations (Schlag) | Attached |
| 13.2 Alberta School Boards Association Award Nominations (Schlag) | Attached |
| 13.3 Laura Bird Memorial Beacon of Hope Award Recipient (Schlag) | Attached |
| 13.4 Revision of Board Meeting Schedule (Schlag) | Attached |
| 13.5 Board Policy Review Schedule (Keohane) | Attached |

14. New Business

- 14.1 CUPE Ratification (Schlag)

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 Organizational Management | |
| • Staffing Report (McGuinness) | Attached |
| 15.2.2 Communications and Community Relations | |
| • 2017-2018 Ad Hoc Communications Committee
(Schlag/Bruineman) | 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: Joan Crockett

20. In-Camera *(if applicable)*

21. Out-of-Camera

22. Adjournment



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 7

Presentation Delegation

7.1 **Sister Alphonse Academy Visual Identity Presentation**

Mr. Brian Holdsworth, Creative Director of Holds Worth Design, will present an overview of the visual identity process for Sister Alphonse Academy, the newest District school in St. Albert. This will include a synopsis of what has happened to date and an anticipated timeline for the development of branding the school (branding = impression).



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 8.1

Regular Board Meeting Minutes of June 26, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on June 26, 2017 as circulated or as circulated and amended.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD on MONDAY, June 26, 2017, 2:00 P.M.
District Office, 6 St. Vital Avenue,
St. Albert, AB**

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

ADMINISTRATION PRESENT

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

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

IN CAMERA

259/17 Trustee Tremblay: **THAT** the Board of Trustees move In Camera at 2:01 p.m.

CARRIED (6/6)

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

OUT OF CAMERA

260/17 Trustee Crockett: **THAT** the Board of Trustees move Out of Camera at 3:29 p.m.

CARRIED (7/7)

The Board recessed until 3:30 p.m.

OPENING PRAYER Trustee Tremblay offered the Opening Prayer.

ACKNOWLEDGEMENT Trustee Shaw acknowledged that the Board is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration. Kinanâskomitin Manito (Thank you Creator).

APPROVAL OF AGENDA

261/17 Trustee Radford: **THAT** the Board of Trustees approve the agenda as amended with the deferral of 13.2b until the September 11, 2017 Regular Meeting of the Board.

CARRIED (7/7)

PRESENTATION DELEGATION

Audit Plan Presentation (Meyers, Norris & Penny)
Mr. Kevin George, partner with Meyers, Norris, & Penny updated the Board on the process planned for this year's audit, including: objectives, responsibilities, proposed materiality, areas of emphasis, and auditor independence to ensure a comprehensive audit that complies with all standards.

St. Albert School Resource Officer Year-end Report

Cpl. Kading and Staff Sgt. Jeff Jacobsen updated the Board on the RCMP’s activity in district schools over the past year. The programs that were highlighted included: DARE grade 6, and the drug awareness sessions for all grade 8’s. An update on staffing plans was provided. Going forward they continue to be open to working with schools and supporting curriculum areas that could be enhanced with their expertise as community partners.

APPROVAL OF MINUTES & SUMMARIES

262/17

Trustee McEvoy: **THAT** the Board of Trustees approve the minutes of the regular meeting of the Board held on June 12, 2017 as circulated.

CARRIED (7/7)

GOOD NEWS

Trustee Shaw shared the Good News Report and added that former Sports Academy alumni, Ian Mitchell, had been the 57th pick by the Chicago Blackhawks in the 2nd round NHL draft. **Trustee Radford** gave accolades to the organizing committee of the Pipe Ceremony, the elders, students and Chief Alexis who participated and led elements of the ceremony and said she was honored to be among the attendees. **Trustee McEvoy** commented on R.S. Fowlers video of staff dancing their way into exams that was edited by students.

QUESTIONS FROM THE PUBLIC

There were no questions.

CONSENT ITEMS

There were no consent items.

ACTION ITEMS

Review of Board Policy 20 – Laura Bird Memorial Beacon of Hope Award

Trustee McEvoy updated the Board on proposed changes discussed by the Laura Bird Memorial sub-committee that will provide further clarification and direction on the policy to improve the selection process for this award.

