



BOARD OF TRUSTEES REGULAR MEETING

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

6 St. Vital Ave., St. Albert, AB T8N 1K2 | Phone: 780-459-7711

AGENDA

Monday, December 18, 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:** Joan Crockett
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 Regular Board Meeting Minutes of November 27, 2017 Attached
 - 8.2 Board Committee of the Whole Meeting of December 4, 2017 Attached
9. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
 - 9.1 Business Liaison – St. Albert (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/ISLTFSh>.)
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 4 – Trustee Code of Conduct and Board Policy 12 – Role of the Superintendent (Keohane) Attached

13. Action Items

- | | | |
|------|---|----------|
| 13.1 | 2018-2019 Board Directed Instruction Fees (Schlag) | Attached |
| 13.2 | Knights of Columbus Charitable Foundation “Top Up Dinner” (Becigneul) | Attached |

14. New Business

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 | |
| | • Mental Health Access (Nixon) | Attached |
| 15.2.2 | Fiscal Responsibility | |
| | • Fee Waiver Report (Schlag) | Attached |
| | • ASFF Opt-Out Motion (Schlag) | Attached |
| 15.2.3 | Organizational Management | |
| | • Jurisdiction Class Size Report (Bayus) | Attached |
| 15.2.4 | Educational Leadership | |
| | • Field Trip Activity Report (Bayus) | Attached |
| 15.2.5 | Communications and Community Relations | |
| | • Communications Plan Update (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

DECEMBER 18, 2017

ATTACHMENT FOR AGENDA ITEM 8.1

Regular Board Meeting Minutes of November 27, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on November 27, 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, NOVEMBER 27, 2017, 2:00 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 2:00 p.m.

IN CAMERA

75/18 **Trustee Becigneul:** THAT the Board of Trustees move In Camera at 2:00 p.m.

CARRIED (7/7)

OUT OF CAMERA

76/18 **Trustee Crockett:** THAT the Board of Trustees move Out of Camera at 3:31 p.m.

CARRIED (7/7)

OPENING PRAYER

Trustee Becigneul 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. Kinanâskomitin Manito (Thank you Creator).

APPROVAL OF AGENDA

77/18 **Trustee Becigneul:** THAT the Board of Trustees approve the agenda as presented.

CARRIED (7/7)

PRESENTATION DELEGATION

There were no presentations.

Trustee Shaw acknowledged the guests who joined the meeting today including Kevin George and Patrick Moore from the Accounting Firm, Meyers, Norris, Penny LLP and public audit committee members, Bruce Perry and John Smith.

APPROVAL OF MINUTES & SUMMARIES

78/18 **Trustee Radford:** THAT the Board of Trustees approve the minutes of the Organizational meeting of the Board held on October 30, 2017 as circulated.

CARRIED (7/7)

79/18 **Trustee Radford:** **THAT** the Board of Trustees approve the minutes of the regular meeting of the Board held on October 30, 2017 as amended, with the removal of “in French” on opening prayer.

CARRIED (7/7)

80/18 **Trustee Radford:** **THAT** the Board of Trustees approve the minutes of the special meeting of the Board held on October 31, 2017 as circulated.

CARRIED (7/7)

81/18 **Trustee Radford:** **THAT** the Board of Trustees approve the summary of the Board Committee of the Whole Meeting held on November 6, 2017 as circulated.

CARRIED (7/7)

82/18 **Trustee Radford:** **THAT** the Board of Trustees approve the minutes of the special meeting of the Board held on November 9, 2017 as circulated.

CARRIED (7/7)

83/18 **Trustee Radford:** **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.

CARRIED (7/7)

APPROVAL OF COMMITTEE & EVENT REPORTS

84/18 **Trustee Crockett:** **THAT** the Board of Trustees approve the committee report, ASBA Zone 2/3, from the Board Committee of the Whole meeting held on November 6, 2017.

CARRIED (7/7)

GOOD NEWS **Trustee Shaw** shared Good News Report, correcting the date of anticipated opening of the Legal daycare as Feb 2018, rather than Feb 2019, as stated in the report.

Trustee Becigneul applauded the **Vital Grandin School Choir** (staff and students) for the marvelous performance at the Alberta Catholic School Trustees’ Association AGM.

QUESTIONS FROM THE PUBLIC

There were no questions.

CONSENT ITEMS

Policy Review

85/18 **Trustee Schell:** **THAT** the Board of Trustees approve the review of Board Policy 3 – Role of the Trustee with no changes.

CARRIED (7/7)

ACTION ITEMS

Audited & Unaudited Financial Statements

Secretary-treasurer Schlag presented the audited Financial Statements highlighting the process and procedure that is followed. An overview of the financial position of the district was presented along with the statement of operations which highlighted a small surplus position of \$105,510.

86/18

Trustee Radford: THAT the Board of Trustees approve for release the Audited Financial Statements (AFS) and Notes for the year ending August 31, 2017 with operating revenues of \$70,370,284 and operating expenditures of \$70,264,774, resulting in an operating surplus of \$105,510 .

AND

THAT the Board of Trustees receive the Unaudited Schedules (UAS) to the Financial Statements for the year ending August 31, 2017 as information and direct Administration to post the UAS on the district website along with the AFS and Notes by November 30, 2017.

CARRIED (7/7)

Fall Budget Update

Secretary-treasurer Schlag provided a 2017-18 budget update to the Board, based on September 30th enrolments, focusing on the expected year-end financial position which is projected to be a deficit position. Variances in projections were explained and it was highlighted that the budget reflects stable enrolment across the district.

87/18

Trustee Tremblay: THAT the Board of Trustees formally receive the FALL Budget UPDATE for 2017-2018 as information, reflecting Revenues of \$69,531,446 and Expenses of \$70,205,900; an overall projected deficit of (\$674,454).

CARRIED (7/7)

Combined 2016-2017 Annual Education Results Report and 2017-2020 Three-Year Education Plan

Superintendent Keohane highlighted that the value of public sector work is about whether or not you deliver on the Mission of the organization. He reviewed how the district did with respect to prescribed government measures and what the focus for the future is. Legislative documents that guide reporting were noted, and all of the district plans and reports that are inputs into the plan. This includes how the Catholic faith furthers the governments’ mandate. Evidence of reaching goals were explained and the significance of each. Administrators are focused on steadily strengthening their instructional leadership through the study of Fullan and Quin’s (2016) book, Coherence, which will contribute to reaching further education plan goals.

MOTION TO EXTEND

88/17

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

CARRIED (7/7)

89/17

Trustee Bécigneul: 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.

