



# 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 14, 2016 | 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:** Cathy Proulx
5. **Acknowledgment of Territories:** Serena Shaw  
The Greater St. Albert Catholic School Board acknowledges that it is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation.
6. **Approval of Agenda**
7. **Presentation Delegation**
8. **Approval of Minutes & Summaries**
  - 8.1 Regular Board Meeting Minutes of October 31, 2016 Attached
  - 8.2 Advocacy Committee Meeting Summary of November 7, 2016 Attached
9. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
  - 9.1 Alberta Catholic School Trustees' Association (Shaw) Attached
  - 9.2 Alberta School Boards Association Zone 2/3 (Crockett) Attached
  - 9.3 Alberta School Boards Association Zone 2/3 (Crockett) Attached
  - 9.4 Business Liaison – St. Albert Chamber (Crockett) Attached
  - 9.5 St. Albert Social Master Plan Session (McEvoy) Attached
10. **Good News (Communication & Community Relations)** Attached
11. **Questions from the Public**  
*(Questions are submitted in writing on the Thursday prior to meeting. Information and the form can be found on the District website located on the District website at <http://bit.ly/1SLTFSh>.)*
12. **Consent Items**  
*(The Chair will ask for a motion to receive and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request the status of a consent item be changed to an action item.)*
  - 12.1 Review of Board Policy 3 – Role of the Trustee and Board Policy 4 – Trustee Code of Ethics (Keohane) Attached

**13. Action Items**

**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

15.2.2 Educational Leadership – Student Welfare

- Field Trip Activity Report (McGuinness)

Attached

15.2.3 Organizational Management

- Educational/Interagency Partnership Report (Nixon)

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:** Cathy Proulx

**20. In-Camera** *(if applicable)*

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

**22. Adjournment**



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 8.1

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### Regular Board Meeting Minutes of October 31, 2016

#### **BACKGROUND:**

Please see attached.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on October 31, 2016 as circulated/as circulated and amended.

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF  
GREATER ST. ALBERT ROMAN CATHOLIC  
SEPARATE SCHOOL DISTRICT NO. 734  
HELD on MONDAY, October 31, 2016, 2:00 P.M.  
District Office, 6 St. Vital Avenue,  
St. Albert, AB**

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

**MEMBERS ABSENT** Trustee Proulx

**ADMINISTRATION PRESENT**

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

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

**IN CAMERA**

46/17 Trustee Crockett: THAT the Board of Trustees move In Camera at 2:01 p.m.

**CARRIED (6/6)**

**OUT OF CAMERA**

47/17 Trustee Radford: THAT the Board of Trustees move Out of Camera at 3:25 p.m.

**CARRIED (6/6)**

**OPENING PRAYER** Trustee Tremblay offered the Opening Prayer.

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

**APPROVAL OF AGENDA**

48/17 Trustee Becigneul: THAT the Board of Trustees approve the agenda as presented with the addition of 14.1 New Business, Solar Panels (Radford).

**CARRIED (6/6)**

**PRESENTATION DELEGATION**

Mayor Nolan Crouse provided a copy of the 2016 St. Albert Census Municipal Report, which was provided to each of the Trustees and attached to the minutes, as a handout. In addition, the Mayor provided his assessment of flag poles and waste collection infrastructure on school properties in St. Albert.

**APPROVAL OF MINUTES & SUMMARIES**

49/17 Trustee Becigneul: THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on October 17, 2016 as circulated.

**CARRIED (6/6)**

**GOOD NEWS**

**Trustee Shaw** shared the Good News Report.

**Trustee Radford** further commented on the MCHS Volleyball Tournament and the benefit to the larger community when our schools host these tournaments.

**Trustee McEvoy** mentioned that R.S. Fowler is putting on a fabulous production, Guys and Dolls, involving 65 students, at the Arden.

**Trustee Becigneul**, highlighted that the Leaders of Tomorrow Awards will be transitioning to the Mayor’s Annual Awards and encouraged trustees to share this information with School Councils.

**Trustee Crockett** commented on the St. Albert Catholic High School awards and noted the talent of the student emcees. They gave out more than \$200,000 in scholarship award dollars, further confirming the success of the school in academics, fine arts, etc.

**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**CONSENT ITEMS**

There were no consent items.

**ACTION ITEMS**

**Policy 20 – Laura Bird Memorial Beacon of Hope Final Approval**

50/17

**Trustee Tremblay:** THAT the Board of Trustees approve Policy 20 – Laura Bird Memorial Beacon of Hope Award as presented.

**CARRIED (6/6)**

**Policy 21 – Staff Recruitment and Selection of Personnel Final Approval**

51/17

**Trustee McEvoy:** THAT the Board of Trustees approve Policy 21– Recruitment and Selection of Personnel as presented.

**CARRIED (6/6)**

**NEW BUSINESS**

**Government of Alberta Solar Panel Program Initiative**

**Trustee Radford** updated the Board on the government’s initiative to provide school’s with an opportunity for an alternative energy source for current school project in the planning or design stages of development.