263/17

Trustee McEvoy: **THAT** the Board of Trustees approve the review of Board Policy 20 – Laura Bird Memorial Beacon of Hope Award with the noted changes as presented to procedure numbers 7, 8, 9, 12, and 13.

CARRIED (7/7)

Alberta Catholic School Trustees’ Association Award Nominations

264/17

Trustee Tremblay: **THAT** the Board of Trustees approve the nominations put forth by the Nominations Committee for the Alberta Catholic School Trustees’ Association (ACSTA) as follows:

- ACSTA Faithful Steward Long Service Award - Cathy Proulx (20 Year Award).
- ACSTA Appreciation Award – endorsement of the Committee’s Nominee until acceptance has been confirmed and

nomination submitted to ACSTA in accordance with the deadline of Sept 11, 2017; public endorsement will be made confirming the Nominee at the Sept 11, 2017 meeting.

CARRIED (7/7)

Laura Bird Memorial Beacon of Hope Award Recipient

265/17

Trustee McEvoy: **THAT** the Board of Trustees approve the committee's selection as the recipient of the 2017 Laura Bird Memorial Beacon of Hope Award.

CARRIED (7/7)

Board Policy 2 – Board Operations: School Fees Addition

Secretary-treasurer Schlag updated and highlighted for the Board policy changes that need to be in place to align with Bill 1, An Act to Reduce School Fees legislation.

266/17

Trustee Crockett: **THAT** the Board of Trustees approve the changes to Board Policy 2 – Role of the Board, as presented in the new Section 6, titled "Fees", and direct Administration to submit the Policy to the Minister of Education, as required no later than June 30, 2017;

AND

Adjust the wording in the second last paragraph of Appendix A in Policy 2 to read: Following the retirement recognition program, any employee who is leaving the district, but is not being formally recognized as a retiree, will **also** be invited to receive a blessing.

CARRIED (7/7)

MOTION TO EXTEND

267/17

Trustee Becigneul: **THAT** the Board of Trustees extend the meeting until 7:00 p.m.

CARRIED (7/7)

2017-2018 School Fee Approval

Secretary-treasurer Schlag updated the Board on School Fee requirements in conjunction with the new legislation (*Bill 1*) and provided a series of schedules that reflect the fee-by-fee detail for each of the schools for both 16-17 and 17-18, which will need to be sent to the Ministry of Education for further review after approval by the Board.

268/17

Trustee Radford: **THAT** the Board of Trustees approve the 2017-2018 School Fee Revenue Schedules (one for each school) which indicate the maximum fees per course or activity as presented and attached, along with the 2017-2018 Transportation Fee Revenue Schedule, and Consolidated Fee Revenue Schedule Summary.

CARRIED (7/7)

The Board recessed from 5:38 p.m. until 6:05 p.m.

2017-2018 Budget

Secretary-treasurer Schlag presented the 2017-2018 Budget that is based on spending today's dollars on today's students, reflects the Board's decision to maintain current transportation fee levels for one year, and integrates school fee charges that

respond to *Bill 1, An Act to Reduce School Fees* legislation.

Furthermore, the budget is based on stable enrolment and is anticipated to be a deficit budget. Approximately 80% of all revenue received goes directly to Instruction and the Board Approved Class Size for grades 1-9 has been constant since 2012-13 (22/26/27.5). The High School Class Size, for allocation purposes, increased from 28.0 to 30.5 in 2016-2017, to improve equity at all grade levels.

269/17 **Trustee McEvoy:** **THAT** the Board of Trustees approve the district 2017-2018 operating budget with estimated revenues of \$69,308,440 and estimated expenditures of \$69,798,602, resulting in an annual deficit of (\$490,162).
CARRIED (7/7)

Addendums to the 2017-2018 Principles for the Basis of Allocations to Schools

270/17 **Trustee Tremblay:** **THAT** the Board of Trustees approve the Addendums to the 2017-2018 Principles for the Basis of Allocations to Schools, located on pages 10, 11, and 12, as presented and attached.
CARRIED (7/7)

MOTION TO EXTEND

271/17 **Trustee Proulx:** **THAT** the Board of Trustees extend the meeting until 9:30 p.m.
CARRIED (7/7)

2017-2018 Three-Year Education Plan Framework

Superintendent Keohane updated the Board on the Framework and alignment of the Board's work to the Strategic Plan, the Board's Advocacy Plan and the District Communication Plan.