CARRIED (7/7)

NEW BUSINESS

Alberta Knights of Columbus Charitable Foundation “Top Up Dinner”

90/17 **Trustee Radford:** **THAT** the Board of Trustees 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.

CARRIED (7/7)

**Board Directed Committee-Governance Budget Review
2018-2019**

91/17 **Trustee Becigneul:** **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 of sharing the results with the Board no later than the last meeting of March 2018. Trustees assigned to this committee are: Trustee Becigneul, Trustee Proulx, and Trustee Tremblay.

CARRIED (7/7)

INFORMATION ITEMS

Report from the Chair

Trustee Shaw reminded trustees to RSVP to the ATA dinner for December 11, 2017

Report from the Superintendent

The Report from the Superintendent included responses to three (3) Trustee Requests for Information: Transportation and Early Dismissal in Schools (secretary-treasurer Schlag for Trustee Tremblay), Distribution of Information for the St. Kateri Tekakwitha Consultation (communications manager Bruineman for Trustee Radford), and information on the Remembrance Day Wreaths for Trustee Proulx.

Assistant superintendent Nixon provided information on the Interagency and Academic Partnerships as well as the Legal School Dynamic Options Program that is being piloted in the second half of 2017-18.

92/18 **Trustee Becigneul:** **THAT** the Board of Trustees receive the superintendent's report as information.

CARRIED (7/7)

BOARD COMMITMENTS

93/18 **Trustee Tremblay:** **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.

CARRIED (7/7)

CLARIFICATION PERIOD FOR PUBLIC & MEDIA

Carryl Bennett-Brown mentioned that a Trustee Luncheon will be held during Teacher's Convention in February 2018 and reminded trustees of the ATA Dinner is on December 11, 2017.

TRUSTEE REQUEST FOR INFORMATION

Trustee Radford requested information on the mental health services that are available in the communities to support parent

inquiries and what resources are available for families?

CLOSING PRAYER

Trustee Becigneul offered the closing prayer.

MOTION TO EXTEND

94/17

Trustee Proulx: THAT the Board of Trustees extend the meeting until 6:30 p.m.

CARRIED (7/7)

IN CAMERA

95/18

Trustee Crockett: THAT the Board of Trustees move In Camera at 5:58 p.m.

CARRIED (7/7)

OUT OF CAMERA

96/18

Trustee Tremblay: THAT the Board of Trustees move Out of Camera at 6:33 p.m.

CARRIED (7/7)

ADJOURNMENT

97/18

Trustee Proulx: THAT the Board of Trustees adjourn the regular meeting at 6:33 p.m.

CARRIED (7/7)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 18, 2017

ATTACHMENT FOR AGENDA ITEM 8.2

Committee of the Whole Meeting Summary of December 4, 2017

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the summary of the Committee of the Whole meeting held on December 4, 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

DECEMBER 18, 2017

ATTACHMENT FOR AGENDA ITEM 9

Committee & Event Reports

PREPARED BY:

9.1 Business Liaison – St. Albert Chamber (Crockett)

Attached

RECOMMENDATION:

THAT the Board of Trustees approve the committee reports from the Board Committee of the Whole meeting held on December 4, 2017.



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

Committee Report Summary

Board Advocacy Committee Meeting Date: December 4, 2017

Submitted by Trustee: Trustee Crockett

Committee/Event Name: Business Liaison - St Albert

Committee Meeting Date: October 8, 2017

Chamber Luncheon Relevancy to GSACRD: networking with St. Albert mayor and councillors, St Albert Public trustees, St. Albert business owners, table discussion, introduced as an elected official of GSACRD, and guest speaker enrichment.

St Albert Salvation Army - Major Terry Cook Presentation

- Christmas Kettle campaign runs from November 23 – December 23, 2018 with 16 kettles in operation.
- 2017-2018 goal - \$370 000 which goes back to the communities of St Albert, Spruce Grove, and Stony Plain and surrounding areas for resources and programs for all ages.
- Last year's Kettle raised \$357 000 of which "\$60 000 was in change but change that changes lives" stated Mr. Cook. 581 families were helped last year.
- Volunteers over 16 years of age are needed - Call 780 458 1937.
- Donations are used to meet human needs without discrimination serving in 128 countries.

Speaker: Rod Valdes –

Director of Economic Development Department for the City of St Albert sees community growth as its top priority.

- Economic Development is a bridge between the City Administration and business.
- Economic Department has resources for both new and experienced entrepreneurs, an up-to-date list of all available commercial real estate in St Albert, promotes land development, provides marketing tools, finds tenants for retail spaces, monitors business trends, forecasts growth and promotes tourism.
- Economic Department works with NABI, and the Chamber

Chamber Christmas Luncheon – December 13, 11:30 – 1:30pm

All are welcome!



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 18, 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

December 18, 2017

District News

- Thank you to all the families who attended the post-secondary information events in Morinville and St. Albert. We were so pleased to host more than 270+ guests between the two evenings.
- The finance team received kudos for their work in managing the district's budget, which resulted in a "clean" audit.
- Thank you to the community of Morinville for their feedback and enthusiasm in Phase I of the consultation on the boundaries and programming for St. Kateri Tekakwitha Academy. Information gathered will inform boundary options and a short list of programming that will be shared in the Phase II consultation in the spring 2018.
- The Board of Trustees had the pleasure of honoring Sara Farid for her Catholic education advocacy through her work with Development and Peace. She was instrumental in advancing the districts' initiative on building Pope Francis School.

School News

- **ESSMY** hosted a successful Yoga Teacher Instructor Information session. Students from across the district in grade 9 through 12 attended. Students in several grades at **ESSMY** participated in a Blanket Ceremony as part of the districts' initiatives on Truth & Reconciliation. Many students commented on the significance and impact of their participation.
- **R.S. Fowler School** has had some great fun while supporting the worthy cause of collecting warm socks for the homeless. Their "sock drive" provided more than 1,600 pairs of socks for those in need. Congratulations! The school was also privileged to host **Dallas Arcand Jr.**, a world-class hoop dancer who will be representing Canada in a performance planned at the upcoming Olympic Games in Pyeong Chang, South Korea.
- Several **École Marie Poburan** students in grade six participated in the Healthy, Active Leadership Symposium advancing their leadership skills in the school.
- **St. Gabriel High School** students are benefiting from the support of the success coach at the school, bringing a greater focus on the importance of mental wellness.
- **École Father Jan** is receiving great feedback on their literacy initiative and the mindfulness activities they are providing for students. At the same time, they have enjoyed hosting a winter clothing drive for the Bissell Centre.
- **Neil M. Ross School** community are busy making scarves and hats for the homeless. They also combined this with a "Coats for Kids" drive with a focus in the school throughout the month of December on what you can do for others.
- **Vital Grandin School** community were excited to expand their Christmas celebration this year to include elements of dance, drama and art to showcase the range of student talents they have at the school.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 18, 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 4 – Trustee Code of Ethics was last reviewed in November 2016. The newly elected board's desire to examine sanctions that would further a public assurance of effective trusteeship and the newly legislated expectations of Bill 28 make the attached recommendations timely. Specifically, Bill 28 stipulates the following:

Code of Conduct

78.1(1) A board shall develop and implement a code of conduct that applies to trustees of the board and that includes provisions respecting definitions of breaches and providing for sanctions for breaches, in accordance with principles set out by the Minister by order.

