



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, November 27, 2017 | 2:00 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. Kinanâskomitin Manito (Thank you Creator).
6. **Approval of Agenda**
7. **Presentation Delegation**
8. **Approval of Minutes & Summaries**
 - 8.1 Organizational Board Meeting Minutes of October 30, 2017 Attached
 - 8.2 Regular Board Meeting Minutes of October 30, 2017 Attached
 - 8.3 Special Board Meeting Minutes of October 31, 2017 Attached
 - 8.4 Board Committee of the Whole Meeting of November 6, 2017 Attached
 - 8.5 Special Board Meeting Minutes of November 9, 2017 Attached
 - 8.6 Financial Audit Review Regular Meeting Minutes of November 22, 2017 Attached
9. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
 - 9.1 Alberta School Boards Association Zone 2/3 Report (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 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 3 – Role of Trustee (Keohane) Attached

13. Action Items

13.1 Audited & Unaudited Financial Statements (Schlag) Attached

13.2 Fall Budget Update (Schlag) for

13.3 Combined 2016-2017 Annual Education Results Report and 2017-2020
Three-Year Education Plan (Keohane) Trustees

14. New Business

14.1 Alberta Knights of Columbus Charitable Foundation “Top Up Dinner”
(Schlag) Attached

14.2 Board Directed Committee-Governance Budget Review 2018-2019
(Schlag) Attached

15. Information Items

15.1 Report from the Chair

15.1.1 Correspondence

15.1.2 Other Items

15.2 Report from the Superintendent

15.2.1 Trustee Request for Information

- Factors involved with Transportation and Early Dismissal in the District (Schlag) Attached

- Distribution of St. Kateri Tekakwitha Academy Information (Bruineman) Attached

- Remembrance Day Wreaths Attached

15.2.2 Organizational Management

- Educational/Interagency Partnership Report (Nixon) Attached

15.2.3 Educational Leadership

- Legal School Dynamic Options Program (Nixon) Attached

15.2.4 Superintendent/Board Relations

- Board Planning Session Date (Keohane)

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

22. Adjournment



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 8.1

Organizational Meeting Minutes of October 30, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the Organizational Meeting held on October 30, 2017 as circulated/as circulated and amended.

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
BOARD OF TRUSTEES
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD ON MONDAY, October 30, 2017, 7:00 P.M.
DISTRICT Office, 6 St. Vital Avenue
St. Albert, AB**

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

ADMINISTRATION PRESENT

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

CALL TO ORDER Secretary-treasurer Schlag called the meeting to order at 7:07 p.m.

COMMISSIONING SERVICE

Father Ignacy led the Trustees in a Commissioning Service.

OATH OF OFFICE FOR TRUSTEES

The official Oath of Office for each Trustee was taken by the secretary-treasurer, who is a Commissioner of Oaths in and for the Province of Alberta.

ACKNOWLEDGMENT OF TERRITORIES

Secretary-treasurer Schlag provided Acknowledgment of Territories as follows, "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. Kinanâskomitin Manito (Thank you Creator)."

ELECTIONS

Secretary-treasurer Schlag presided over the elections for the positions of Chair and Vice-Chair.

Trustee Becigneul nominated Trustee Shaw for the position of Chair; Trustee Shaw accepted the nomination and with no further nominations from the floor was acclaimed to the office of Chair.

Trustee Radford nominated Trustee Tremblay for the position of Vice-Chair; Trustee Tremblay accepted the nomination and with no further nominations from the floor was acclaimed to the office of Vice-Chair.

38/18 **Trustee Becigneul:** **THAT** the Board of Trustees approve the effective date of November 1, 2017 as the start of the 2017-2018 term of the new chairperson, Serena Shaw and vice-chairperson, René Tremblay and that the term continue until the end of the month following elections at the 2018 Organizational Meeting.

CARRIED (7/7)

39/18 **Trustee Shaw:** **THAT** the Board of Trustees approve secretary-treasurer Schlag continue as Chair for the remainder of the Organizational meeting.

CARRIED (7/7)

The Board recessed from 7:25 p.m. until 7:45 p.m. to interact with the public and welcome all new and returning trustees to the Office of Trustee and celebrate the appointments of Board Chair and Vice-Chair for 2017-18.

REGULAR MEETING, ORGANIZATION MEETING, TIME, PLACE AND DATE

40/18 **Trustee Radford:** **THAT** the Board of Trustees approve the 2017-2018 schedule of regular board meeting dates as presented with all meetings held at District Office.
AND
THAT the Board of Trustees approve the date of September 10, 2018 to conduct its 2018-2019 organizational meeting, with a start time of 7:00 p.m.
CARRIED (7/7)

SIGNING AUTHORITY

41/18 **Trustee Crockett:** **THAT** the Board of Trustees approve the chair or vice-chair and superintendent of schools, secretary-treasurer or finance manager as authorized for Greater St. Albert Roman Catholic Separate School District No. 734 as banking signing authority for the 2017-2018 school year, effective November 1, 2017.
CARRIED (7/7)

BORROWING RESOLUTION

42/18 **Trustee Proulx:** **THAT** the Board of Trustees approve the attached borrowing resolution for the 2017-2018 school year.
CARRIED (7/7)

APPOINTMENT OF AUDITOR

43/18 **Trustee Schell:** **THAT** the Board of Trustees approve the appointment of the firm, Meyers, Norris & Penny LLP, as auditors for Greater St. Albert Roman Catholic Separate School District No. 734 for the 2017-2018 fiscal year.
CARRIED (7/7)

COMMITTEE STRUCTURE AND APPOINTMENTS

44/18 **Trustee Proulx:** **THAT** the Board of Trustees approve the committee structure and appointments, as attached.
CARRIED (7/7)

SCHOOL COUNCIL LIAISON APPOINTMENTS

45/18 **Trustee Bécigneul:** **THAT** the Board of Trustees approve the appointments for school council liaisons, as selected at this meeting.
CARRIED (7/7)

DISCLOSURE OF INFORMATION

46/18 **Trustee Bécigneul:** **THAT** the Board of Trustees agree to provide the information as required on the attached form according to the *School Act*, Section 81, and submit to the secretary-treasurer prior to the next scheduled meeting of November 6, 2017.

CARRIED (7/7)

ADJOURNMENT

47/18

Trustee Crockett: THAT the Board of Trustees adjourn the regular meeting at 8:38 p.m.

CARRIED (7/7)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 8.2

Regular Board Meeting Minutes of October 30, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on October 30, 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, October 30, 2017, 8:45 P.M.
District Office, 6 St. Vital Avenue,
St. Albert, AB**

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

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

CALL TO ORDER **Trustee Shaw** called the meeting to order at 8:45 p.m.

OPENING PRAYER
Trustee Radford offered the Opening Prayer in French.

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

48/18 **Trustee Becigneul:** **THAT** the Board of Trustees approve the agenda as presented.
CARRIED (7/7)

PRESENTATION DELEGATION

There were no presentations.

APPROVAL OF MINUTES & SUMMARIES

49/18 **Trustee Becigneul:** **THAT** the Board of Trustees approve the minutes of the regular meeting of the Board held on October 2, 2017 as circulated.
CARRIED (7/7)

50/18 **Trustee Radford:** **THAT** the Board of Trustees approve the summary of the Audit Committee meeting held on October 18, 2017 as circulated.
CARRIED (7/7)

GOOD NEWS **Trustee Shaw** shared Good News Report.