52/17

**Trustee Radford:** THAT the Board of Trustees direct the superintendent or designate to officially modify the scope of the Design & Construction for the new school in Morinville, St. Kateri Tekakwitha Academy, to include solar panels.

**CARRIED (6/6)**

**INFORMATION ITEMS**

**Report from the Chair**

**Trustee Shaw** updated the Board on planned events with the local ATA in late November and the joint meeting with St. Albert Public, the Francophone Board, and Sturgeon School

Division scheduled for January 30, 2017.

**Trustee Shaw** shared a letter of congratulations that will be sent to Mr. Kevin Feehan in recognition of his new appointment as a judge, and a letter received from the Town of Morinville regarding their upcoming budget open house.

**Report from the Superintendent**

**Secretary-treasurer Schlag** updated the Board on the process for the recent 4X4 formation, and Ministerial approval, which while expected if all in in order, cannot be predicted. Trustee Radford indicated the importance of the timing of response to this.

**Secretary-treasurer Schlag** updated the Board on the vacation administrative procedure that pertains to Out-of-Scope staff. All comments have been collected from the Policy Advisory Committee, the Draft AP was shared with all Out-of-Scope staff, and a legal review has been complete; the AP 485 is now in effect.

53/17 **Trustee Radford:** **THAT** the Board of Trustees receive the superintendent's report as information.  
**CARRIED (6/6)**

**BOARD COMMITMENTS**

54/17 **Trustee Crockett:** **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.  
**CARRIED (6/6)**

**CLARIFICATION PERIOD FOR PUBLIC & MEDIA**

There were no questions.

**TRUSTEE REQUEST FOR INFORMATION**

**Trustee Shaw** requested an update on the Dual Campus option at the high school level, and an update on the schedule of Advocacy meetings.

**Trustee Radford** requested an update on home education within the District. **Secretary-treasurer Schlag** updated the Board on existing numbers and inquiries for Home Education, and **superintendent Keohane** mentioned that an administrative procedure is in place that addresses standards and the process for providing Home Education.

**CLOSING PRAYER** **Trustee Tremblay** offered the closing prayer.

**IN CAMERA**

55/17 **Trustee Tremblay:** **THAT** the Board of Trustees move In Camera at 4:41 p.m.  
**CARRIED (6/6)**

**OUT OF CAMERA**

56/17 **Trustee Crockett:** **THAT** the Board of Trustees move Out of Camera at 5:12 p.m.  
**CARRIED (6/6)**

**ADJOURNMENT**

57/17

**Trustee Tremblay:** THAT the Board of Trustees adjourn the regular meeting at 5:12 p.m.

**CARRIED (6/6)**

\_\_\_\_\_  
Secretary Treasurer

\_\_\_\_\_  
Chair



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 8.2

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### Board Advocacy Committee Meeting Summary of November 7, 2016

#### **BACKGROUND:**

Please see attached.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the summary of the Board Advocacy Committee meeting held on November 7, 2016 as circulated/as circulated and amended.



**SUMMARY OF THE BOARD ADVOCACY COMMITTEE MEETING OF  
GREATER ST. ALBERT RCSSD NO. 734  
MONDAY, NOVEMBER 7, 2016**

**COMMITTEE MEMBERS PRESENT**

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

**COMMITTEE MEMBERS ABSENT**

Trustee Proulx

**ADMINISTRATION PRESENT**

D Keohane, superintendent; D Schlag, secretary-treasurer

**CALL TO ORDER**

Trustee Crockett called the meeting to order at 7:30 p.m. and Trustee Shaw offered the opening prayer.

**ACKNOWLEDGMENT OF TERRITORIES**

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

**ADDITIONS TO THE AGENDA**

None

**TRUSTEE COMMITTEE REPORTS**

Trustee Shaw provided a written report by email, shared with Trustees, on ACSTA Directors Meeting on September 9, 2016 and responded to a few questions.

Trustee Crockett provided written reports from her attendance at the September 23, 2016 and October 28, 2016 ASBA Zone 2/3 Meetings as well as a written report from her attendance at the September 14, 2016 St. Albert Chamber Meeting. Trustee Crockett provided verbal highlights of items she felt were relevant to the District.

**TRUSTEE EVENT UPDATES**

- Trustee McEvoy attended the St. Albert Social Master Plan Session, held on October 12, 2016 where topics of discussion included crime prevention, homelessness, domestic violence, mental health, and capacity, which were all relevant to the District.
- Trustee McEvoy provided a written summary report for the Board and offered to share the meeting handouts with Trustees who were interested in additional information.
- Trustee McEvoy attended RSF's production of "Guys and Dolls" with a cast of 65 students, and commended all involved on a wonderful job.
- Trustee Crockett was impressed by Vital Grandin's lunchtime "Coding Club".
- Trustees Shaw and Crockett attended St. Joseph's College "Ignite" fundraiser on November 5, 2016.
- Superintendent Keohane shared a resource with the Board, the Docat Study Guide on Social Teachings, and asked the Board to review prior to a presentation on the Ethical Leadership using faith-based principles in the guide. The presentation will be in January or February 2017.