272/17 **Trustee McEvoy:** **THAT** the Board approve the Planning Framework for the 2017 – 2020 Three-Year Education Plan as presented.
CARRIED (7/7)

Superintendent's Evaluation Report

273/17 **Trustee McEvoy:** **THAT** the Board of Trustees approve the Superintendent's Evaluation Report as developed from the June 12, 2017 presentation as an accurate accounting of the Superintendent's performance for the period June 2016 to June 2017 and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf.
CARRIED (7/7)

NEW BUSINESS

There was no new business.

INFORMATION ITEMS

Report from the Chair

Trustee Shaw updated the Board on correspondence received from Alberta Education.

Report from the Superintendent

Superintendent Keohane updated the Board on School Council Year-end reports, the requirement for councils to report and where this information can be accessed.

Asst. superintendent Nixon updated the Board on contact made with Our Lady of Loretto Chapel, the parish situated on the Edmonton Garrison Military Base and future plans to share information on the District.

Secretary-treasurer Schlag provided the Board with a one-page summary report on school-based fees that can be charged for 2017-2018, which also responds to new legislation.

Secretary-treasurer Schlag also updated the Board on the 2016-2017 position, with the Quarter 3 Financial Report, which estimates a \$525,454 deficit to year-end.

274/17

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

CARRIED (7/7)

BOARD COMMITMENTS

275/17

Trustee Crockett: **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.

CARRIED (7/7)

CLARIFICATION PERIOD FOR PUBLIC & MEDIA

There were no questions.

TRUSTEE REQUEST FOR INFORMATION

Trustee Crockett requested that information on facility use across the District be shared in advance of future joint use meetings for improved understanding.

CLOSING PRAYER

Trustee Tremblay offered the closing prayer.

IN CAMERA

276/17

Trustee Tremblay: **THAT** the Board of Trustees move In Camera at 7:43 p.m.

CARRIED (7/7)

OUT OF CAMERA

277/17

Trustee Crockett: **THAT** the Board of Trustees move Out of Camera at 9:19 p.m.

CARRIED (7/7)

ADJOURNMENT

278/17

Trustee Proulx: **THAT** the Board of Trustees adjourn the regular meeting at 9:19 p.m.

CARRIED (7/7)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 8.2

Special Board Meeting Minutes of August 30, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the special meeting of the Board held on August 30, 2017 as circulated/as circulated and amended.

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD ON WEDNESDAY, AUGUST 30, 2017 at 7:00 p.m.
District Office, 6 St. Vital Avenue, St. Albert, AB**

MEMBERS PRESENT

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

ADMINISTRATION PRESENT

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

ADMINISTRATION ABSENT

S. McGuinness, assistant superintendent

CALL TO ORDER

Trustee Shaw called the meeting to order at **7:00 p.m.** and declared it a duly constituted meeting with all 7 Trustees present and announced that it would be an in-camera meeting for the purpose of discussing land items as per the information provided at the time of verbal notice on June 26, 2017.

OPENING PRAYER

Trustee McEvoy offered the opening prayer.

NOTICE OF SPECIAL MEETING

Trustee Shaw explained that all Trustees had received notice of the special meeting as provided verbally by the Secretary Treasurer on June 26, 2017 and confirmed by Trustees verbally the same day, which satisfies the requirement of Notice in the *School Act*.

ACKNOWLEDGEMENT

Trustee Shaw acknowledged that the Board is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation. Kinanâskomitin Manito (Thank you Creator).

APPROVAL OF AGENDA

279/17

Trustee Becigneul: **THAT** the Board of Trustees approve the agenda as amended to include discussion on a Board representative attending the September 11, 2017 City of St. Albert Council Meeting to thank Mayor Crouse for his service, as he is not running in the October 2017 General Election.

CARRIED (7/7)

NEW BUSINESS

280/17

Trustee Becigneul: **THAT** the Board of Trustees approve Trustee McEvoy to act as the Board Representative at the September 11, 2017 City of St. Albert Council Meeting to thank Mayor Crouse for his service.

CARRIED (7/7)

IN CAMERA

281/17

Trustee Radford: **THAT** the Board of Trustees move the meeting in camera at 7:10 p.m.