QUESTIONS FROM THE PUBLIC

There were no questions.

CONSENT ITEMS **Policy Review**

51/18 **Trustee Crockett:** **THAT** the Board of Trustees approve the review of Board Policy 8 – Board Committees and Board Policy 9 – Board Representatives with changes as presented.
CARRIED (7/7)

ACTION ITEMS

Review of Board Policy 7

Secretary-treasurer Schlag updated the Board on changes to Policy 7 to reflect restructuring of Board meetings to move to one regular meeting a month and a Committee of the Whole meeting each month, both held in public.

52/18

Trustee Tremblay: **THAT** the Board of Trustees approve the review of Board Policy 7 - Board Operations with the changes as presented.

CARRIED (7/7)

NEW BUSINESS

There was no new business.

INFORMATION ITEMS

Report from the Chair

Trustee Shaw thanked fellow trustees for the honour to serve as Board Chair once again and updated the Board on a 5-year initiative the Archbishop will be leading.

Report from the Superintendent

Superintendent Keohane updated the Board on the Accountability Pillar Report highlighting the excellent results the District continues to see with respect to the majority of areas measured, which positions the district as one of the top performing in the province. It was also highlighted where the focus should be to continue to improve district performance going forward.

Assistant Superintendent Nixon provided the Board with an updated report on Diploma and Provincial Achievement Tests results highlighting the outstanding performance of students in the sciences while noting where the opportunities exist to increase performance going forward.

Superintendent Keohane updated the Board that previous plans for transition to support the opening of Sister Alphonse Academy are no longer required due to the planned September 2018 opening.

A reminder to all Trustees was provided regarding upcoming opportunities by ACSTA and ASBA for training to support them in their role as governors.

53/18

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

CARRIED (7/7)

BOARD COMMITMENTS

54/18

Trustee Proulx: **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 Proulx requested clarification around the process for acquiring and laying wreaths at upcoming Remembrance Day Ceremonies.

Trustee Radford requested information on how the community would be informed about the upcoming consultation on St. Kateri Tekakwitha Consultation on November 30, 2017.

CLOSING PRAYER

Trustee Radford offered the closing prayer.

IN CAMERA

55/18

Trustee Crockett: **THAT** the Board of Trustees move In Camera at 9:51 p.m.

CARRIED (7/7)

OUT OF CAMERA

56/18

Trustee Becigneul: **THAT** the Board of Trustees move Out of Camera at 10:31 p.m.

CARRIED (7/7)

ADJOURNMENT

57/18

Trustee Tremblay: **THAT** the Board of Trustees adjourn the regular meeting at 10:31 p.m.

CARRIED (7/7)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 8.3

Special Board Meeting Minutes of October 31, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the special meeting of the Board held on October 31, 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
EXPULSION HEARING
HELD ON MONDAY, OCTOBER 31, 2017 at 9:00 a.m.
at 6 St. Vital Avenue, St. Albert, AB**

MEMBERS PRESENT

Trustees Becigneul, Crockett, Proulx, Radford, and Shaw

MEMBERS ABSENT

Trustees Schell and Tremblay

ADMINISTRATION PRESENT

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

CALL TO ORDER

Trustee Shaw called the meeting to order at **9:02 a.m.** and declared it a duly constituted meeting, as quorum had been reached with 5 of the possible 7 Trustees present. A minimum of four (4) Trustees is required for quorum.

OPENING PRAYER

Trustee Crockett offered the opening prayer.

NOTICE OF SPECIAL MEETING

Trustee Shaw explained that all 7 Trustees had received notice of the special meeting, but since that notice was within seven (7) days of the meeting, waiver was required.

58/18

Trustee Proulx: **THAT** the Board of Trustees waive notice of the special meeting held on October 31, 2017.

CARRIED (5/5)

INTRODUCTIONS

School Principal, Trustees (5), Sr. Administration (3)

Student, Student's mother and grandparents, Student Advocate (5)

LIMITATIONS

Trustee Crockett has a prior commitment and must depart the meeting by 10:45 a.m., if proceedings have not concluded by that time.

APPROVAL OF AGENDA

59/18

Trustee Radford: **THAT** the Board of Trustees approve the agenda as presented.

CARRIED (5/5)

PURPOSE OF HEARING

Trustee Shaw explained the purpose of the hearing is to provide an opportunity for both the school administration and the student to make representations to the Board on their respective views of the circumstances leading up to the recommendation for expulsion. The Board members present will hear perspectives from both the student and the school this morning.

IN CAMERA

60/18 **Trustee Crockett:** **THAT** the Board of Trustees move the meeting in camera at 9:08 a.m.
CARRIED (5/5)

OUT OF CAMERA

61/18 **Trustee Bécigneul:** **THAT** the Board of Trustees move the meeting out of camera at 10:20 a.m.
CARRIED (5/5)

BOARD DECISION

62/18 **Trustee Bécigneul:** **THAT** the Board of Trustees support the recommendation by administration to expel student ID number, 306144437, from the student's school and the school's related activities and functions until such time that the student meets the re-enrollment recommendations specified in the principal's statement.
CARRIED (5/5)

FURTHER ADVICE

Trustee Shaw explained to all present that this decision, rendered by motion 62/18 of the Board, may be appealed to the Minister under sections 123 and 124 of the *School Act*.

Trustee Shaw also explained the contact for supports available to the student under alternate programming would be Assistant Superintendent, Dr. Rhonda Nixon.

RETURN OF MATERIALS FOR SHREDDING

63/18 **Trustee Radford:** **THAT** all distributed materials are returned to the secretary-treasurer for shredding.
CARRIED (5/5)

CLOSING PRAYER

Trustee Radford offered the closing prayer.

ADJOURNMENT

64/18 **Trustee Crockett:** **THAT** the Board of Trustees adjourn the meeting at 10:24 a.m.
CARRIED (5/5)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 8.4

Committee of the Whole Meeting Summary of November 6, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the summary of the Committee of the Whole meeting held on November 6, 2017 as circulated or as circulated and amended.

***SUMMARY OF THE BOARD COMMITTEE of the WHOLE MEETING OF
GREATER ST. ALBERT RCSSD NO. 734
MONDAY, NOVEMBER 6, 2017***

COMMITTEE MEMBERS PRESENT

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

ADMINISTRATION PRESENT

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

CALL TO ORDER

Trustee Becigneul called the meeting to order at 7:00 p.m. and Trustee Crockett offered the opening prayer.

ACKNOWLEDGMENT OF TERRITORIES

Trustee Becigneul 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. Kinanâskomitin Manito (Thank you Creator).

PRESENTATIONS

Brian Holdsworth from Holdsworth Design provided the Board information on the chosen logo for Sister Alphonse Academy. He provided the background information on the rationale and all the elements present in the design. Trustees had opportunity for Q&A.

Ted Kouri from Incite Marketing provided the Board with an overview of the plan for the refresh on the District Visual Identity. Ted stressed that “marketing” is not the “icing on the cake”, but a process that starts “inside out”. He added that relationships and experience are important elements of a “brand”. Trustees viewed a presentation and had opportunity for Q&A. Ted would be returning to the Board by the end of January for endorsement that the brand strategy is correct (in that it reflects the mission, vision, values) and the new Visual Identity represents the brand strategy. A final product is to be expected by the end of February 2018.