**TRUSTEE DEVELOPMENT / BOARD ADVOCACY**

**District Emergency Plans**

District Principal, Marina Lotoski, provided an overview of the Emergency Programs used by the District Office, Schools, and all other support sites in the District. Mrs. Lotoski provided an overview of the many District Administrative Procedures that specifically deal with the safety and security of students and staff, Incident Command Protocols and terminology used by first responders, including what to do and where to go in the event of a fire, other event, or an unwelcome intruder during a Board Meeting. The website location of the District Emergency Plan was demonstrated by Mrs. Lotoski, on the screen to refresh Trustees. There was opportunity for questions and answers.

Trustee Shaw offered the closing prayer. The meeting was adjourned at 9:02 p.m.



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 9

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### Committee & Event Reports

#### **PREPARED BY:**

9.1 Alberta School Trustees' Association (Shaw)	Attached
9.2 Alberta School Boards Association Zone 2/3 (Crockett)	Attached
9.3 Alberta School Boards Association Zone 2/3 (Crockett)	Attached
9.4 Business Liaison: St. Albert Chamber (Crockett)	Attached
9.5 St. Albert Social Master Plan Session (McEvoy)	Attached

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the committee reports from the Board Advocacy Committee meeting held on November 7, 2016.



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

# Committee Report Summary

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**Board Advocacy Committee Meeting Date:** November 7, 2016

**Submitted by Trustee:** Trustee Shaw

**Committee/Event Name:** ACSTA Report

**Committee Meeting Date & Time:**

**Summary of Agenda Items:**

- ✓ President's Report
- ✓ Communication Initiatives
- ✓ ACSTA Strategic Plan

**Highlights of Items Relevant to GSACRD:**

The ACSTA report including the ACSTA President's Report was shared with trustees. Trustee Shaw will share some highlights of the report at the meeting.

Attached: [Report](#) Uploaded to the Meeting Folder



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

# Committee Report Summary

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**Board Advocacy Committee Meeting Date:** November 7, 2016

**Submitted by Trustee:** Joan Crockett

**Committee/Event Name:** ASBA Zone 2/3 Annual Meeting

**Committee Meeting Date:** September 23, 2016

## **Chair Report – Cheryl Dumont**

- By-laws were reviewed during summer with a few minor changes. Discussion and approval will take place at the October Zone AGM.
- Issues Forum to be held September 27 – 28 at Matrix Hotel.

## **Financial Report – Heather Rogers**

- Draft budget will be in place for October meeting. Reducing fees is being considered.
- Adding budget lines for: Comprehensive Health and Zone Language Reps.
- \$10 000 operation surplus must be maintained per September 2007 motion.

## **Alberta Education Report – Garrett Doll**

- Standards for Teaching Quality, Principal Leadership and Superintendent Leadership to be recommended to the Minister for adoption by Ministerial Order and will take effect September 2018.
- Alberta Education and the U of A will support the creation of on line courses available to professionals who work with children from Early Childhood through grade 3.
- Alberta Ed is developing an inclusive education policy framework to provide guidance for schools and government to create a shared vision.
- SLA's in the 2016-2017 pilot will focus only on improving student learning and enhancing instruction for students.
- Grade 6 Math PATs will feature Part A – 15 number operations questions – 15 minutes, Part B 40 questions to cover broad range of curriculum outcomes.
- Certificates of School Completion can be awarded to students with significant cognitive disability by principals.

## **Edwin Parr Committee – Colleen Holowaychuk**

- 19/29 boards nominated a first-year teacher. The trend is increasing to recognize strong first year teachers. Venue at Royal Executive Inn is not big enough to accommodate 4- 5 more nominees with family and school administration. Membership decided to stay with Royal Executive Inn West for 2017. A bigger venue will be researched for 2017-2018.

**First Nations, Metis and Inuit Student Success and Wellbeing Taskforce** – Darrell Ghostkeeper, rep from Zone 2/3 - Taskforce is undertaking a quarterly newsletter highlighting promising practices and input from partners and stakeholders.

- ASBA will be asked to do an e-scan of FNMI policies across the province, draft a policy advisory and create a database of existing policies that boards can reference.
- ASCA's AGM and conference will take place April 28-31 in Edmonton and will be focused on the TRC and FNMI education. Chief Wilton Littlechild will be the keynote speaker. Charlene Bearhead is assisting. ASCA is also planning an intergenerational panel to talk about their experiences.