CARRIED (7/7)

OUT OF CAMERA

282/17

Trustee McEvoy: **THAT** the Board of Trustees move the meeting out of camera at 7:38 p.m.

CARRIED (7/7)

NO MOTION(S) ARISING FROM LAND DISCUSSION AT THIS TIME

CLOSING PRAYER

Trustee McEvoy offered the closing prayer.

ADJOURNMENT

283/17 **Trustee Becigneul:** **THAT** the Board of Trustees adjourn the meeting at
7:40 p.m.

CARRIED (7/7)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 8.3

Committee of the Whole Meeting Summary of August 30, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the summary of the Committee of the Whole meeting held on August 30, 2017 as circulated or as circulated and amended.

***SUMMARY OF THE BOARD COMMITTEE of the WHOLE MEETING OF
GREATER ST. ALBERT RCSSD NO. 734
WEDNESDAY, AUGUST 30, 2017***

COMMITTEE MEMBERS PRESENT

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

ADMINISTRATION PRESENT

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

MEETING SUMMARY:

Trustee Shaw called the meeting to order at 7:45 p.m., following the Special Meeting.

Robert Murray, Ph.D., Managing Director – Government Affairs and Public Policy Practice Group, Denton’s and Anna Loparco, Solicitor, Denton’s, presented to the Board on various aspects of Board Governance and Board Meeting options. Trustees were able to discuss with and direct questions to the presenters on options for the 17-18 meeting calendar, following the General Election on October 16, 2017.

The Board agreed to a second Committee of the Whole planning meeting which will take place on September 25, 2017 at 7:30 pm and will be closed to the public.

The meeting was adjourned at 9:25 p.m.

Meeting chaired by Trustee Shaw



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 13.1

Alberta Catholic School Trustees' Association (ACSTA) Award Nominations

PRESENTER:

Deb Schlag, secretary-treasurer

BACKGROUND:

The Nomination Committee included three Trustees: Joe Becigneul, Serena Shaw, and Rene Tremblay, as well as Superintendent Keohane. They met in June and chose the nominations which were shared with the Board at the June 26, 2017 regular board meeting. The Board unanimously endorsed the Committee's recommendation but wanted to ensure the nominee would consent to her name being advanced for the award.

Board Motion 264/17 was carried at the June 26th Regular Meeting endorsing the nomination until acceptance was confirmed, which has been completed and the completed nomination has been submitted.

Sara Farid was nominated for the *ACSTA Appreciation Award*, based on her support during her time with the Canadian Organization for Development and Peace in conjunction with the District's 150th Anniversary Legacy Project of building a school in the Philippines

RECOMMENDATION:

THAT the Board of Trustees confirm the nomination of Sara Farid for the ACSTA Appreciation Award, which has already been submitted as the deadline was September 11, 2017.



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 13.2

Alberta School Boards Association (ASBA) Award Nominations

PRESENTER:

Deb Schlag, secretary-treasurer

BACKGROUND:

2017 Friends of Education Award

Background: The Friends of Education Award recognizes organizations in the community who have made a special contribution to education in Alberta.

Criteria: This service must be documented and most importantly, be provincial in character. The major criterion for the Friends of Education Award is a significant contribution to education in Alberta. Nominees should be demonstrably committed to the improvement of education for Alberta students.

2017 Premier's Award for School Board Innovation and Excellence

Background: The Premier's Award for School Board Innovation and Excellence recognizes school boards for their role in launching innovative programs and initiatives that enhance student achievement. This prestigious award is sponsored by The Document Company Xerox. Alberta school boards are constantly devising ways to meet local education needs with programs that: improve academic achievement, serve diverse populations, maintain quality in the face of population changes, and build bridges among parents, the community and other organizations that serve children.

Criteria: The award celebrates the value of trusteeship and recognizes the contributions school boards make to the quality of children's learning experiences in Alberta. Whatever the project - and there are a multitude - it should promote your jurisdiction's mission and advance student learning and be: • developed, influenced and actively supported by your board, • bold, innovative and creative in purpose, • sustainable with the present system or school, • suitable for a broad range of children and abilities or having a significant impact on student achievement, • cost-effective, and client supported, • capable of being replicated by other school boards with similar conditions and resources, and • successful in view of the program's primary objectives.