POLICY REVIEW FRAMEWORK

Trustees reviewed Board Policy 3 – Role of the Trustee and Board Policy 4 – Trustee Code of Ethics. Trustees felt Policy 3 could move forward to the Regular Meeting on November 27th without changes; however, the Board wished Policy 4 had additional components and asked that some examples be provided for the December 4th Committee of the Whole Meeting where further review and discussion would take place prior to approval.

ADVOCACY DISCUSSION

Trustees reviewed the 2017 ASBA Policy considerations that would be presented at the upcoming Fall General Meeting of the Alberta School Boards Association on Nov. 19-21, 2017. Trustees also reviewed the 2017 ACSTA AGM Resolutions to be voted on at the Alberta Catholic School Trustees Association on Nov 17-19, 2017.

TRUSTEE COMMITTEE REPORTS

Trustee Crockett provided a written report based on her attendance at the ASBA Zone 2/3 General Meeting. She picked up service awards on behalf of Trustees Proulx, McEvoy, Radford, and herself and handed them out at the meeting, thanking Trustees present for their dedicated service. Trustee Crockett will deliver the award to retired Trustee McEvoy. Trustee Crockett noted that Zone 2/3 is looking for a new Auditor to review the books.

FIRST NATIONS, METIS, and INUIT ACTIVITY

Trustees took part in an interactive activity that provided an opportunity to learn facts about indigenous peoples’ cultural perspectives and histories.

Trustee Crockett offered the closing prayer. The meeting was adjourned at 9:45 p.m.



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 8.5

Special Board Meeting Minutes of November 9, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the special meeting of the Board held on November 9, 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
EXPULSION HEARING
HELD ON WEDNESDAY, NOVEMBER 9, 2017 at 9:00 a.m.
at 6 St. Vital Avenue, St. Albert, AB**

MEMBERS PRESENT

Trustees, Crockett, Proulx, Schell, and Shaw

MEMBERS ABSENT

Trustees Becigneul, Radford, and Tremblay

ADMINISTRATION PRESENT

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

CALL TO ORDER

Trustee Shaw called the meeting to order at **9:10 a.m.** and declared it a duly constituted meeting, as quorum had been reached with 4 of the possible 7 Trustees present. A minimum of four (4) Trustees is required for quorum.

OPENING PRAYER

Trustee Crockett offered the opening prayer.

NOTICE OF SPECIAL MEETING

Trustee Shaw explained that all 7 Trustees had received notice of the special meeting more than seven (7) days from the meeting date; therefore, a waiver motion was not required.

INTRODUCTIONS

School Principal and Vice Principal (2), Trustees (4), Sr. Administration (3) Student and/or parents and advocate were not present during the meeting.

LIMITATIONS

None.

APPROVAL OF AGENDA

65/18 **Trustee Proulx:** **THAT** the Board of Trustees approve the agenda as presented.

CARRIED (4/4)

PURPOSE OF HEARING

Trustee Shaw explained the purpose of the hearing is to provide an opportunity for both the school administration and the student (if present) to make representations to the Board on their respective views of the circumstances leading up to the recommendation for expulsion. The Board members present will hear perspectives from the school this morning and receive a written submission by the parents.

IN CAMERA

66/18 **Trustee Schell:** **THAT** the Board of Trustees move the meeting in camera at 9:12 a.m.

CARRIED (4/4)

OUT OF CAMERA

67/18 **Trustee Crockett:** **THAT** the Board of Trustees move the meeting out of camera at 9:58 a.m.

CARRIED (4/4)

BOARD DECISION

68/18 **Trustee Proulx:** **THAT** the Board of Trustees support the recommendation by administration to expel student ID number 105706824, from the student's school and the school's related activities and functions until such time that the student meets the re-enrollment recommendations specified in the principal's statement.

AND

THAT ID number 105706824's re-enrollment in the designated Greater St. Albert Catholic School program will be subject to the programming and program supports as specified within the Principal's Statement.

CARRIED (4/4)

FURTHER ADVICE

Trustee Shaw explained to all present that this decision, rendered by motion 62/18 of the Board, may be appealed to the Minister under sections 123 and 124 of the *School Act*.

Trustee Shaw also explained the contact for supports available to the student under alternate programming would be Assistant Superintendent, Dr. Rhonda Nixon.

RETURN OF MATERIALS FOR SHREDDING

69/18 **Trustee Crockett:** **THAT** all distributed materials are returned to the secretary-treasurer for shredding.

CARRIED (4/4)

CLOSING PRAYER

Trustee Schell offered the closing prayer.

ADJOURNMENT

70/18 **Trustee Proulx:** **THAT** the Board of Trustees adjourn the meeting at 10:00 a.m.

CARRIED (4/4)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 8.6

Financial Audit Review Meeting Minutes of November 22, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the financial audit review regular meeting of the Board held on November 22, 2017 as circulated/as circulated and amended.

**MINUTES OF THE FINANCIAL AUDIT REVIEW
REGULAR MEETING OF THE BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE
SCHOOL DISTRICT NO. 734
HELD ON WEDNESDAY, NOVEMBER 22, 2017 at 6:00 p.m.
at 6 St. Vital Avenue, St. Albert, AB**

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

COMMUNITY AUDIT COMMITTEE MEMBERS PRESENT
Bruce Perry and John Smith

ADMINISTRATION PRESENT
D. Schlag, secretary-treasurer, D. Keohane, superintendent,
F. Maisano, finance manager

AUDITORS PRESENT Kevin George, CPA, CA, MPAcc, Engagement Partner, MNPLLP
Patrick Moore, CPA, CA, MPAcc, Quality Assurance Partner,
MNPLLP

CALL TO ORDER
Trustee Radford called the meeting to order at **6:07 p.m.**, and declared it a duly constituted meeting, as quorum had been reached with 6 of the possible 7 Trustees present and that it would be an in-camera meeting for the purpose of discussing the financial statements and overall audit results in advance of the public release at the regular meeting on November 27, 2017. Trustee Radford welcomed the Auditors from the firm Myers, Norris, Penny (MNPLLP) and the Community Members of the Audit Committee.

OPENING PRAYER Trustee Shaw offered the Opening Prayer.

APPROVAL OF AGENDA

71/18 **Trustee Schell:** **THAT** the Board of Trustees approve the agenda as presented.

CARRIED (6/6)

IN CAMERA

72/18 **Trustee Shaw:** **THAT** the Board of Trustees move the meeting in camera at 6:08 p.m.

CARRIED (6/6)

Trustee Proulx arrived at 6:10 p.m.

OUT OF CAMERA

73/18 **Trustee Proulx:** **THAT** the Board of Trustees move the meeting out of camera at 8:08 p.m.

CARRIED (7/7)

Trustee Radford thanked the Finance team for a job well done, thanked the Auditors for their services and clean audit opinion, and thanked the Community Members of the Audit Committee for their perspectives throughout the audit process and invited them to attend the public meeting on November 27th, 2017.

CLOSING PRAYER Trustee Shaw offered the Closing Prayer.

ADJOURNMENT

74/18

Trustee Bcigneul: **THAT** the Board of Trustees adjourn the meeting at 8:09 p.m.

CARRIED (7/7)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 9

Committee & Event Reports

PREPARED BY:

9.1 Alberta School Boards Association Zone 2/3 (Crockett)

Attached

RECOMMENDATION:

THAT the Board of Trustees approve the committee reports from the Board Committee of the Whole meeting held on November 6, 2017.