**September Professional Development Presentation** – LGBTQ Student Presentation

**October Professional Development**

- AGM – Committee Elections, Advocacy Topics Discussion

**November Professional Development**

- Alberta Education Learning Technology Policy Framework – Phase 2 with Brian Callaghan

**Upcoming Events:**

- ASBA Fall General Meeting – November 20 – 22, 2016  
**Theme – Stronger Together** Highlights: Sunday Awards Evening, Monday – MLA Reception with Minister after business day and recognizing Scott McCormack past ASBA Executive Director, Tuesday Breakfast with Education Minister or Deputy Minister.
- Canadian School Boards Association (CSBA) will be held in Whistler, 2017

***Next meeting – 9:30 am October 28, 2016, St Anthony Centre  
10425 – 84 Avenue, Edmonton***



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

## Committee Report Summary

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**Board Advocacy Committee Meeting Date:** November 7, 2016

**Submitted by Trustee:** Joan Crockett

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

**Committee Meeting Date:** October 28, 2016

**Annual General Meeting:** elect various Zone executives and committee members, approve the budget for the year, approve any changes proposed to our bylaws, vote for Zone advocacy priorities and review the annual calendar.

### **Elected:**

**Director 2** – Jennifer Tuininga, Alternate – Trina Boymook

**Edwin Parr:** Shelley Porter, Kim Armstrong, Alice McLaughlin

**Advocacy Committee:** Michelle LaMar, Jackie Comeau, Carol Demong

**Labor Relations** – Mandi Skogen, Alternate - Nancy Sand

**Edmonton Regional Learning Consortium** – Justine Wright

**Advocacy Items for 2016 – 2017** – Wrap Around Services and Role/Relevancy of Locally Elected Trustees.

### **Zone Chair Report – Cheryl Dumont**

- Two Ad Hoc Committee were struck: Advocacy Committee and make recommendations for change.
- Edwin Parr Committee will review committee work and the annual Edwin Parr awards dinner and make recommendations for change.
- 81 members on Group Facebook Page – Secretary Kim Ayers monitors the page.

### **Proposed Zone Budget –**

- Fee reduced by half last year to reduce surplus funds. 2016-2017 fees reflect return to established base fee, 0.00% increase. Per motion of September 28, 2007, a minimum operating surplus of \$10 000 must be maintained.

### **Board of Directors Report**

- Edmonton Public has made the decision to no longer send representation to the ASBA board of directors.
- ASBA submitted its input on the Child and Youth Advocate Review. Submission is posted on the ASBA website at <http://bit.ly/2eugmhl>
- The Board agreed to remove the 35-service cap on SIPP Agreement.

- Envisioning ASBA's Future Zone conversations will be posted on the ASBA website <http://bit.ly/2errzAj>.
- Zone Language Rep and Comprehensive School Health Rep as well as the Ad-Hoc Committees, Edwin Par/Advocacy Review have been added as separate line items.

### **Alberta Education Report – Christine Bouchard, Education Manager**

- Regional Collaborative Service Delivery (RCSD) has expanded to First Nations communities. There are 17 RCSD's across the province and each will work collaboratively with school and community partners to address regional identified needs, coordinate and leverage systems, build system capacity and plan for sustainability.

### **October Professional Development**

- AGM – Committee Elections, Advocacy Topics Discussion, World Cafe

### **November Professional Development**

- Workshop for Board Reps – 8:30 am
- Alberta Education Learning Technology Policy Framework – Phase 2 with Brian Callaghan
- Treaty 6 information (tentative)

### **Upcoming Events:**

- **ASBA Fall General Meeting** – November 20 – 22, 2016  
**Theme – Stronger Together** Highlights:  
**Sunday** Awards Evening,  
**Monday** – MLA Reception with Minister after business day and recognizing Scott McCormack, past ASBA Executive Director,  
**Tuesday** Breakfast with Education Minister or Deputy Minister.
- **Canadian School Boards Association (CSBA)** will be held in Whistler, 2017

***Next meeting –***

***8:30 am – Workshop for Board reps 9:30 am November 25, 2016,***

***No meeting in December***

***January 20, which is the third Friday***

***St Anthony Centre***

***10425 – 84 Avenue, Edmonton***



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

## Committee Report Summary

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**Board Advocacy Committee Meeting Date:** November 7, 2016

**Submitted by Trustee:** Joan Crockett

**Committee/Event Name:** St Albert Chamber Committee

**Committee Meeting Date:** September 14, 2016

**Summary of Agenda Items:** Speaker Councillor Cathy Heron – Smart City Master Plan

**History of Cities – 1800 - 3% of population lived in cities, 2015 – 50%.**

**Citizens are now more mobile, urban and digital**

- Council approved an innovative Smart City Master Plan which sets out a vision of how the community can grow as a Smart City: to embrace technology, to be innovative and progressive and resource efficient through data analytics. A Smart City would enhance the brand of the City as well as generate efficiencies. Examples: Transit Rider App – when is the next bus coming, Fleet tracking, moisture sensors in the sports field, crime mapping, and smart traffic signals to enhance traffic flow.
- Key Outcomes Include: greater efficiency in operations, employee productivity, support economic development to grow existing business and attract new investment as well as enhance service delivery.
- Strategy - maintain a fast, affordable and secure broadband network that links employees, municipal buildings, and residents.