The attached policy revisions effectively support the interests of the Board, the attached Board Policy Review Reflection Framework, and that of the Minister of Education.

Board Policy 12 – Role of the Superintendent was last reviewed in December 2016. For this review, no changes are recommended.

RECOMMENDATION:

THAT the Board of Trustees approve the review of Board Policy 4 – Trustee Code of Conduct with the changes as presented and Board Policy 12 – Role of the Superintendent with no changes recommended.



Board Policy Review Reflection Framework

Within the existing ASBA Roles Clarification: Governance, Administration Policy Model that is adopted by Greater St. Albert Catholic Schools, the Board sets direction for the District according to two elements that are essential to achieving the District's mandate:

- the responsibilities that the Board will undertake due to the mandates of legislation and its desire to uphold appropriate risk management principles;
- what the Board hopes to achieve in order to be responsible to the owners of the system (the public).

To this end, the Board through its policy model has identified policies that reflect the will of the Board in these areas. Within the Board's policy framework is the delegation to the Superintendent the authority to maintain administrative procedures that complement Board Policies relevant to what the Board deems to be operational matters and outcomes that are essential in achieving the mission and vision of the District. Essential to the success of meeting desired results for the District is the extent to which Board Policies and Administrative Procedures are complementary to each other.

Therefore, when the Board engages in continually understanding and adapting its role in fulfilling responsibilities and meeting desired outcomes, policies should meet the following tests:

Are the Board's policies:

- *legal according to statutes and contractual arrangements made by the Board?*
- *supportive of the Board's foundational policies: District Mission Statement, Values, Beliefs, Goals, and Objectives; Role of Board; Role of the Trustee; Board Delegation of Authority; Role of the Superintendent?*
- *supportive of the expectations of previous motions that empower current practice?*
- *understandable according to the intent of their expectations and will of the Board?*
- *a reflection of generally accepted standards as written in other parallel public policies?*

The Board is encouraged to use these questions as a reflection framework for understanding or amending all policies that are reviewed through the Board's annual policy review schedule.

TRUSTEE CODE OF ETHICS CONDUCT

~~Board membership~~ **Trusteeship** is a significant challenge and responsibility. Decisions made and **behaviours demonstrated** by trustees directly affect the quality of educational services provided for students and the overall direction of the school jurisdiction. The importance of this role underscores the need for trustees to establish and adhere to a code of conduct **specified in this policy**.

Ethical decision-making, and behaviours supportive of the fiduciary corporate responsibility of the board represents the basis through which trustees will pursue their duties at all times.

The Board Chair will ensure that new trustees are familiar with ~~the trustee code of ethics~~ **this Code of Conduct** as part of the new trustee orientation process.

The Board Chair will be responsible for periodically reviewing ~~the trustee code of ethics~~ **this Code of Conduct** with Board members.

The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions. (see Appendix A)

Ethical Decision Making

1. ~~Trustee Responsibility to the Office Board members~~ **Trustees should will** honour the responsibilities which ~~this~~ membership demands by:
 - 1.1 Thinking always in terms of children first.
 - 1.2 Understanding that the basic function of the ~~Board members~~ **trustees** is policy making rather than administrative, and accepting the responsibility of learning to discriminate between these two functions.
 - 1.3 Accepting the responsibility, along with fellow Board members, of seeing that adequate facilities and resources are provided for the proper functioning of the schools.
 - 1.4 Refusing to play politics in either the traditional partisan or in any other-sense.
 - 1.5 Representing at all times the entire school District.
 - 1.6 Accepting the responsibility of becoming well informed concerning the duties of Board members and the proper functions of schools.
 - 1.7 Recognizing responsibility as a provincial as well as a local official to seek the improvement of education not only in the District but throughout the Province of Alberta. **(see Affiliated Associations' Codes of Ethics)**

- 1.8 Having the administrative officers present at regular meetings of the Board.
- 1.9 Granting the administrative officers the privilege of discussion at the Board meetings.
- 1.10 Referring complaints to the proper administrative officers and discussing them at the regular meetings if an administrative solution is not achieved.

~~Trustee Responsibility to the Community~~ Behaviours Supportive of the Fiduciary Corporate Responsibility

1. ~~Board members~~ Trustees should meet their responsibility to the community by:
 - 1.1. ~~Displaying a devotion to duty..Attempting to appraise fairly both the present and the future educational needs of the community.~~
 - 1.2. ~~Working in a spirit of harmony and cooperation. Regarding it as a major responsibility of the Board to interpret the aims and the activities of the schools to the community.~~
 - 1.3. ~~Stating Board positions clearly. Insisting that all the school business transactions be conducted on an ethical basis.~~
 - 1.4. ~~Attempting to appraise fairly both the present and the future educational needs of the community.~~
 - 1.5. ~~Acting within the major responsibility of the Board to interpret the aims and the activities of the schools in the community.~~
 - 1.6. ~~Insisting that all the school business transactions be conducted on an ethical basis.~~
 - 1.7. Vigorously seeking adequate financial support for the schools.
 - 1.8. Refusing to use their position on the Board for personal gain.
 - 1.9. ~~Trustees shall avoid~~ Avoiding conflict of interest with respect to their trusteeship responsibility.
2. ~~Board members~~ Trustees should respect their relationship with other ~~Board members~~ Trustees of the Board by:
 - 2.1. Recognizing that authority rests only with the Board in official meetings and that the individual member has no authority to commit the Board outside of such meetings.
 - 2.2. Recognizing the integrity of their predecessors and associates and the merit of their work.
 - 2.3. Refusing to make promises on voting on any matter which should properly come before the Board as a whole.
 - 2.4. Making decisions only after relevant facts bearing on the subject are made known.

3. ~~Board members~~ **Trustees** should maintain effective relationships with the administrative officers of the District and their respective staffs by:
 - 3.1. Striving to procure, when the vacancies exist, the best professional leaders available.
 - 3.2. Giving the administrative officers full administrative authority for properly discharging their professional duties and holding them all responsible for the achievement of desired results within established parameters.
 - 3.3. Refusing to act on matters relating to the employment or dismissal of teachers without reference to the administrative officers.
 - 3.4. Respecting the confidentiality of privileged Board business.