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

Committee Report Summary

Board Advocacy Committee Meeting Date: October 27, 2017

Submitted by Trustee: Trustee Crockett for Trustee Becigneul

Committee/Event Name: ASBA Zone 2/3 General Meeting

Committee Meeting Date: November 6, 2017

Election –

Chair – Colleen Holowaychuk

Vice-Chair – Colette Gascon-Zahar

Director 1 – Trina Boymook

Director 2 – Jennifer Tuininga (current)

Zone 2/3 Alternate 1 – Cheryl Dumont

Zone 2/3 Alternate 2 – Judy Muir

Zone Secretary – Kim Ayers and Accountant – Heather Rogers both from ASBA

ASBA Long Service Awards – Congratulations for your dedication!

Cathy Proulx – 7 terms

Rosaleen McEvoy – 4 terms

Noreen Radford – 2 terms

Joan Crockett – 2 terms

Zone members approved audited Financial statement. Many thanks to Michael Gramatovich for his audit for the last 3 out of 4 years. Financial Managers and/or Secretary Treasurers are needed for 2017-2018 approval of statements.

Proposed Budget was passed. No changes to fee. Over \$32 000 sitting in reserves. Motion passed for 2017 – 2018 budget to have a minimum of \$10 000 and a maximum of \$15 000 as reserves.

Ideas for Advocacy and Professional Development can be submitted to chair anytime before next meeting. Vote will be taken for top ideas.

Next meeting November 24, 2017

Board Reps 8am for “meet and greet” and training.



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

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

November 27, 2017

District News

- Thank you to all staff and students who participated in **Catholic Education Sunday** celebrations at their local parish. The celebrations were timely and well received by all who attended Mass during the November 4 and 5 weekend.

School News

- **G.H. Primeau** was honored with an award and recognition from the Morinville Fire Department for the schools diligence in having the best and most efficient evacuation procedures. Congratulations to all staff for their part in receiving this honor and for ensuring a safe and caring environment in the school.
- **J.J. Nearing School** community will now experience all the benefits of having dedicated spaces and resources for their newly designed and completed fitness and makerspace areas.
- **Legal School** is excited to announce that a daycare facility will be opening in the school in February 2019. This will provide added convenience for families in the community and for those attending the school. In addition, the school will be offering dynamic options between January and March to provide a variety of experiences for students. This will include a hockey option and STEM options, to name a few.
- The **SACHS Junior Boys Volleyball** team celebrated an undefeated season going into the finals and took home the silver medal. Congratulations to all players and coaches!
- **École Notre Dame** offered their grade 3 and 4 students the opportunity to try out for a Cheer Team and received overwhelming response. In total, 100 students showed up and a 30-student squad was selected with the remaining students forming a Spirit Team to allow them to participate.
- The elementary volleyball season concluded with a tournament hosted at **Bertha Kennedy School**. Many thanks to the staff at the school for hosting the tournament and to all participants from a number of our elementary schools.
- The first winners of the "JE PARLE FRANÇAIS" initiative at **École Father Jan** were awarded a lunch of poutine, fruit, juice, and cookies. They celebrated their achievement at District Office. Félicitations!





BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 12.1

Board Policy Review

PRESENTERS:

David Keohane, superintendent

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 3 – Role of the Trustee was last reviewed in November 2016. For this review, no changes are recommended.

RECOMMENDATION:

THAT the Board of Trustees approve the review of Board Policy 3 – Role of the Trustee with no changes.

ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Authorities Election Act. The role of the Trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The oath of office taken by each trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board encourages new trustees to participate in orientation activities sponsored by the District or Board associations.

1. The District will offer an orientation program for all newly elected trustees that provides information on:
 - 1.1 Existing Board policy, agendas and minutes.
 - 1.2 Trustees' role, responsibilities and powers.
 - 1.3 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
 - 1.4 Existing District initiatives, annual reports, budgets, financial statements and long-range plans.
 - 1.5 Organizational structure, committee structure and functions and channels of communication.
 - 1.6 District programs and services.
 - 1.7 Board's function as an appeal body.
 - 1.8 Other relevant information as required.
2. The District will provide financial support for trustees to attend Alberta School Boards Association or Alberta Catholic School Trustees' Association-sponsored orientation seminars.

3. The Board Chair and Superintendent are responsible for developing and implementing the District's orientation program for newly elected trustees.
4. Incumbent trustees and staff members are encouraged to help newly elected trustees become informed about functions, policies, procedures and problems.
5. The trustee shall, at the time of assuming office, take and subscribe to the official oath and deposit with the secretary-treasurer.

Specific Responsibilities of Individual Trustees

1. Become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Refer governance queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
3. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent or community member about school operations, will refer the parent or community member back to the school and will inform the Superintendent of this action.
4. Keep the Board and Superintendent informed in a timely manner of all matters coming to his/her attention that might impact the district.
5. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the District.
6. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
7. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
8. Participate in Board/trustee development sessions so that the quality of leadership and service in the District can be enhanced.
9. Stay current with respect to provincial, national and international educational issues and trends.
10. Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
11. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
12. Become familiar with, and adhere to, the Trustee Code of Ethics.

13. Attend significant jurisdiction or school events when possible.

14. Act as a liaison for assigned schools, and attend School Council meetings on a discretionary basis or on specific invitation, but at least twice annually.

Legal Reference: Section 60, School Act, Section 76, 80-91, RSA 2000 Oaths of Office Act

Revised: October 19, 2009



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 13.3

Combined 2016-2017 Annual Education Results Report (AERR) & 2017-2020 Three-Year Education Plan

PRESENTER:

David Keohane, superintendent of schools

BACKGROUND:

Each year, the district is required to provide to Alberta Education and to its stakeholders an Annual Education Results Report and Three-year Education Plan. It is also required that this report as well as a summary be posted on the district's web site and communicated to the board's various publics.

Attached for trustees is a copy of the combined report and summary. These documents will be available at www.gsacrd.ab.ca/about-us/plans-and-reports following board approval.

RECOMMENDATION:

THAT the Board of Trustees approve the combined 2016-2017 Annual Education Results Report & 2017-2020 Three-Year Education Plan for submission to Alberta Education.



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 14.1

Knights of Columbus (KC) Charitable Foundation "Top up Dinner"

PRESENTER:

Deb Schlag, secretary-treasurer

BACKGROUND

Since inception, the Charitable Foundation has given close to \$2,500,000 to deserving charities. The primary focus of our donations is Catholic Education, Children and Youth Charities, Women's Needs and Seniors Charities. Numerous donations to Catholic Schools e.g. for Chaplain suppliers, playground equipment, school icons, school lunch programs etc.

Two years ago the KC embarked on a Catch the Spirit campaign to increase their capital and hence, their annual level of donations. They are hosting "one-time" Top up Dinners in Calgary and Edmonton to get us over the top of our goal. The Edmonton dinner is on Saturday, April 14, 2018.

Please see attached.