**Highlights of Items Relevant to GSACRD:**

- The Master Plan will collaborate with local organizations to provide public computer access, digital literacy to the community through the St Albert Public Library, schools and civic programs.





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

# Committee Report Summary

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**Board Advocacy Committee Meeting Date:** November 7, 2016

**Submitted by Trustee:** Trustee McEvoy

**Committee/Event Name:** City of St. Albert – Community and Social Development

**Committee Meeting Date & Time:** October 12, 2016

**Summary of Agenda Items:**

- Crime Prevention
- Homelessness
- Domestic Violence
- Mental Health
- Capacity

**Highlights of Items Relevant to GSACRD:**

Superintendent Keohane, Assistant Superintendent Nixon and I attended this event and in my opinion all the agenda items were relevant to our school district, since any one of them may affect a given number of our students at any time. The format was round table, with participants moving through each topic by going to different tables, each of which had a facilitator and note taker. Everyone had an opportunity to listen and to give input. I have the handouts for your perusal.

**Further Action Recommended to the Board for Consideration:**

In order to keep current with all aspects of life in St. Albert I think the Board and Admin. should continue its tight involvement in this committee.



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 10

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### Good News (Communication & Community Relations)

#### **PREPARED BY:**

Carol Bruineman, communications manager

#### **BACKGROUND:**

Please see attached.

**Good News**  
**Regular Board Meeting**  
**November 14, 2016**

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**School News**

- Congratulations to the students and staff at R.S. Fowler Junior High for their outstanding production of Guys and Dolls! The production received outstanding reviews from those in attendance.
- Legal School was awarded a technology grant from Best Buy, one of seventeen awarded nationally. With the funds received, a class set of Sphero's were purchased for the school and staff were engaged in P.D. recently to explore the learning opportunities with them.
- Thank you to the wonderful work of grade nine students at ESSMY who hosted a Carnival to raise funds for Peace and Development. An invitation to neighbouring elementary schools resulted in a lot of fun for those who attended and more than \$1,300 raised for Peace and Development.

**Athletic News**

- V.J. Maloney Junior Girls team won gold at their recent tournament and have had an outstanding season. Congratulations!
- Both the senior boys' and girls' volleyball teams at R.S. Fowler Junior High have had successful seasons, winning many championships!
- Legal School senior boys' volleyball team are currently in first place in their division. Congratulations and best of luck with the remainder of the season!
- St. Albert Catholic High School Junior Boys' volleyball team took home the Metro Division 3 banner. Congratulations!
- Congratulations to Morinville Community High School Junior Girls' volleyball team who are the North Central Zone Champs!



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 12.1

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### Board Policy Review

#### **PRESENTERS:**

David Keohane, superintendent of schools

#### **BACKGROUND:**

The Board in cooperation with the Superintendent shall review board policies each year in order to determine whether or not the policy is meeting its intended purpose.

Board Policy 3 - Role of the Trustee was last reviewed in October 2015. Board Policy 4 – Trustee Code of Ethics was last reviewed in November 2015.

No changes for either policy are recommended at this time.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the review of Board Policy 3 - Role of the Trustee and Board Policy 4 – Trustee Code of Ethics 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

## TRUSTEE CODE OF ETHICS

Board membership is a significant challenge and responsibility. Decisions made 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.

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

The Board Chair will be responsible for periodically reviewing the trustee code of ethics with Board members.

### 1. Trustee Responsibility to the Office

Board members should 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 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 petty 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.
- 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.



## 2. Trustee Responsibility to the Community

Board members should meet their responsibility to the community by:

- 2.1 Attempting to appraise fairly both the present and the future educational needs of the community.
- 2.2 Regarding it as a major responsibility of the Board to interpret the aims and the activities of the schools to the community.
- 2.3 Insisting that all the school business transactions be conducted on an ethical basis.
- 2.4 Vigorously seeking adequate financial support for the schools.
- 2.5 Refusing to use their position on the Board for personal gain.
- 2.6 Trustees shall avoid conflict of interest with respect to their trusteeship responsibility.

## 3. Trustee Relationship With Other Board Members

Board members should respect their relationship with other Board members of the Board by:

- 3.1 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.
- 3.2 Recognizing the integrity of their predecessors and associates and the merit of their work.
- 3.3 Refusing to make promises on voting on any matter which should properly come before the Board as a whole.
- 3.4 Making decisions only after relevant facts bearing on the subject are made known.