2017 Long Service Awards

Background: The Alberta School Boards Association's Long Service Awards Program recognizes significant contribution to trusteeship. Following the change to the Local Authorities Election Act in 2013 which extended trustee terms to four years from three years, the Association amended its long service program to recognize **terms** of service, rather than years of service.

Criteria: A trustee who has served at least two terms is eligible to receive a long service award. If a trustee is elected in a by-election or leaves trusteeship prior to the conclusion of a full term, a term will qualify if half or more of the term has been served by the nominated trustee. Non-continuous service will be

recognized, as will terms of service three-years in length served prior to the change in legislation extending the term to four years. Deadline for submissions is September 22, 2017.

The Nomination Committee included three Trustees Joe Becigneul, Serena Shaw, and Rene Tremblay as well as the Superintendent. They met in June and chose the nominations indicated in each of the respective motions below.

RECOMMENDATIONS – ALL THREE MOTIONS MUST BE ADDRESSED:

No. 1:

THAT the Board of Trustees approve the nominations put forth by the Nominations Committee for the Alberta School Boards Association Friends of Education Award as the Regional Rotary Clubs of St. Albert and Morinville, and make the submission to ASBA prior to the September 22, 2017 deadline.

No. 2:

THAT the Board of Trustees approve the nomination put forth by the Nominations Committee for the Alberta School Boards Association Premier's Award for Innovation and Excellence Award for Greater St. Albert Catholic Schools' innovative work on *Strengthening Our Engagement to Increase Our Achievement: A Longitudinal Study (2008-2016)*, and make the submission to ASBA prior to the September 22, 2017 deadline.

No. 3:

THAT the Board of Trustees approve the nomination of the following Trustees for the Alberta School Boards Association Long Service Awards:

- Cathy Proulx – 7 Terms;
- Rosaleen McEvoy – 4 Terms;
- Noreen Radford – 2 Terms; and
- Joan Crockett – 2 Terms.



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 13.3

Laura Bird Memorial Beacon of Hope Award Recipient

PRESENTER:

Deb Schlag, secretary-treasurer

BACKGROUND:

There were nine solid nominations submitted for this award on which the committee, consisting of three Trustees: Joan Crockett, Rosaleen McEvoy, Serena Shaw, and both the superintendent and secretary treasurer deliberated to make the best choice.

Board Motion 265/17 was carried at the June 26, 2017 Regular Meeting endorsing the nomination for the **Laura Bird Memorial Beacon of Hope Award** until acceptance was confirmed and the award presented at the Opening Mass, which was held on September 1, 2017.

Members of the Bird family were on hand, at the Opening Mass, held at St. Jean Baptiste Parish, in Morinville, to present the inaugural award.

Diana Groten was the chosen recipient. A commemorative plaque has been placed in the Boardroom with her name engraved, with additional space for future recipients.

RECOMMENDATION:

THAT the Board of Trustees confirm the nomination of Diana Groten as the 2017 Laura Bird Memorial Beacon of Hope Award, which was presented on September 1, 2017.



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 13.4

Board Meeting Schedule Revision

PRESENTERS:

Deb Schlag, secretary-treasurer

BACKGROUND:

The 2016-2017 Board Meeting Schedule to October 30, 2017 was approved at the 2016-17 Organizational Meeting on September 26, 2016. Two of the approved meeting dates, September 25, 2017 (Regular Meeting) and October 2, 2017 (Advocacy Committee) must be revised due to emergent conflicts. With the announcement of a Two-Day Engagement Session with the Minister that members of the Board and Sr. Administration must now attend, it is necessary to cancel the September 25 regular meeting at 2:00 pm. This meeting will be replaced by a Committee of the Whole meeting (which is not open to the public) with a start time of 7:30 pm. The October 2 Advocacy Committee Meeting will be cancelled and replaced with a Regular Board Meeting beginning at 2:00 pm.

RECOMMENDATION:

THAT the Board of Trustees approve the cancellation of both the September 25, 2017 Regular Meeting of the Board and the October 2, 2017 Board Advocacy Committee Meeting and reassign those dates as follows:

September 25, 2017:	Committee of the Whole planning meeting (not open to the public) 7:30 p.m. start time.
October 2, 2017:	Regular Board Meeting; 2:00 p.m. start time (In-Camera); 3:30 pm start time for Public.