RECOMMENDATION:

Motions for the Board's Consideration:

- 1) THAT the Board of Trustees would like to defer the decision on any purchase of tickets for the April 14, 2018 Knights of Columbus Charitable Foundation, "Top Up Dinner" to the Committee of the Whole Meeting on Dec 4, 2017 for more discussion.
or
- 2) THAT the Board of Trustees approve the purchase of XX tickets for the April 14, 2018 Knights of Columbus Charitable Foundation., "Top Up Dinner", from General Funds for Trustees at the cost of \$200 per ticket and in recognition of the \$150 tax receipt attached to the purchase of each ticket, and that only \$50 per guest ticket qualify as an expense from the Trustee Budget.
or
- 3) THAT the Board of Trustees approve the purchase of a full table of 10 tickets for the April 14, 2018 Knights of Columbus Charitable Foundation, "Top Up Dinner" from General Funds for Trustees at the cost of \$200 each for a total of \$2,000.

TOP UP DINNER – APRIL 14, 2018

Alberta Knights of Columbus Charitable Foundation (ACF)

Our Charitable Foundation supports many charities throughout Alberta. Since inception our Charitable Foundation has given over \$2,400,000 to worthy causes.

The primary focus of our donations is Education, Children and Youth Charities, Women's needs and Senior's Charities.

We are planning a Top Up Dinner to raise funds so that we will be able to assist more charities going forward. The dinner will be the final phase of our Catch the Spirit campaign.

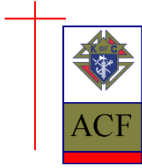
We would be grateful if you would consider purchasing a table or a few tickets for the dinner.

If you buy a ticket(s) and for some reason cannot attend – there are many choices you can give the tickets to family or friends or to a long list of retired priests or seminarians.

A tax receipt will be issued for the tax deductible portion (appx. \$150) of each ticket.

Please refer to and complete the attached "Ticket order Form". You can return the completed form by mail or scan the form and send it by e-mail attachment to my e-mail address on the form.

THANK-YOU



THE ALBERTA KNIGHTS OF COLUMBUS
CHARITABLE FOUNDATION (ACF)

"CATCH THE SPIRIT"

Ticket Order Form –Dinner- Sat. April 14, 2018

"TOP UP DINNER" – Edmonton.

PURCHASER INFORMATION (Please **PRINT**)

Name to appear on table card-tables of 10 only: _____

Purchaser Name(Tax Receipt) _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Contact Phone: _____

E-mail: _____

Additional information: (Requests for table assignments, location requests, dietary requirements)

TICKET INFORMATION

Single and Table of ten ticket price, option to add how many to purchase and total at the end

Single Seat _____ x \$200 = \$ _____ (Tickets can be purchased for clergy or seminarians)

Quantity

Total (GST included)

Registration No: 11921 1662 RR0001

A charitable donation receipt will be provided for the tax-deductible portion of your contribution.

I/We are unable to attend, but wish to support the goal of the Top up Dinner with a donation of
\$ _____

METHOD OF PAYMENT

Visa MasterCard Cheque (payable KofC Charitable Foundation) Cash

Credit Card Number: _____ Expiry: _____

Name of Cardholder: _____ **Signature:** _____

Send Completed Ticket Order Form To: Wally Streit (via e-mail attach, fax or mail)

Mail or Drop Off: 11207 – 22nd Ave., Edmonton, AB T6J 4V4,

E-mail streitw@gmail.com or Fax: 403-340-3404

For Additional Information Contact Wally at 780-988-8719; or 780-437-4335 (voice-mail)



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 2017

ATTACHMENT FOR AGENDA ITEM 14.2

Board Directed Committee – Governance Budget Review 2018-19

PRESENTERS:

Deb Schlag, secretary-treasurer

BACKGROUND:

In preparation for the 2018-19 Budget process, the Board should consider creating an Ad Hoc committee to review the structure and elements of compensation for Trustees as well as all other budget lines.

The last review completed was in conjunction with the 2015-16 governance budget. The committee met on September 9, 2015 and discussed elements of compensation based on the principles of fairness, transparency, and simplicity. A consensus was reached to keep the Non-Accountable Expense Allowance at \$1,800 year (\$150/month), but to raise the Chair and Vice-Chair position allowance to \$1,500/year for the Chair (\$125/month) from \$900/year (\$75/month) in 2014-15 and \$1,050/year for the Vice-Chair (\$87.50/month) up from \$360/year (\$30/month) in 2014-15. Since Trustee Honorarium increases are specifically addressed in Policy 7, there was no desire to include that element of compensation in the 2015-16 governance budget review.

RECOMMENDATION:

THAT the Board of Trustees approve the establishment of a board directed committee of a maximum of three trustees, including the Secretary-Treasurer, to review all elements of the governance budget for 2018-19, with a goal to sharing the results with the Board no later than the last meeting of March 2018. Trustees assigned to this committee are: _____, _____, and _____.



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 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
November 27, 2017**

***Trustee Request for Information**

Transportation and Early Dismissal in Schools

At the October 2, 2017 regular meeting, Trustee Tremblay requested information on early dismissal in the district, including an understanding of the logistics and factors involved with transportation for schools that have early dismissal in place. Secretary-treasurer, Deb Schlag will provide the information. (Attached)

Distribution of Information for the St. Kateri Tekakwitha Consultation

A request for information on how the community will be informed about the upcoming consultation on St. Kateri Tekakwitha taking place on November 30, 2017 was made by Trustee Radford at the October 30, 2017 meeting. The information is provided by Communications Manager, Carol Bruineman (Attached)

Remembrance Day Wreaths

During the October 30, 2017 regular meeting, Trustee Proulx requested clarification around the process for acquiring and laying wreaths at upcoming Remembrance Day Ceremonies. An information report is attached. (Attached)

Organizational Management

Educational / Interagency Partnership Report

Assistant Superintendent, Rhonda Nixon, will provide an overview of the existing partnerships that further the attainment of educational goals within the system. (Attached)

Educational Leadership

Legal School Dynamic Options Program

Assistant Superintendent, Rhonda Nixon, will provide information on an Options Pilot Program in Legal. (Attached)

Superintendent/Board Relations

Board Planning Session Date

It is anticipated that in order to plan for the Board to deliberate on existing community consultation initiatives (ie: Morinville Boundary Review, Thought Exchange Feedback), and revised priorities within the strategic plan, that a planning session will be necessary. To accommodate the completion of timelines for the consultations, we are recommending that Apr 13/14, 2018 be tentatively booked. The Board is requested to confirm that this date meets its schedule.

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.



DATE: November 27, 2017 **REFERENCE:** 18-01
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: Transportation Implications as a result of Early Dismissal
ORIGINATOR: Trustee Tremblay
PREPARED BY: Deborah Schlag, secretary -treasurer, with background data supplied by
Lauri-Ann Turnbull, transportation supervisor

At the October 2, 2017 regular meeting, a request for information regarding the factors involved for Transportation and early dismissal in the District, was made by Trustee Tremblay.

Background:

The District currently accommodates Early Dismissal on Fridays at two schools (SACHS and VJM) on Fridays, every operational week of the school year at a cost of +/- \$26,500 per year (\$26,279 specific to 2017-18; varies slightly each year). The SACHS/VJM route does not affect any other St. Albert route in the District and operates as a stand-alone situation. This has been the case for more than 20 years. At the outset, it is my understanding that the schools paid for this cost from their budgets, but changes to funding and allocations over the years has seen the District pick-up the cost through the Transportation budget.