## 4. Trustee Relationship with Administrative Officers and Staff

Board members should maintain effective relationships with the administrative officers of the District and their respective staffs by:

- 4.1 Striving to procure, when the vacancies exist, the best professional leaders available.
- 4.2 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.
- 4.3 Refusing to act on matters relating to the employment or dismissal of teachers without reference to the administrative officers.
- 4.4 Respecting the confidentiality of privileged Board business.

Reference: ASBA Trustee Code of Ethics  
ACSTA Code of Ethics for Roman Catholic School Trustees  
Section 80-91 School Act



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 15.2

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### 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 14<sup>th</sup>, 2016**

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**\*Educational Leadership – Student Welfare**

***Field Trip Activity Report***

Assistant Superintendent, Sean McGuinness, will provide and update on field trip activity in the District. (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)

Recommendation: That the Board receives this report as information.

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



Greater St. Albert  
Catholic Schools

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

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

Telephone (780) 459-7711

Fax (780) 458-3213

www.gsacrd.ab.ca

DATE: November 07, 2016

TO: David Keohane  
Superintendent of Schools

FROM: Sean McGuinness  
Assistant Superintendent of HR & Leadership Services

RE: Out-of-Province Field Trip Report for 2016/2017

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Please find attached, the current Out-of-Province Field Trip Report for the 2016/2017 school year. Seven (07) field trip requests have been submitted in total with four (04) being received since June 30, 2016.

The report details the stage of the approval process as of November 07, 2016.

Respectfully,

Sean McGuinness  
Assistant Superintendent,  
Human Resources/Leadership

*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: November 07, 2016

School	Trip	Dates	Approved in Principle	Approved in Full	Grade(s)	Comments
ESSMY	Iceland	March 24- April 2, 2017	✓		10-12	ESSMY High School students will travel to Iceland to participate in a once-in-a-lifetime experience of walking in the land of Fire and Ice. Iceland is located between North America and Europe and at the confluence of the Atlantic and Arctic Oceans. The meeting of the European and Atlantic tectonic plates is situated beneath Thingvellir National Park.
SACHS	Saskatoon, Saskatchewan	October 20 - October 23, 2016	✓	✓	10-12	Participation in Mount Royal Collegiate Senior Men's and Women's Volleyball tournament (M.R.I.T). 24 teams from within Saskatchewan, Alberta and potentially out of the country will be in attendance. Each team is guaranteed a minimum of seven (7) matches.
SACHS	Victoria, British Columbia	December 7 - 11, 2016	✓		10-12	Participation in Victoria Christmas Senior Girls basketball Tournament in Victoria, BC. 32 teams in 2 divisions. Top teams in Victoria and mainland British Columbia will be in attendance. Spectrum Secondary School and other local high school in Victoria, BC will be venues.
MCHS	Italy and Switzerland	March 24, 2017 – April 6, 2017	✓		10-12	This field trip serves the three sister graces of international travel: imagination, memory, hope. The purpose is to explore the culture, history, and spiritual ethos of Italy and Switzerland. Moreover, mindful awareness of other cultures serves our curriculum mandates of developing empathy and fostering altruistic values. Between the fascination and the raw experience lives the beauty of personal growth. Between

District Out-of-Province Field Trip Committee:

Sean McGuinness, Assistant Superintendent of HR and Leadership Services

Rhonda Nixon, Assistant Superintendent of Learning Services

Deb Schlag, Secretary Treasurer

November 2016



# GREATER ST. ALBERT CATHOLIC SCHOOLS

## Out-of-Province Field Trip Committee Report

School	Trip	Dates	Approved in Principle	Approved in Full	Grade(s)	Comments
						the planning and the reflection lived the bounty of human growth.
<b>SACHS</b>	New Orleans	April 22, 2017 – April 28, 2017	✓		10-12	This seven day international excursion to New Orleans will allow students to experience the Cajun culture while reaching out and helping in a community devastated by multiple hurricanes and still recovering from Hurricane Katrina, over 11 years ago. This service project includes house repairs, yard clean ups, work in the food bank, as well as feeding the poor and working with the youth at different schools. Students will grow spiritually as we work with the parish, attend Sunday liturgy and join parishioners for a pot luck following mass. Experiencing the gospel music and rich culture will enhance the student's worldly views and give them opportunity to further explore their faith and appreciate diversity.
<b>ESSMY</b>	Toronto, Niagara Falls, Ottawa, Montreal, Quebec	May 13, 2017 - May 19, 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 visit it's 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 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.
<b>GHP</b>	Nova Scotia, New Brunswick, PEI	May 29, 2017 - June 5, 2017			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:

Sean McGuinness, Assistant Superintendent of HR and Leadership Services

Rhonda Nixon, Assistant Superintendent of Learning Services

Deb Schlag, Secretary Treasurer

November 2016



# 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:

Sean McGuinness, Assistant Superintendent of HR and Leadership Services

Rhonda Nixon, Assistant Superintendent of Learning Services

Deb Schlag, Secretary Treasurer

November 2016



**DATE:** November 14, 2016  
**TO:** Board of Trustees  
**FROM:** David Keohane, superintendent of schools  
**SUBJECT:** Interagency, Cross-ministry, and Post-secondary Partnerships  
**ORIGINATOR:** Rhonda Nixon, assistant superintendent  
**REFERENCE:** Trustee Work Plan Regular Report

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District representatives take part in interagency, cross-ministry, and post-secondary partnerships to further work in Outcome One (Alberta's Students Are Successful), Outcome Two (The Achievement Gap Between First Nations, Métis, and Inuit Students), and Outcome Three (Alberta's Education System Is Inclusive) in our Three Year Education Plan 2016-2019.

**BACKGROUND:** To further our work in Outcome One, district staff take part in *Edmonton Regional Learning Consortium's (ERLC) Curriculum Committees* to learn about Alberta Education initiatives and to share ideas about professional learning with respect to these initiatives. Our Assistant Superintendent of Learning Services has been involved in establishing dual credit opportunities for high school students by working with post-secondary institutions. Last year, we established an academic partnership with Grant MacEwan University, establishing the GSACRD International School of Business, and an academic partnership with NorQuest College, offering English 108 at MCHS. As of February 2017, we are working with NorQuest College to offer the Hospitality, Tourism, and Management Program through work experience and course work, which will be hosted at ESSMY and available to high school students in SACHS, ESSMY and St. Gabriel High School.

To address Outcome Three, our Assistant Superintendent of Learning Services has served on *St. Albert's Strategy and Mobilization Committee (SAM)*, which is comprised of representatives from Family and Community Support Services (FCSS), Family Supports to Children with Disabilities (FSCD), and Child and Family Services Authority (CFS), RCMP, St. Albert Public Schools, Greater St. Albert Catholic Schools, Sturgeon School Division, and Alberta Health Services (AHS). SAM identifies community needs and possible solutions for such needs as outlined in the "Social Master Plan." This group guides decisions about allocation of resources to City of St. Albert groups: *Family Working Group* (serves the needs of families in St. Albert), *Youth Working Group* (serves the needs of youth in St. Albert), and *Developmental Assets Committee* (serves the needs of schools that use this resource, which is focused on students' strengths development). Our Associate Superintendent of Student Services has traditionally taken part in the Leadership Committee of the *St. Albert and Sturgeon Regional Collaborative Service Delivery (RCSD)*, a cross-ministry partnership to serve the needs of our students who have exceptional academic and/or social, emotional, behavioural needs. Our Assistant Superintendent of Learning Services has conventionally taken part in the Executive of RCSD, which guides and approves decisions of the Leadership Committee (RCSD).





## CURRENT SITUATION:

### Edmonton Regional Learning Consortium:

***Curriculum Committees.*** The following staff serve on these committees: Barb Brochu (Inclusive Education); Marie Gamache-Hauptman (French); Rhonda Nixon/Maria Lotoski (Curriculum, English language arts/Literacy); Ulana Soletsky, (Math/Numeracy); Lisa Etty (ESL).

***First Nations, Métis Advisory Committee.*** Presently, GSCARD hosts and leads this committee, which includes ERLC Executive Director, Thérèse deChamplain-Good. In turn, she partners with us to offer professional learning (e.g., blanket exercise) to our staff and staff from St. Albert Public Schools and Sturgeon County.

**Grant MacEwan University and Northern Alberta Business Development Network:** In 2015-present, GSACRD International School of Business was established and taught at SACHS. Last year, eight SACHS students completed Business 201(Grant MacEwan). This year, SACHS and ESSMY students are registered to take this shared campus course in semester two.

**NorQuest College:** In 2015-present, GSCARD partnered with NorQuest College to provide MCHS students with a first year university English course taught by a professor from NorQuest. In 2017, ESSMY is hosting the Hospitality, Tourism and Management Program, a two-part course intended for grade 10, 11 or 12 students. We are training and certifying an ESSMY staff member to teach the course. Students who complete this program will have a Level One Management Certificate, which is valued highly by companies, most notably Disney, and by internationally renowned universities.

**St. Albert's Strategy And Mobilization Committee (SAM).** Presently, Rhonda Nixon, assistant superintendent serves on SAM. SAM oversees the following groups:

**Family Working Group.** Andrea Black (Family Support Worker), serves on this group. All agencies that serve families in St Albert. This group works with families to help develop strategies to meet the challenges they face.