Affiliated Provincial Association Codes of Ethics

1. In fulfilling responsibilities to the Board's provincial associations, trustees will support the following Codes of Ethics as outlined through the links provided:
 - 1.1. [ASBA Trustee Code of Ethics](#)
 - 1.2. [ACSTA Code of Ethics for Roman Catholic School Trustees](#)

TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. In particular, the Trustee Code of Conduct requires that trustees respect the confidentiality of privileged Board business.

Breach of Confidentiality

1. Failure to comply with these requirements constitutes a failure of security. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under any of these codes.
2. If unresolved, an individual trustee may bring a suspected breach of security to the attention of the Board Chair, or where otherwise applicable in what follows, to the Vice Chair. The suspected breach of security will go to an in-camera meeting of the Board. If by majority vote at a public meeting, the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
 - 2.1. The Board Chair shall request that the Superintendent or designate (as Head of the District under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at an in-camera meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
 - 2.2. The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Superintendent.
 - 2.3. The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
 - 2.4. If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at an in-camera meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.

- 2.5. For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting. In addition, at a public meeting of the Board, a motion to remove the trustee from one (1) or more Board appointments may be presented.

All Other Breaches of the Code of Conduct

1. A trustee who believes that a fellow trustee has violated the Code of Conduct for matters other than respecting confidentiality may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
2. A trustee who wishes to commence an official complaint shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated any of the code and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows, by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint.
3. When a trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a hearing.
4. To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint be heard at a hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon, the complaint at a hearing convened to hear the matter, solely for having issued such a letter.
5. Where no letter supporting a hearing is forthcoming, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
6. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 4 above, the Board Chair shall convene, as soon as is reasonable a special meeting of the Board within 15 calendar days to allow the complaining trustee to present his or her views of the alleged violation of the Code of Conduct.

7. At the special meeting of the Board, the Board Chair shall indicate in the notification commencement of the meeting, the nature of the business to be transacted and that the complaint shall be addressed as a formal hearing conducted within an in-camera session of the special meeting.
8. Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures.
 - 8.1. The sequence of the hearing shall be:
 - 8.1.1. The complaining trustee shall provide a presentation which may be written or oral or both;
 - 8.1.2. The respondent trustee shall provide a presentation which may be written or oral or both;
 - 8.1.3. The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 8.1.4. The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 8.1.5. The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 8.1.6. The complaining trustee shall be given the opportunity to make final comments; and
 - 8.1.7. The respondent trustee shall be given the opportunity to make final comments.
 - 8.2. Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
 - 8.3. If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the hearing to a later date.
 - 8.4. In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the hearing may take place until the meeting is reconvened.
 - 8.5. The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.

- 8.6. The presiding Chair shall reconvene the parties to the hearing and request a motion to revert to the open meeting in order to pass the resolution.
- 8.7. All documentation that is related to the hearing shall be returned to the Superintendent or designate immediately upon conclusion of the hearing and shall be retained in accordance with legal requirements.
- 8.8. The presiding Chair shall declare the special Board meeting adjourned.
9. A violation of a section or sections of the Code of Conduct other than matters of confidentiality shall result in:
 - 9.1. The Board Chair writing a letter of censure marked “Personal and Confidential” to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at an in-camera meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision.
 - 9.2. For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting. In addition, at a public meeting of the Board, a motion to remove the trustee from one (1) or more Board appointments may be presented.

Conflict of Interest

1. If a trustee is disqualified under Section 82 or 83 of the *School Act* from remaining as a trustee of the Board and does not resign as required under Section 85, the Board may by resolution declare the trustee to be disqualified from remaining a trustee or the Board may apply for originating notice to the Court of Queen’s Bench for an order.
 - 1.1. Determining whether the trustee is qualified to remain as a trustee; or
 - 1.2. Declaring the trustee to be disqualified from remaining as a trustee.

General

1. Depending on the significance of the violation, the Board by majority resolution may omit steps in the process defined above or take alternate action if deemed more appropriate.
2. The Board may, in its discretion, make public its finding at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

3. The Board, in its sole discretion, may record the in-camera session by electronic means. Where recording will take place, the complaining trustee and respondent trustee shall be advised by the presiding chair at the commencement of the meeting or hearing.
4. All documentation, including any recording by electronic meaning, that is related to the hearing shall be returned to the superintendent or designate immediately upon conclusion of the hearing and shall be retained in accordance with legal requirements.

Section 78.1, 80-91 School Act

Revision Dates: November 30, 2009, November 14, 2016, December 6, 2017

ROLE OF THE SUPERINTENDENT

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

Specific Areas of Responsibility:

1. Faith Leadership

The Superintendent shall:

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

2. Student Welfare

The Superintendent shall:

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

3. Educational Leadership

The Superintendent shall:

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

4. Fiscal Responsibility

The Superintendent shall:

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

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

5. Personnel Management

The Superintendent shall:

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

6. Policy

The Superintendent shall:

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

7. Superintendent / Board Relations

The Superintendent shall:

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

8. Three-Year Education Planning and Reporting

The Superintendent shall:

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

8.3 Report regularly on results achieved.

9. Organizational Management

The Superintendent shall:

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

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

10. Communications And Community Relations

The Superintendent shall:

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

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

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

10.4 Facilitate the establishment and operation of school councils.

11. Leadership Practices

The Superintendent shall:

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

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

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

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



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 18, 2017

ATTACHMENT FOR AGENDA ITEM 13.1

2018-2019 Board Directed Instruction Fees

PRESENTER:

Deb Schlag, secretary-treasurer

BACKGROUND:

With the implementation of *Bill 1 – An Act to Reduce School Fees*, the government has eliminated fees for specific instructional supplies and materials, as well as transportation fees for students who live 2.4 kilometres or more away from their designated school and the District will need to comply with direction in alignment with Bill 1 for the 2017-2018 school year and will be required to review. Boards may still charge fees for Out of Province &/or International Students.

As part of the budget process, the rate for Out of Province &/or International Students has been \$10,750/year (prorated to \$1,075 per month or any portion thereof) for several years. At this time, there does not appear to be reason to change this for the 2018-2019 school year.

RECOMMENDATION:

THAT the Board of Trustees approve the 2018-2019 Out-of-Province Tuition Fees for grades 1-12 students (which include International students) at \$10,750/year.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 18, 2017

ATTACHMENT FOR AGENDA ITEM 13.2

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

PRESENTER:

Joe Becigneul, trustee

BACKGROUND

This item was deferred to the December 4th Committee of the Whole Meeting during the November 27, 2017 regular meeting, with the following motion:

THAT the Board of Trustees 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.