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 13.5

Board Policy Review Schedule

PRESENTER:

David Keohane, superintendent of schools

BACKGROUND:

Pursuant to Section 60 (1) of the *School Act* and Board Policy 10 - Policy Making, it is recommended that the Board review each policy annually. To accommodate this goal, a schedule for a policy review is attached.

RECOMMENDATION:

THAT the Board of Trustees approve the 2017-2018 Board Policy Review Schedule as presented.



**Greater St. Albert Catholic Schools
Board of Trustees
Policy Review Schedule**

Board Meeting Month

Policy(ies) to be Reviewed

October

Policy 1 – District Mission Statement,
Values and Beliefs, Statement of
Philosophy, Goals and Objectives
Policy 2 – Role of the Board
Policy 7 – Board Operations

November

Policy 3 – Role of the Trustee
Policy 4 – Trustee Code of Ethics

December

Policy 5 - Role of the Board Chair
Policy 6 – Role of the Vice-Chair
Policy 12 – Role of the Superintendent

January

Policy 8 – Board Committees
Policy 9 – Board Representatives

February

Policy 13 – Appeal and Hearings Regarding
Student Matters
Policy 14 – Hearings on Teacher Matters

March

Policy 10 – Policy Making
Policy 15 – School Closure

April

Policy 17 – Public Interest Disclosure
Policy 20 – Laura Bird Memorial Beacon of
Hope

May

Policy 16 – Alternative Programs
Policy 18 – Naming of Schools

Policy 11 – Board Delegation of Authority
Policy 21 – Staff Recruitment and Selection

June

Policy 19 – Acknowledging Territories of
Indigenous Communities



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

ATTACHMENT FOR AGENDA ITEM 15.1.1

Board Chair Correspondence

As reported by the Board Chair.

	Date of Correspondence	Sender/Recipient	Subject of Correspondence
1.	July 11, 2017	01-18	Land
2.	July 13, 2017	02-18	Land



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

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
September 11, 2017**

***Organizational Management**

2017-2018 Staffing Report

Assistant Superintendent, Sean McGuinness, will provide a report on staffing. (Attached)

Communications and Community Relations

Ad Hoc Communications Committee

Deb Schlag, secretary-treasurer, will provide information on the formation of a new Ad Hoc Communications Committee. (Attached)

Recommendation: That the Board receives this report as information.

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



Greater St. Albert
Catholic Schools

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

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

Telephone (780) 459-7711

Fax (780) 458-3213

www.gsacrd.ab.ca

MEMORANDUM

DATE: September 7, 2017

TO: David Keohane, Superintendent of Schools

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

RE: **Preliminary Staffing Report - September 2017**

Please find attached the following documents:

- A Preliminary Staffing Report for September 2017 - including a comparison of the staffing levels to September 30, 2016.
- The Administrative Transition Plan for Sister Alphonse Academy.
- The Administrative Placements for the Sister Alphonse Academy Transition.

Sean McGuinness
Assistant Superintendent
Human Resources/Leadership

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE

Greater St. Albert Roman Catholic Separate School District No. 734
PRELIMINARY CERTIFICATED STAFF REPORT
September 7, 2017
(Total FTE by Site)

SCHOOL	Sept 30 2016 FTE	Sept 7 2017 FTE
Albert Lacombe School	17.73	16.13
Bertha Kennedy Catholic Community School	14.00	13.00
Ecole Father Jan	15.83	15.44
Neil M. Ross Elementary School	23.31	22.04
Vital Grandin Catholic School	12.20	11.71
R.S. Fowler Catholic Jr. High	19.69	20.52
St. Albert Catholic High	30.65	31.43
V. J. Maloney Catholic Jr. High	22.70	24.25
Ecole Marie Poburan	17.72	18.75
Ecole Secondaire Ste. Marguerite d'Youville	16.40	16.58
J.J. Nearing Catholic Elementary	24.80	23.50
St. Gabriel High School	6.60	6.00
Ecole Notre Dame Catholic Elementary School	25.93	26.20
Legal School	11.20	9.90
Ecole Georges H. Primeau Middle School	22.29	21.42
Morinville Community High School	30.91	26.39
School Total	311.96	303.26
District Office	5.80	6.20
District Total	317.76	309.46



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

Administrative Transition Plan For St. Alphonse Academy

December 2017

Greg Lamer, principal of V J Maloney meets with Scott Johnston at VJM to share information and background information on the school, in preparing Scott to assume the principalship in January.