Current Situation in Morinville:

Most routes in Morinville are tied to all three schools: MCHS, GHP, and ND. For 2017-18, there are three (3) routes that involve Legal and four (4) routes for Morinville that are triple runs with significant timing impacts. Of the eleven (11) total regular routes, not including noon-hour kindergarten routes, the seven (7) routes mentioned would be impacted. Only one (1) of the seven (7) routes, M4 would be able to accommodate a timing change to allow for early dismissal services at MCHS. All other routes would be negatively impacted and service would be delayed for the other two (2) schools.

While the Transportation Department works diligently to keep rural routes under one hour for ride time, and the Legal routes are just over one hour, introducing an early dismissal at MCHS would impact current routes by adding up to an additional forty (40) minutes to the ride times for students boarding at both GHP and ND. This would mean ride times could be upwards of one-hour and forty minutes.

Every Friday the dismissal time at MCHS is 1:44 pm and the bus arrives from GHP for 2:52 PM which the regular dismissal time for the rest of the week. See the following Bell Schedule for MCHS (from their website):



MCHS Bell Schedule 2017-18 Warning Bell at 8:05

	Mon.	Tues.	Wed.	Thurs.	Fri.
Block 1	8:10-	Block 1 8:10-	Block 1 8:10	Block 1 8:10	Block 1 8:10
(85 min)		(77 min)	(85 min)	(77 min)	(71 min)
	9:35	9:27	9:35	9:27	9:21
		10:07		10:07	
	10 Minute Break	CAP BLOCK 9:27	10 Minute Break	CAP BLOCK 9:27	4 Minute Break
					Block 2 9:25
					(71 min)
					10:36
Block 2	9:45	Block 2 10:07	Block 2 9:45	Block 2 10:07	
(85 min)		(77 min)	(85 min)	(77 min)	
	11:10	11:24	11:10	11:24	
					4 Minute Break
	Lunch 42 Minutes 11:10 – 11:52	Lunch 42 Minutes 11:24 – 12:06	Lunch 42 Minutes 11:10 – 11:52	Lunch 42 Minutes 11:24 – 12:06	Block 3 10:40
					(71 min)
					11:51
Block 3	11:52	Block 3 12:06	Block 3 11:52	Block 3 12:06	
(85 min)		(77 min)	(85 min)	(77 min)	
	1:17	1:24	1:17	1:24	
					Lunch 42 Minutes 11:51 - 12:33
	10 Minute Break 1:17 -1:27	10 Minute Break 1:24 -1:34	10 Minute Break 1:17 -1:27	10 Minute Break 1:24 -1:34	Block 4 12:33
					(71 min)
					1:44
Block 4	1:27	Block 4 1:34	Block 4 1:27	Block 4 1:34	
(85 min)		(77 min)	(85 min)	(77 min)	
	2:52	2:52	2:52	2:52	
					Early Dismissal @ 1:44 Every Friday

Block 1	8:10
(44 min)	8:54
	(5 min)
Block 2	8:59
(44 min)	9:43
	(7 min)
Block 3	9:50
(44 min)	10:34
	(5 min)
Block 4	10:39
(44 min)	11:23

Staff Meeting Early Dismissal (Schedule #2)

Block 1	8:10 - 8:48	
(76 min)	8:50 - 9:28	
	(7 min)	
Block 2	9:35 - 10:13	
(76 min)	10:15 - 10:53	
Assembly	10:53 - 11:44	(51 min)
Lunch	11:44 - 12:26	(44 min)
Block 3	12:26 - 1:04	
(76 min)	1:06 - 1:44	
	(7 min)	
Block 4	1:51 - 2:29	
(76 min)	2:31 - 2:55	

School Assembly Schedule (Schedule #3)

Cost Implications in Morinville:

The additional cost for a bus to accommodate early dismissal at MCHS would be approximately \$15,971 for 2017-18, plus the cost of 2 additional busses, at a cost of \$7,371, to handle the other schools. This is a total cost of \$23,342 in 2017-18 in Morinville. This would place the total cost for early dismissal transportation services in the District at \$49,621 in 2017-18 dollars.

Limitations in Morinville:

In checking with the Contractors that provide the District with services in Morinville, two (2) additional busses are **not available** on regular basis at that time of the day.

Options for Future Consideration:

1. Get a better understanding of the purpose of early dismissal at each of the sites who offer it and what difference it makes to student learning and achievement.
2. Look at changing start/end times in Morinville to accommodate coordination of services for an early dismissal option in Morinville for 2018-19 (which could then be incorporated into the Transportation Tender request, which will be distributed in early 2018 for the next



three to five years). This would also involve an assurance that all schools meet the minimum instruction hours of 950 hours for grades K-9 and 1,000 hours for grades 10-12.

3. Look at other options for dismissal at MCHS in 2018-19, which might include dismissing PRIOR to lunch at 12:54 pm on one or more Fridays of the month, which would involve time changes at the other schools to accommodate Transportation. Time changes in the current year are not feasible as schedules have already been established and reported to Alberta Education.
4. As a result of Bill 1, consider eliminating all early dismissal options in the District for 2018-19, as the removal of these enhanced services would further reduce the cost to all families and allow the District to redistribute the funds currently directed to fund these services and additional fees to remain as low as possible.
5. All costs associated with early dismissal become the responsibility of the school with early dismissal, rather than a cost of District Transportation.



DATE: November 1, 2017 **REFERENCE:** 18-02
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: **St. Kateri Tekakwitha Consultation Communication**
ORIGINATOR: Trustee Radford
PREPARED BY: Carol Bruineman, communications manager

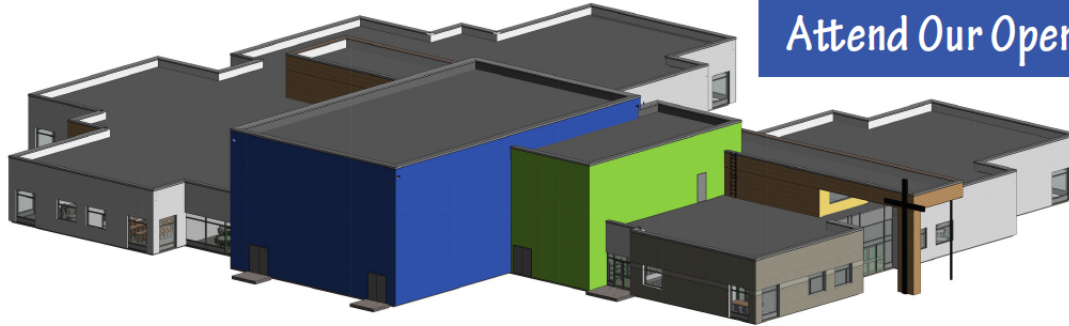
At the October 30, 2017 regular meeting, a request for information regarding the plans to communicate to the community the opportunity to participate in the St. Kateri Tekakwitha Consultation was made by Trustee Radford.

Background:

At the June 12, 2017 Regular Board Meeting, Communications Manager Bruineman presented to the Board recommended guidelines and a process for consultation on boundaries and programming for St. Kateri Tekakwitha Academy. The process will engage Morinville residents and families in areas of Sturgeon County that may have an interest in the new school. The two-phase process will begin in the Fall 2017 and be completed by June 2018. The guiding principles were approved at that meeting and the Phase 1 consultation will begin on November 30, 2017 with an Open House in Morinville. This will also be the date that participants can provide their input online through a survey that will remain open for two weeks.