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:

THAT the Board of Trustees approve the purchase of two tickets for the April 14, 2018 Knights of Columbus Charitable Foundation, "Top Up Dinner", from General Funds at the cost of \$200 per ticket.

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

DECEMBER 18, 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
December 18, 2017**

***Trustee Request for Information**

Mental Health Access

A request for information on how to access community services for mental health to support parent inquiries was made by Trustee Radford at the November 27, 2017 meeting. The information will be provide by Assistant Superintendent, Rhonda Nixon. (Attached)

Fiscal Responsibility

Fee Waiver Report

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

Alberta School Foundation Fund (ASFF) Opt-Out Motion

Secretary-Treasurer, Deb Schlag, will provide information regarding the Alberta School Foundation Fund Opt-Out motion. (Attached)

Organizational Management

Jurisdiction Class Size Report

Assistant Superintendent, Steve Bayus, will provide a District class size report. (Attached)

Educational Leadership – Student Welfare

Field Trip Activity Report

Assistant Superintendent, Steve Bayus, will provide and update on field trip activity in the District. (Attached)

Communications and Community Relations

Communications Plan Update

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

Recommendation: That the Board receives this report as information.

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



DATE: December 18, 2017 **REFERENCE:** 18-04
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: **Mental Health Services and Resources**
ORIGINATOR: Trustee Radford
PREPARED BY: Rhonda Nixon, assistant superintendent
Andrea Black, family support worker

Background: During the November 27th regular Board meeting, Trustee Radford requested information about community links for mental health services in Morinville. The following is an overview of such resources and services in the St. Albert-Morinville area.

Key Mental Health Resource (Booklet): *St. Albert Information and Resource Directory*. This directory is used to provide St. Albert residents with mental health resources and services and ways to access them. Morinville residents also use this booklet, especially the Emergency (p.5) and Addictions Services (p.6) contact numbers. Morinville residents do not have a similar booklet because they have fewer services.

Key Mental Health Services:

Adults may access services:

- Phone *Mental Health Intake* at **780-342-1410** or
- Walk in at: *St. Albert Mental Health Clinic* at 30 Sir Winston Churchill Avenue.

Children may be self-referred by a parent or legal guardian:

- Call *Centralized Intake* (780- 342-2701) or
- Walk in at: **9499-137 Avenue, Edmonton, Alberta.**

Both adults and children may access Mental health services:

- Call *St. Albert and Sturgeon Primary Care Network* in Morinville at 780-939-5277 or
- Walk in at: **#114, 9918-100 Street, Morinville, AB.**
- **Appendix A and B** provide a list of other often-used contact numbers.

Conclusion: Oftentimes community members self-identify needs for certain services, but it may be that their needs are different than they think. The general numbers above are public and the best starting points for community members to have conversations about their concerns.



Appendix A

Alberta Health Services: Mini-Guide to Community Supports
Addiction and Mental Health - Edmonton Zone

Crisis Services	
Community Urgent Services & Stabilization Team	780 342 7777
Children’s Mental Health Crisis Line & Response Team	780 427 4491
Support Network Distress Line	780 482 4357
Family Justice Services	780 427 8343
Mental Health Help Line	1 877 303 2642
Kids Help Phone	1 800 668 6868
Bro Talk	1 866 393 5933
Referral Treatment Services	
Children’s Mental Health Regional Intake	780 342 2701
Adult Addiction & Mental Health Clinic	780 342 7700
University of Alberta Psychiatric Treatment Clinic	780 407 6501
Information and Support	
Health Link Alberta Learning	780 408 5465
Canadian Mental Health Association – Edmonton Region	780 414 6300
Mental Health Patient Advocate	780 422 1812
Catholic Social Services	780 432 1137
Schizophrenia Society of Alberta - Edmonton Chapter	780 452 4661
Seniors Association of Greater Edmonton SAGE	780 423 5510
Family Centre	780 424 5580
Aboriginal Consulting Services Association	780 448 0378
Mennonite Centre for Newcomers	780 424 7709
Multicultural Health Brokers Coop	780 423 1973
Caregiver Support	
Bipolar Education Group Intake	780 757 0900
Anxiety and Depression Group	780 757 0900
The Support Network	780 482 0198
Family Support Network	780 414 6311



Appendix B

Alberta Health Services: Mini-Guide to Community Supports
Addiction and Mental Health - Edmonton Zone

Alcohol and Other Drug Treatment Resources	
Addiction Services	
Adult Outpatient	780 427 2736
Adult Detoxification Centre	780 427 4291
Youth Community Service Outpatient	780 422 7383
Youth Detox and Residential	780 644 1535
Oploid Dependency Clinic	780 422 1302
Alcoholics Anonymous Central Office	780 424 5900
Al-Anon/Alateen Information for families and friends	780 433 1818
Poundmakers Lodge	780 458 1884
Shelters	
YMCA	780 421 9622
Hope Mission/Herb Jamison Centre	780 429 3470
WEAC	780 423 5302
George Spady Centre	780 424 8335
Edmonton YWCA	780 423 9922
Youth Emergency Shelter Services – YESS	780 468 7070
Day Treatment Programs	
Canadian Mental Health Association – Edmonton Region	780 414 6300
Community Geriatric Program – HYS Centre	780 424 4660
Eating Disorder Program at the University of Alberta Hospital	780 407 6114
Excel Society	780 455 2601
Recreation and Social Programs	
Canadian Mental Health Association CMHA Programs for Adults	780 414 6300
Challenge by Choice	780 342 7936

For more information, or if you cannot find the service you want, please call

Within Edmonton – 211

Note: Pocket guides with this info will be in the GO-TO instructor kits. These guides can be handed out to participants.



DATE: December 8, 2017
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: Fee Waiver Report as at November 30, 2017
PREPARED BY: Deb Schlag, secretary treasurer

ISSUE:

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

HISTORICAL INFORMATION:

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

- † 2008-2009 value of total waivers: **\$13,703**
- † 2009-2010 value of total waivers: **\$15,560** (13.5% > than prev. year)
- † 2010-2011 value of total waivers: **\$24,243** (55.8% > than prev. year)
- † 2011-2012 value of total waivers : **\$29,684** (22.4% > than prev. year)
- † 2012-2013 value of total waivers : **\$24,889** (16.2% < than prev. year)*
- † 2013-2014 value of total waivers: **\$44,195** (77.6% > than prev. year)
- † 2014-2015 value of total waivers: **\$41,088** (7% < than prev. year)
- † 2015-2016 value of total waivers: **\$39,900** (2.9% < than prev. year)
- † 2016-2017 value of total waivers: **\$32,991** (17.3% < than prev. year)

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

Note: Projected VALUE of TOTAL 2016-17 WAIVERS for the year was expected to be **\$35,636** (actual value was \$2,645 less than expected).