January 2018

Greg Lamer begins the planning and preparations to open Sister Alphonse Academy at an alternative site, while still keeping in communication with Scott Johnston. Scott takes on the principal responsibilities at VJM after the Christmas break.

With Scott moving from Bertha Kennedy School, Anna-Lisa Doll assumes the principalship, with the vice principal to be determined.

Our next administrative application opportunity takes place on December 15, 2017 and the newly appointed vice principal could be assigned from our vice principal pool, from the December 15th opportunity, or an internal candidate from within the school.

With the opening of Sister Alphonse Academy in August of 2018, Lisa Kleparchuk will serve as the vice principal and Lori Lamer will replace her at Notre Dame School.

Please see attached Administrative Placements

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE



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

2017-2018 Administrative Assignments

(Including Sister Alphonse Academy)

School	Principal	Vice Principal
Albert Lacombe School	Charlene Kushniruk	Duane Hayes
Bertha Kennedy Catholic Community School	Anna-Lisa Doll	TBD
J. J. Nearing Catholic Elementary School	Gina Anstruther	Helen Jackson
Neil M. Ross Catholic School	Shelby Moser	Sherry Gagne
Vital Grandin Catholic School	Cheryl LaBuick	Ryan O’Gorman
École Father Jan	Penny Baragar-Brcic	Christina MacKinnon
École Marie Poburan	Catherine Giesbrecht	Michelle Baril
Richard S. Fowler Catholic Junior High School	Heather Chyzowski	Nicole Baker
Vincent J. Maloney Catholic Junior High School	Scott Johnston	Lorne Pedersen
École Secondaire Sainte Marguerite d’Youville	Sheila Glebe	Cindy Pereira
St. Albert Catholic High School	Danielle Karaki	Damon Clayton
Sister Alphonse Academy	Greg Lamer	Lisa Kleparchuk
St. Gabriel Storefront School	David Feist	Angela Gauthier
Notre Dame Elementary School	Raymonde Roulston	Lori Lamer
École Georges H. Primeau Middle School	Allan Menduk	Cara Mazur, Sleight Anstruther
Morinville Community High School	Don Hinks	Wade Michael
Legal School	Renee Trottier	Lisa Giacobbo

District Principal

Marina Lotoski

[New Administrator](#)

Moved Administrator

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE



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

To: David Keohane, Superintendent

From: Deb Schlag, Secretary-Treasurer

Date: September 6, 2017

Re: 2017-18 Ad Hoc Communications Committee (for Sept 11th Superintendent's Report)

Please find below information and a Draft "Terms of Reference" for a 2017-18 District Ad Hoc Communications Committee, formed specifically for the District Logo Refresh, but will also include communications associated with opening Sister Alphonse Academy and the implementation of a new District App.

To facilitate further engagement from staff, the Communications team will be establishing an Ad Hoc Committee for the school year to gather perspectives from all of our communities, all grade categories and programming areas. This committee will serve as a stakeholder group for key communication initiatives throughout the year including the District Visual Identity update.

The composition of the committee includes having one trustee representative, who will be chosen after the General Election. To provide you with some reference for the purpose and mandate please see the attached draft document. Trustee representation on this committee would be aligned with the Board's responsibility under the Education Act to engage staff.

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE

2017-2018 District Ad Hoc Communications Committee:

Seeking Members for a one year term (Sept – June).

This year, the District will be establishing a Communications Committee as identified in the Internal Communications Plan to ensure that we are able to connect broadly with all staff, our schools and communities and effectively support with communications the launch of a number of new projects. This includes:

- Updating of the visual identity for the District (logo)
- Communications associated with Opening Sister Alphonse Academy and,
- Implementation of a new District App.

Terms of Reference

Composition

The Communications Committee shall consist of:

- three (3) general staff member representatives; one from each community (Legal, Morinville, and St. Albert),
- three to four (3-4) admin team representatives (principal or vice-principal) from each school category (elementary, junior, senior high and French-Immersion – categories may be combined),
- one (1) representative from the Board of Trustees,
- one (1) or two (2) representatives from senior administration, and
- up to two (2) representatives from district administration, including the communications manager.