To reach the intended audience a combination of print and online advertising will be used to connect with current families and the broader community. This will include advertisements in local publications, posters for distribution in the schools and community bulletin boards, along with the use of social media. In addition, invitations will be extended to specific stakeholders in the community including: the Morinville Town Council, the County of Sturgeon Council, the area MLA and community partners that may have an interest in the new school. The advertising/promotion plan will begin the week of November 7, 2017 and continue until November 30, 2017.

A sample ad is attached for your information.



Attend Our Open House

St. Kateri Tekakwitha Academy - Opening 2019

New Catholic Elementary School in Morinville

The format is a drop-in.

Thursday, November 30, 2017

Morinville Community Cultural Centre
9502 - 100 Avenue
1 p.m. to 7 p.m.

Parents, students and community members are invited to an Open House to learn about our new school, St. Kateri Tekakwitha Academy.

Your input will be considered in designing programming for the school and attendance boundaries.

If you are unable to attend the Open House, please check the website for information on our consultation process. You may also submit your feedback online at www.gsacrd.ab.ca or email communications@gsacrd.ab.ca.



Greater St. Albert
Catholic Schools
Faith in Our Students

FOR MORE INFO, CONTACT US:

6 St. Vital Ave, St. Albert, AB T8N 1K2
Phone: (780) 459-7711 | Fax: (780) 458-3213
www.gsacrd.ab.ca



DATE: November 27, 2017 **REFERENCE:** 18-03
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: **Remembrance Day Wreaths**
ORIGINATOR: Trustee Proulx
PREPARED BY: Pat Gerhardt, Executive Assistant

During the October 30, 2017 regular meeting, Trustee Proulx requested clarification around the process for acquiring and laying wreaths at upcoming Remembrance Day Ceremonies. An information report is attached.

Background:

Each year a wreath is purchased from the St. Albert Legion and two are purchased from the Morinville Legion (Town of Morinville and for the Town of Legal). It is requested that they be at the three Cenotaphs for the Remembrance Day ceremonies. Representatives from organizations lay their wreaths in both Morinville and Legal. In the last few years for St. Albert, the Cadets now lay the wreaths.



Memorandum

DATE: November 27, 2017
TO: David Keohane, superintendent of schools
FROM: Rhonda Nixon, assistant superintendent
REFERENCE: Interagency and Academic Partnerships

Context: In this report, we provide an overview of our inter-agency and academic partnerships, which further the work on the Board's Strategic Plan 2017-2018— Focus on Community Interest in Our Schools (i.e., mental health, wellness) and the District Three-Year Education Plan 2017-2020: Outcomes One (academic programming) and Three (inclusive education).

Interagency partnerships: District staff serve on the following committees that help us to allocate and access resources for students' and their families' mental health and wellness needs:

Strategic Mobilization Committee (SAM): is comprised of representatives from the City of St. Albert:

- St. Albert Community & Social Development Department (Scott Rodda),
- St. Albert Royal Canadian Mounted Police (Pam Robinson, Jeff Jacobson),
- Alberta Child & Family Services (Reagan Hyde),
- St. Albert Public Schools (Barry Wowk),
- Greater St. Albert Catholic Regional Division (Rhonda Nixon),
- St. Albert Public Health/Capital Health, Community Services Advisory Board (Adrienne Lubberding),
- St. Albert Ministerial Group (David Wulkin)

(SAM) assists with ensuring the emergent needs of the community are served through a coordinated community response based on a "Social Master Plan." SAM committee members act as an oversight group who reviews how best to allocate services and resources to meet community needs.



During 2016-2017, these were key areas in which we had a direct impact:

- Crisis Fund: Executive approve distribution of funds to families in need of the necessities of life- housing, feed, clothes, medical care);
- Mental Health Education and Awareness: GSACRD shares two Family School Liaison Counsellors (one is working now and the second will start in January 2018). Schools have booked anxiety workshops in a series for students and received positive feedback. In addition, GSCARD shares access to a Community Resource Coordinator who provides workshops and presentations in schools on a variety of ‘asset development based’ topics and issues, as well, support groups and presentations for parents etc. as part of providing education and awareness that aligns with the values of the SMP. In addition, we share access to a SAIF Education Coordinator who provides school-based groups and presentations on relationships, family violence etc.
- Homelessness and Prevention: We allocate our crisis fund to this area presently as it is an ever-increasing problem for young families in St. Albert.

SAM is supported by the following working groups: **Family Working Group (Andrea Black, District Social Worker)**. This group works with families to help develop strategies to meet the challenges they face. **Youth Working Group (Penny Baragar-Brcic, Principal)**. All agencies that serve youth in St Albert. This group works with youth to help develop strategies to meet the challenges they face. **Developmental Assets Committee (Marina Lotoski, District Principal)**. RCMP, both school districts and FCSS work together to build “thriving” youth opportunities while diminishing “at risk” behaviours in the community.

Regional Collaborative Service Delivery (RCSD): (Barb Brochu, Leadership Committee and Rhonda Nixon, Executive Committee). RCSD is a cross ministry initiative designed to provide integrated and coordinated services, supports and programs through cross sector partnerships in the St. Albert and Sturgeon regions. Partner organizations in the St. Albert and Sturgeon (SAS) area include Greater St. Albert Catholic Schools, St. Albert Public Schools, Sturgeon School Division, Alberta Health Services, Family and Community Supports, Family Supports to Children with Disabilities and Child and Family Services Authority - Region 6. Priorities for the SAS RCSD include the provision of a continuum of supports and services for children and youth who require:

- Social, emotional and behavioural supports and services;
- language and communication supports;



- environmental access to learning and supports to overcome physical and sensory (vision and hearing) disabilities.

We benefit from our RCSD partnership through human resource supports:

- **Regional Health Support Worker:** Corinna (one day a week in Morinville). This is a position that parallels a mental health therapist (i.e., she assists school and district staff to make referrals to the Northgate Clinic);
- **District Social Worker:** Andrea Black (a portion of her FTE);
- **Behavioural Support:** Alison Lessard (a portion of her FTE)— (behavioural support portion of her role);
- **St. Albert Occupational Health Worker (OT):** Allied Health Staff Member (a portion of Linda Chan’s time), and she is located at EMP and she serves all St. Albert schools);
- **Morinville Occupational Health Worker (OT):** Anita Fullan serves Morinville;
- **Speech and Language:** Because it is difficult to fill these positions, we receive funds to contract people to do this task. It is supposed to be a service that “complements” what we have, but we use it to complement what we have in Early Learning, as do other boards, because this is an under-funded area of service provincially.

The benefits of RCSD are related to our connections to professionals in cross-ministries who can help us immediately when we have complex situations arise. For example, at a recent Violet Risk and Threat Assessment meeting regarding one of our students who was facing expulsion, we had 14 voices at the table ranging from the RCMP to Alberta Health Services to our school district representatives. Together, the information shared, enabled additional supports for the family that have been put in place since the date of that meeting. Hence, this collaborative partnership does not just happen at RCSD meetings; it is happening in our day-to-day work to help our students.

The struggles with respect to RCSD would be shortage of funding for all services generally. Such a shortage makes it difficult to share equitably the human and financial resources available, so, the RCSD Leadership and Executive agree to have the available resources go into a centralized pot to be shared based on “needs.” The issue, at times, has been about the equity of service for each jurisdiction because it depends upon who is determining the “needs” and how the needs are presented and understood. It takes a lot of time, as well, to advocate. Therefore, the distribution of resources is one aspect of RCSD that presents a challenge to be worked through.