CURRENT SITUATION

- † **2017-2018 value of waivers to Nov 30, 2017: \$4,254** (compared to \$28,509 in 16-17); a decrease of 85% from the previous year
- † To date, requests have been approved for 13 families from 9 of 16 sites (52 families @ Nov 30, 2016)
- † To Nov 30, 2017, requests have been approved for 22 students (compared to 100 @ Nov 30, 2016)
- † To date, 7 sites: AL, EFJ, ESSMY, NMR, JJN, St. Gabriel, and VJM have no WAIVER Requests



MEMORANDUM

TO: David Keohane, superintendent

FROM: Deb Schlag, secretary-treasurer

DATE: December 18, 2017

RE: Alberta School Foundation Fund (ASFF) Opt-Out

As a Catholic Board, we have the constitutional right to Opt Out of the ASFF, and a Board does that via Motion. There is a Motion on the books (84/14), passed on Nov 25, 2013.

Alberta Education has confirmed that GSACRD is on file for the ASFF Opt Out provision and that another Motion is not necessary.

This discussion is to confirm the Board's advocacy to exercise this constitutional right.

November 25, 2013

Secretary-Treasurer Schlag shared the provision for the opt out option which allows separate school boards to directly requisition property tax revenues from the local authorities (municipalities) in which the board operates. Further explanation was given to clarify there is no impact to students and families attending GSACRD schools as funding follows the student to the respective school they attend.

The current motion on the books is as follows:

84/14 Trustee Caron

WHEREAS:

A: The *St. Albert and Sturgeon Valley School Districts Establishment Act*, S.A. 2012, c. S-1.5, by section 6, established The Greater St. Albert Roman Catholic Separate School District No. 734, effective July 1, 2012; and

B: The *School Act*, R.S.A. 2000, c. S-3, as amended, provides in section 171 that a board of a separate school district may, after the date of a general election under the Local Authorities Election Act and before December 31 of the same year, pursuant to a resolution, certify to the Minister under seal that Division 4 of Part 6 of the *School Act* does not apply to it.

THEREFORE BE IT RESOLVED that Division 4 of Part 6 of the *School Act* does not apply to this Board.



Greater St. Albert
Catholic Schools

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CURRENT SITUATION - continued

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

✚ 0%- Learning Resource Fees (Board Directed) of \$0	(16-17: 0% - \$20)
✚ 43%- Other School Based Fees of \$1,824	(16-17: 37% - \$10,699)
✚ 57% - Bus Pass Fees of \$2,430	(16-17: 63% - \$17,810)
✚ Total to Nov 30, 2017: \$4,254	(16-17: 100% - \$28,509)

For 2017-18, the total value of waivers is projected to be \$5,317. This annual projection is based on 80% of the value of WAIVERS @ Nov 30, which has historically been between 82% and 88% of the total value for the year; it appears that the majority of WAIVERS are handled by Nov 30th of each school year. As a result of *Bill 1*, the majority of fees are for optional activities, supporting the decreased value of Waiver requests.

KEY POINTS

Projected VALUE of TOTAL 2017-18 WAIVERS for the year is expected to be **\$5,317** which appears reasonable given there are no Board Directed Fees all Transportation Fees charged are for enhanced service only.

43% of approved waiver requests (\$1,824) are for School-Based Fees and 57% of approved waiver requests (\$2,430) are for Transportation.

Summary of Fees					As of Nov 30, 17	
Number of Families: 13			Number of Sites: 9			
Site	Learning Resource Fees (Board Directed)	Other School Based Fees	Bus Pass Fees	Total Fees	# of students	
BK		\$102	\$270	\$372	1	
GHP		\$125		\$125	2	
LEGAL		\$188		\$188	3	
MCHS		\$463	\$540	\$1,003	5	
ND		\$170	\$810	\$980	3	
RSF		\$342	\$810	\$1,152	3	
SACHS		\$168	\$0	\$168	2	
VG		\$91		\$91	1	
EMP		\$177		\$177	2	
Grand Total		\$1,824	\$2,430	\$4,254	22	



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

To: David Keohane, Superintendent of Schools
From: Steve Bayus, Assistant Superintendent of Human Resources Services
Date: November 30, 2017
Re: **Class Size Information Report**

Attached is the Class Size Information Report for enrolments as of September 30, 2017.

The report has yet to be confirmed by Alberta Education. Once the report is confirmed by Alberta Education, the report will be posted on the district web site for public viewing.

Sincerely,

Steve Bayus
Assistant Superintendent
Human Resources Services

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Greater St. Albert Catholic Schools

Class Size Information Report 2017 - 2018



Class Size Information Report

Alberta Education provides resources to school boards to assist them in meeting the Class Size Guidelines (listed below). Greater St. Albert Catholic Schools is accountable for a district average in class size implemented across the entire District. Therefore, some classes will be above the guidelines and some will be below the guidelines.

The Board is required to post the Class Size Information on the District website or include it in the Annual Education Results Report.

Class Size Information Results and Guidelines for 2017-2018

Grades	District Average Class Size <u>All Subjects</u> 2017-2018	District Average Class Size <u>Core Subjects</u> 2017-2018	District Guidelines (Average No. of students to one teacher)	Alberta Education – 5 Year Guidelines (Average No. of students to one teacher)
K-3	21.6	21.7	20.0	17.0
4-6	23.9	24.4	26.0	23.0
7-9	23.3	24.1	27.5	25.0
10-12	17.9	23.0	-	27.0

Commentary:

Regarding the “Core Subject Report” and the “All Subject Report”, the results for grades 4-6, and 7-9 meet the District’s Class Size Guidelines. The results for K-3 are less than two percentage points from the District Guideline target. Although the District does not set a Guideline for grades 10-12 Class Averages, the District exceeds the Alberta Education Guidelines for high school Class Size Average.

District results for grades 7-9 and 10-12 meet the Alberta Education Class Size Guidelines. Grade 4-6 results are less than one and one half percentage points from meeting the Alberta Education Guidelines. The District results for grades K-3 do not meet the Alberta Education Class Size Guidelines and work continues to meet these Guidelines. It is noted that more classroom space is needed to meet the Alberta Education Guideline of 17 students to 1 teacher.

The District works to ensure that class-sizes are appropriate within the context of each school and are effective in helping students meet the provincial learning outcomes.