The committee shall be no more than twelve (12) individuals.

The Communications Manager will be the Chair of the Communications Committee and may appoint an alternate chair as required.

Role

The Communications Committee will act in an advisory capacity for the following:

1. Providing insight that would support the implementation of internal and/or external communications, according to the Communications Plan approved by the Board of Trustees.
2. Assessing and evaluating the delivery of communications periodically as a test mechanism for feedback.
3. Providing feedback specific to the three new initiatives for the 2017-2018 school year;
 - Updating of the Visual Identity for the District logo
 - Opening of Sister Alphonse Academy in September 2018 and
 - Implementation of a District Wide App.

4. Supporting the efforts of the communications staff by:
 - a. Acting as a key communicator and ambassador for their respective schools, community and or grade category;
 - b. Sharing, where possible, communication opportunities that may exist for a particular school, community, or the entire district;
 - c. Committing to the role of key communicator.
5. Recommending communication initiatives to the committee, as appropriate.

Committee Member Selection

The Communications manager, in consultation with the senior administration team, will review the list of names received to ensure the selection of members satisfies the composition mix. All interested staff must receive approval from their site supervisor prior to submitting their name and communicate whether or not a substitute staff member is needed during their absence from the site. Any sub-costs associated with committee participation will be the responsibility of District Communications department.

Meetings

The Chair will be responsible for chairing the meetings, reporting activities of the Committee to the superintendent, ensuring that the meetings move forward in an efficient manner.

The Chair will ensure that a record of all decisions and recommendations of the Communications Committee is maintained. The Communications manager or designate may act as Recording secretary.

Meetings will be held on an as needed basis but no less than quarterly. It is anticipated that the first meeting will be held in November 2017.

Recommendations and decisions of the Communications Committee, will be made by consensus of the simple majority of those present at the meeting. The Communications Committee will provide a report to the superintendent, who is responsible for the annual development and implementation of a District Communications Plan, for presentation to and approval by the Board.

Tentative Meeting Dates/Times for 2017 (future dates to be confirmed on Nov 9):

Thursday, November 9, 2017

LTS Conference Rm.

Afternoon TBC



BOARD OF TRUSTEES REGULAR MEETING

SEPTEMBER 11, 2017

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 2017-2018

Month	Date	Event	Location Time	Attending
AUGUST				
	August 30, 2017	Restructuring Meeting/Special Meeting	District Office	
SEPTEMBER				
	September 1, 2017	Opening Mass Blueprints	Mass: St. Jean Baptiste (8:30 am) Blueprints: MCCC	Becigneaul, Crockett, McEvoy, Shaw, Tremblay
	September 12, 2017	Catholic Social Services Fall Celebration	Royal Alberta Museum (4:30 pm)	Keohane, Schlag
	September 25/26, 2017	Legislation Engagement Session with Minister		Keohane, Schlag, Shaw, Crockett, Stefner
	September 29, 2017	FNMI Leadership Committee Meeting	District Office	
OCTOBER				
	October 2, 2017	ESSMY Awards	St. Albert Catholic Parish (7:00 pm)	McGuinness
	October 4, 2017	Long Service Awards	MCCC (4 pm)	
	Ocotober 25, 2017	SACHS Awards	Arden Theater (7:00 pm)	
NOVEMBER				
	November 1, 2017	MCHS Awards	MCCC (7:00 pm)	
DECEMBER				
	December 7, 2017	SRR Visits -Bertha Kennedy	Bertha Kennedy (8:30 am)	Keohane
		SRR Visits - École Marie Poburan	EMP (10:30 am)	Keohane
		SRR Visits - École Notre Dame	Notre Dame (1:30 pm)	Keohane
	December 11, 2017	SRR Visits - JJ Nearing	JJN (8:30 am)	Keohane
		SRR Visits - Neil M.Ross	NMR (10:30 am)	Keohane
		SRR Visits - VJ Maloney	VJM (1:00 pm)	Keohane
	December 19, 2017	Trustee Baskets to Schools / BELRA?		
MARCH				
	March 4-6, 2018	Alberta Rural Education Symposium (ARES)	TBD	