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

Academic partnerships: We have academic partnerships with MacEwan University (Business 201) and NorQuest College (English 108 at MCHS and Hospitality, Tourism and Management offered at ESSMY). Because HRMP has never been offered in Canada, it took a full year to secure dual credit in the form of post-secondary credits in addition to university certificate accreditation. This course is open to both SACHS and ESSMY students. For 2018-2019, we are also working with Athabasca University as well as our two partners, MacEwan and Norquest, to look at how best to mobilize the newly announced dual credit funding (November 8, 2017).

Conclusion: Interagency cooperation breaks down barriers to better serve our students, and academic partnerships provide students with more choices in terms of accredited and dual credit programming. Our goal is to continue such strong partnerships to foster positive working relationships that ensure success for all students.



APPENDIX: DUAL CREDIT ENROLLMENT

Table 1: Business 201, SACHS and ESSMY

Years	SACHS Enrollment	ESSMY Enrollment
2014-2015	10	4
2015-2016	11	0
2016-2017	16	10
2017-2018	9 (right now)	0 (right now)

Table 2: English 108, MCHS

Years	MCHS Enrollment
2014-2015	13
2015-2016	23
2016-2017	10
2017-2018	17

Table 3: HTMP, ESSMY

Years	ESSMY Enrollment	SACHS
2016-2017	10	N/A
2017-2018	10	Open



Memorandum

DATE: November 27, 2017
TO: David Keohane, superintendent of schools
FROM: Rhonda Nixon, assistant superintendent
RE: Legal School Options Pilot

Context:

We are proposing to run an **Options Pilot Program** in Legal from **January-March 2018, twice a week, for grades 3-9 students (99)**. The program parallels many aspects of Vital Grandin's Dynamic Options; namely, the options are based on students' interests and are extended to younger students. The options proposed are: Arts, Choir, Foods, Fashion, Drama, STEM (real world projects that integrate emerging technologies for designing, building, and programming), Yoga, and Hockey. The **hockey option** is for **grades 4-9 students (20-25)** and will be done at the rink next to the school and taught by a teacher in Legal School who has done this before. As well, because this is not an academy, students will go on one "excursion" to see what hockey academy students experience throughout their program. Students will meet Geoff Giacobbo, Sports Academy Coordinator, and learn about what happens in the District Hockey Academy (programming, excursions, expert coaches). The reason for explaining this difference is to ensure that students and parents understand that they are not experiencing a Hockey Academy program. Also, if students choose to take part in the Hockey Option, it is critical that they and their parents be willing to offer their feedback on whether there is an interest in having a Hockey Academy in Legal for 2018-2019. The students and parents will learn about this pilot program at Legal School at an **Information Evening on December 7, 2017**.

Rationale:

In the September and October 2017 Legal School Council meetings, parents expressed an interest in the principal's suggestion of changing the Options program to respond to student interests in CTF (Construction and Design) and Hockey. This discussion was based on concern about declining enrollment of students in junior high. In The principal reviewed Thought Exchange data with parents and showed that students had indicated an interest in "options" such as "building things", "designing projects", "sports", and they wanted to play "ping pong" at breaks. The principal then took this data and discussed with students what they would want for options if they could take them (January-June 2018). The principal took the students' ideas to the



Assistant Superintendent, Learning Services and Geoff Giacobbo, Academy Coordinator to develop a proposal for our senior administrative team to review and provide input. The senior team agreed that shortening this to be a pilot would be fiscally manageable and that no fees could be charged this year. The senior team also emphasized the importance of students, parents, and staff providing feedback about whether and how to proceed with a Dynamic Options and Hockey Academy in 2018-2019. Feedback was critical because the district was funding the pilot to see if there was interest in continuing with such programming the following year. Costs have been kept as “basic” as possible to ensure that parents would be able to manage them for next year should there be interest in doing so. The total costs to the District budget is \$5,000.00 for this pilot.

Rationale:

We contend that such a pilot program will further our work on our District’s Three-Year Education Plan 2017-2020, *Outcome One: Alberta’s Students Are Successful* for flexible, student-centred programming. We also think that the pilot is in keeping with the Board Strategic Plan 2017-2018: *Focus on Community Interest in our Schools*—Provide flex time at junior high that supports technology integration and is responsive to student interests; and *Focusing on Legacy: Sustaining the Continuity of enrollment of students within K-12 Catholic education.*

Request:

We are proposing this pilot as explained and asking for the Board’s support and suggestions.



BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 27, 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
NOVEMBER				
	November 1, 2017	MCHS Awards	Morinville Community Cultural Centre (7:00 pm)	Tremblay, Radford, Proulx, Schlag
	November 4 & 5, 2017	Catholic Education Sunday	St. Albert, Morinville, Legal Parishes	Becigneul, Crockett, Shaw, Schell, Radford, Tremblay, Proulx
	November 4, 2017	St. Joseph's College - Ignite Gala	Chateau Lacombe Hotel Ballroom (6:00 pm-Auction. 7:00 pm Dinner)	Shaw (2)
	November 9, 2017	Engagement Session Promising Practices, Assurance Review and Collective Bargaining	Location TBD (10:00 am - 4:00 pm)	Radford, Bayus
	November 11, 2017	Remembrance Day-St. Albert		
	November 11, 2017	Remembrance Day-Morinville		
	November 11, 2017	Remembrance Day-Legal		Proulx
	November 14, 2017	St. Albert Housing Society Homestyle Breakfast	St. Albert Curling Club (7:00 am)	Becigneul
	November 15, 2017	ATA Liaison Meeting	District Office (4:00 pm)	
	November 17-19, 2017	ACSTA AGM	Westin	Keohane, Crockett, Shaw, Radford, Schell, Proulx, Tremblay, Becigneul
	November 17, 2017	ACSTA New Trustee Orientation	Westin (9:00 am-11:30 am)	Schell, Becigneul
	November 19-21, 2017	ASBA FGM	Westin	Keohane, Crockett, Shaw, Radford, Schell, Proulx, Tremblay, Becigneul, Schlag
	November 21, 2017	TEBA Annual General Meeting	Westin Hotel: Centennial Room (4:00 pm-6:00 pm)	Noreen Radford
	November 22, 2017	ASBA Trustee Orientation	Westin Hotel (8:30 am -4:00 pm)	Keohane, Schell, Schlag
	November 29, 2017	Council of Councils Meeting	District Office (7:00 pm)	
	November 30, 2017	St. Kateri Tekakwitha Academy	Morinville Community Cultural Centre (1 pm-7:00 pm)	Shaw (1:00 pm), Schell (5:00 pm), Proulx (4:00 pm)
DECEMBER				
	December 7, 2017	SRR Visits - JJ Nearing	JJN (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 -Bertha Kennedy	Bertha Kennedy (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 Sites / BELRA Presentation	All Locations	
	December 21, 2017	FNMI Leadership Committee Meeting	District Office (1:00 pm)	Radford, Tremblay, Crockett
JANUARY				
	January 9, 2018	TEBA Representative Committee Special Meeting	Location and Time TBC	Noreen Radford
MARCH				
	March 4-6, 2018	Alberta Rural Education Symposium (ARES)	TBD	
	March 16-18, 2018	Religious Education Congress	Anaheim	Shaw
APRIL				
	April 7-9, 2018	NSBA Annual Conference	San Antonio	
	April 13-14, 2018	Board Planning Session (tentative)		