Jurisdiction Summary

ALL SUBJECTS

Jurisdiction:

Greater St. Albert Roman Catholic Separate School District No. 734 [A.4077]

Number of Schools Reported:

15

Total Number of Schools:

15

	K to 3			4 to 6			7 to 9			10 to 12		
	2015/16	2016/17	2017/18	2015/16	2016/17	2017/18	2015/16	2016/17	2017/18	2015/16	2016/17	2017/18
Albert Lacombe Catholic Elementary School	20.1	22.8	22.1	24.2	21.7	17.4	22.2			16.0		
Bertha Kennedy Catholic Community School	15.1	20.7	23.1	18.5	27.5	22.8						
Ecole Father Jan Community School	22.0	20.2	21.1	27.8	26.0	26.2						
Ecole Marie Poburan	22.2	21.2	22.9	26.7	24.0	24.5						
Ecole Secondaire Sainte Marguerite d'Youville							27.2	25.2	24.5	14.6	11.9	12.9
Georges H Primeau School				20.0	25.6	25.1	22.5	23.5	23.7			
J. J. Nearing Catholic Elementary School	22.4	19.5	21.9	23.6	24.1	24.2						
Legal School	13.9	20.3	17.2	19.3	21.3	18.0	24.9	20.6	18.5			
Morinville Community High School							19.5	21.6	23.2	22.6	21.8	24.4
Neil M Ross Catholic School	22.5	23.0	22.3	25.6	25.7	26.7						
Notre Dame Elementary School	21.7	20.9	20.7	25.8	25.8	24.2						
Richard S Fowler Catholic Junior High School							26.7	25.2	22.8			
St. Albert Catholic High School										16.7	18.8	16.3
Vincent J Maloney Catholic School							24.6	23.1	23.6			
Vital Grandin Catholic School	19.5	21.3	22.2	31.3	24.3	28.5						
Total for Jurisdiction 4077	20.7	21.0	21.6	23.9	24.7	23.9	24.8	23.9	23.3	17.8	18.2	17.9

Jurisdiction Summary

CORE SUBJECTS ONLY

Greater St. Albert Roman Catholic Separate School District No. 734 [A.4077]

Jurisdiction:
Number of Schools Reported:
Total Number of Schools:

15
15

	K to 3			4 to 6			7 to 9			10 to 12		
	2015/16	2016/17	2017/18	2015/16	2016/17	2017/18	2015/16	2016/17	2017/18	2015/16	2016/17	2017/18
Albert Lacombe Catholic Elementary School	19.8	22.8	22.3	26.0	21.7	20.6						
Bertha Kennedy Catholic Community School	15.1	20.7	23.0	18.5	27.5	22.8						
Ecole Father Jan Community School	21.9	20.1	21.1	27.8	26.0	26.2						
Ecole Marie Poburan	22.1	21.2	22.9	26.7	24.0	24.5						
Ecole Secondaire Sainte Marguerite d'Youville							28.2	26.6	25.2	18.0	14.4	13.6
Georges H Primeau School				18.5	25.0	25.1	21.6	21.7	24.4			
J. J. Nearing Catholic Elementary School	22.4	19.3	21.8	23.6	24.1	24.3						
Legal School	13.3	20.0	17.0	19.0	17.8	18.0	21.1	17.5	19.6			
Morinville Community High School							19.5	20.4	23.1	24.3	23.8	25.9
Neil M Ross Catholic School	22.5	22.9	22.3	25.6	24.6	26.7						
Notre Dame Elementary School	21.5	20.5	21.1	25.8	24.3	24.0						
Richard S Fowler Catholic Junior High School							27.1	26.2	23.1			
St. Albert Catholic High School										22.5	24.2	24.1
Vincent J Maloney Catholic School							24.8	26.1	25.5			
Vital Grandin Catholic School	19.6	21.3	22.3	31.3	22.8	29.3						
Total for Jurisdiction 4077	20.7	20.8	21.7	23.5	24.1	24.4	24.7	24.7	24.1	22.0	22.4	23.0



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

DATE: December 8, 2017

TO: David Keohane
Superintendent of Schools

FROM: Steve Bayus
Assistant Superintendent of Human Resource Services

RE: Out-of-Province Field Trip Report for 2017/2018

Please find attached, the current Out-of-Province Field Trip Report for the 2017/2018 school year. Seven (7) field trip requests have been submitted in total with three (3) being received since June 30, 2017.

The Sea of Cortez trip proposed by ESSMY has been cancelled due to lack of student interest.

The report details the stage of the approval process as of December 8, 2017.

Respectfully,

Steve Bayus
Assistant Superintendent,
Human Resource Services

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE



GREATER ST. ALBERT CATHOLIC SCHOOLS

Out-of-Province Field Trip Committee Report

In fulfillment of Administrative Procedure 260 – Field Trips and Excursions, the District Out-of-Province Field Trip Committee provides the following report of approved field trips that have met the requirements of Administrative Procedures 260 – Field Trips and Excursions:

Date: December 8, 2017

School	Trip	Dates	Approved in Principle	Approved in Full	Grade(s)	Comments
ESSMY	Costa Rica	October 2-11 2017	✓	✓	10-12	ESSMY students will journey to Costa Rica to learn about and contribute to the humanitarian work being done in San Jose, in particular at orphanages. All orphanages and day care facilities in Costa Rica are supervised by the PANI, a government institution that supervises childcare in community groups. As such they often struggle just to meet their basic operating costs and the repair maintenance of their facilities are frequently re-prioritized. Over time, these centres can find themselves in need of considerable repair. This trip is considered a Mission Trip whose primary goal is to help students further develop their relationship with God, with self and with others.
SACHS	Chicago, Illinois	October 5 – 10 2017	✓	✓	10-12	This trip and tour of Chicago has a dynamic connection to the Fine Arts programming at St. Albert Catholic High, encompassing both of the International Baccalaureate Arts programs available; Theatre and Visual Arts. We expect our Art students to also complete a CTS module in Art History. Students will be able to participate in Chicago Bulls and Chicago Blackhawks games as well as the Second City performance and Potted Potter: the Unauthorized Harry Experience.
ESSMY	Toronto, Niagara Falls, Ottawa, Montreal, Quebec	November 9-15, 2017	✓	✓	8-9	This seven day tour is a mix of interactive, sightseeing and historical activities. We will start our trip by visiting 2 locations in Toronto. We will then move on to Niagara Falls to

District Out-of-Province Field Trip Committee:

Steve Bayus, Assistant Superintendent of HR and Leadership Services

Rhonda Nixon, Assistant Superintendent of Learning Services

Deb Schlag, Secretary Treasurer

December 2017



GREATER ST. ALBERT CATHOLIC SCHOOLS

Out-of-Province Field Trip Committee Report

School	Trip	Dates	Approved in Principle	Approved in Full	Grade(s)	Comments
						visit its historical sites and famous falls. Our visit will take us to Ottawa to visit museums and historical establishments Diefenbunker, the Supreme Court and the Parliament. We will also take part of the Remembrance Day ceremony at Parliament Hill. We will travel to Montreal to visit two locations. Our trip will finally take us to Quebec City to visit the fortified city, Place Royal, interactive theatrical presentation and a visit at a Sugar Shack.
MCHS	The Balkins (Bosnia, Croatia, Montenegro, Albania, Greece)	March 22, 2018 - April 7, 2018	✓		10-12	This field trip serves the three sister graces of international travel: imagination, memory and hope. The purpose is to explore the culture, history and spiritual ethos of The Balkins. Moreover, mindful awareness of other cultures serves our curriculum mandates of developing empathy and fostering altruistic values. Between the planning and the reflection lives bounty of human growth.
ESSMY	Sea of Cortez, Mexico	April 22 – 29, 2018	✓	Cancelled	10-12	An 8-day marine biology study in the Sea of Cortez, which is a UNESCO World Heritage site, aboard a 110-foot steel hull ship, the MV Adventure. Students will explore coral reefs, tidal pools, a primitive fishing island and shorelines, observing how animal and plant life coexist in a unique habitat. Its island have been called a natural laboratory for the investigation of speciation.
MCHS	Okanagan B.C	May 9, 2018- May 12, 2018	✓		9-12	This field trip serves the music band program at MCHS through public performances, music clinic and team building
GHP	Nova Scotia, New Brunswick, PEI	May 31, 2018 - June 6, 2018			8	City tours of Halifax, Charlottetown, Moncton and various locations in Cape Breton. Guided tours of educational opportunities including but not limited to: museums, art galleries, attractions and historical sites. The opportunity to

District Out-of-Province Field Trip Committee:

Steve Bayus, Assistant Superintendent of HR and Leadership Services

Rhonda Nixon, Assistant Superintendent of Learning Services

Deb Schlag, Secretary Treasurer

December 2017



GREATER ST. ALBERT CATHOLIC SCHOOLS

Out-of-Province Field Trip Committee Report

School	Trip	Dates	Approved in Principle	Approved in Full	Grade(s)	Comments
						enjoy both English and French/Acadian cultures, cuisines and faith activities.

District Out-of-Province Field Trip Committee:

Steve Bayus, Assistant Superintendent of HR and Leadership Services

Rhonda Nixon, Assistant Superintendent of Learning Services

Deb Schlag, Secretary Treasurer

December 2017



DATE: December 18, 2017
TO: The Board of Trustees
FROM: David Keohane, superintendent of schools
SUBJECT: Communications Plan Update
PREPARED BY: Carol Bruineman, communications manager

BACKGROUND An annual communication plan is drafted to support and make visible the District’s Strategic Plan. The plan received approval from the Board at the October 2, 2017 regular meeting. The following is an update on progress the plan since the beginning of the school year.

FOCUS ON LEGACY

Community Engagement: Communications hosted the Phase 1 Consultation on St. Kateri Tekakwitha Academy in Morinville. An open house and an online survey provided opportunities for public input. Phase II is planned for the Spring 2018.

Branding: Communications has completed the work on the visual identity for Sister Alphonse Academy and begun the implementing these visual marks. This included the launch of the Sister Alphonse Academy website and opening pre-registration. The work on the District visual identity has begun with the support of a district wide Communications Committee.

Social/Online Media: District is continuing the use of the hashtag #GSACRDProud to track news & increase visibility. Schools are being supported with the startup and use of social media accounts. Instagram is a new platform gaining popularity at the school level.

FOCUS ON COMMUNITY INTEREST IN OUR SCHOOLS

Print Promotions: Communications is working with Morinville Community High School to create a viewbook that highlights the school and the diversity of programming. When completed, resources will be directed to St. Albert Catholic High School. These projects are in support of the junior-senior high transition plans.

Mobile Communications: The communications team launched the District App in October and there are close to 2,000 downloads to date. The team continues to transition schools to mobile friendly templates for newsletters. In addition, communications worked with technology services to support the launch of “The Digital Road” providing tech tips for families. The District and Trustee News mobile newsletters were issued in the fall.

Event Update: A Post-Secondary evening for grade nine families in St. Albert and grade eight and nine families in Morinville attracted more than 268 parents and students; an increase in attendance from previous years. Annual Pre-K and Kindergarten EXPO events are planned and will be held in January and February.

EMERGING ISSUES

Media interest in the district to date included: transportation fees and bus stop locations, the election, Bill 24, Bill 28, human sexuality curriculum, bullying awareness initiatives, gender neutral washrooms, and the consultation on St. Kateri Tekakwitha Academy to name a few.



BOARD OF TRUSTEES REGULAR MEETING

DECEMBER 18, 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
DECEMBER				
	December 7, 2017	SRR Visits - JJ Nearing	JJN (8:30 am)	Keohane, Shaw, Crockett, Radford, Proulx, Schell
		SRR Visits - École Marie Poburan	EMP (10:30 am)	Keohane, Shaw, Crockett, Radford, Proulx, Schell
		SRR Visits - École Notre Dame	Notre Dame (1:30 pm)	Keohane, Shaw, Crockett, Radford, Proulx, Schell
	December 11, 2017	SRR Visits -Bertha Kennedy	Bertha Kennedy (8:30 am)	Keohane, Shaw, Crockett, Radford, Proulx, Schell, Tremblay, Becigneaul
		SRR Visits - Neil M.Ross	NMR (10:30 am)	Keohane, Shaw, Crockett, Radford, Proulx, Schell, Tremblay, Becigneaul
		SRR Visits - VJ Maloney	VJM (1:30 pm)	Keohane, Shaw, Crockett, Radford, Proulx, Schell, Tremblay, Becigneaul
	December 19, 2017	Trustee Baskets to Sites / BELRA Presentation	All Locations	Shaw, Crockett, Radford, Proulx, Schell, Tremblay, Becigneaul
	December 11, 2017	ATA Local/Trustee Dinner	Sorrentino's Restaurant (6:00 pm)	Keohane
	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	Radford
	January 30, 2018	PAC Meeting	District Office (4:00 pm)	
MARCH				
	March 4-6, 2018	Alberta Rural Education Symposium (ARES)	Fantasy Land Hotel	
	March 7, 2017	St. Kateri Tekakwith Phase 2 Open House	1pm - 7:00 pm	
	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)		
	April 19/20 or 20/21, 2018	Board Planning Session (tentative)		