**Youth Working Group.** The following staff serve on this group: Melanie Morrisson (Success Coach, SACHS); Melissa Yanitski (Success Coach, St. Gabriel); David Szykowski (Counsellor, SACHS); Penny Baragar-Brcic (Principal, ESSMY). This group works with youth to help develop strategies to meet the challenges they face. They are focusing on National Addictions Awareness as a subcommittee to discuss how to address drug addictions of youth.

**Developmental Assets Committee.** Marina Lotoski (District Principal), serves on this group. She works with representatives from the RCMP, St. Albert Public Schools, Sturgeon County Division, and FCSS to focus on creating opportunities for youth engagement to be proactive and to diminish at-risk behaviours in the community.



Regional Collaborative Service Delivery (RCSD). The following staff serve from GSACRD: Barb Brochu, Leadership Committee; Rhonda Nixon, Executive Committee. 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; and environmental access to learning and supports to overcome physical and sensory (vision and hearing) disabilities. This year, more concerns have been raised about the need to support counselling for families and for youth.

## **KEY POINTS**

Interagency cooperation is a hallmark of successful educational and business institutions. In our district, our focus on students' academic success (Outcome One) is enhanced by our relationships with ERLC and post- secondary institutions. By staying abreast of emerging Alberta Education initiatives through our ERLC committees, our staff ensure that teachers, administrators, parents, and, ultimately, students know what is changing in curriculum and why such changes are occurring. Cutting edge teaching practices are also encouraged by ERLC professional learning opportunities. We take part in such opportunities and host such options involving our own staff, which grows teacher leadership.

The International School of Business and NorQuest partnerships creates a unique opportunity for GSACRD students to access university credits while still in high school. In addition, our new Hospitality, Tourism and Management Program, a two-part course intended for grade 10, 11 or 12 students, provides students with certification that will open up management level part-time work opportunities while they are in high school. They also receive university course credit while still in high school for this program.

We have successfully implemented student supports with the funding we have received through RCSD including: Youth Coaches, District Social Worker, Wrap Around Coordinator, Behaviour Support Specialists and other therapy services required by our students.

Partnerships enrich our educational wellbeing as an organization. Such interagency relationships expand our social and academic supports for school communities, including their families.



# BOARD OF TRUSTEES REGULAR MEETING

NOVEMBER 14, 2016

## ATTACHMENT FOR AGENDA ITEM 16

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### Board Commitments

#### **BACKGROUND:**

Please see attached.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the Board Commitments as presented and updated at this meeting.

## Greater St. Albert Catholic Schools Board Commitments 2016-2017

Month	Date	Event	Location Time	Attending
<b>NOVEMBER</b>				
	November 1, 2016	Community Consultation - School Boundaries and Programming for Sister Alphonse Academy	NMR (3:00 pm-7:00 pm)	Shaw, Crockett, McEvoy, Becignual, Radford
	November 2, 2016	MCHS Awards	MCCC (7:00 pm)	Radford, Schlag, Tremblay
	November 5, 2016	St. Joseph's Ignite Gala 2016	Chateau Lacombe Ballroom (6:00 pm)	Shaw, Crockett
	November 9, 2016	Sister Alphonse Academy Sod Turning Event	SAA Site (1:00 pm)	Keohane, Crockett, Radford, McEvoy, Becigneul, Tremblay
	November 10, 2016	FNMI Leadership Committee Meeting	District Office (1:00 pm)	Tremblay, Crockett, Radford, Keohane, Nixon
	November 11, 2016	Remembrance Day - St. Albert		McEvoy, Shaw, Crockett
	November 11, 2016	Remembrance Day - Morinville		Radford
	November 11, 2016	Remembrance Day - Legal		School Representation
	November 15, 2016	ATA Liasion Meeting	District Office	Radford, Proulx
	November 18-20, 2016	ACSTA AGM	Westin, Edmonton	Keohane, Schlag, Crockett, McEvoy, Shaw, Proulx, Radford, Tremblay, Becigneul
	November 20-22, 2016	ASBA FGM	Westin, Edmonton	Keohane, Schlag, Crockett, McEvoy, Shaw, Proulx, Radford, Tremblay, Becigneul
	November 30, 2016	ATA Dinner (Tentative)	TBC	Trustees, Sean, Rhonda
<b>DECEMBER</b>				
	December 1, 2016	SRR Trustee Visit MCHS	8:30 AM	
		SRR Trustee Visit GHP	10:30 AM	
	December 1, 2016	Tour of St. Jean Baptiste Parish	1:15 pm	Nixon, McGuinness, Keohane
	December 8, 2016	SRR Trustee Visit Albert Lacombe	8:30 AM	
		SRR Trustee Visit ESSMY	10:30 AM	
		SRR Trustee Visit St. Gabes	1:30 PM	
	December 16, 2016	Morinville Rotary Christmas Party		
	December 20, 2016	Trustee Christmas Baskets to Schools	9:00 AM	
<b>JANUARY</b>				
	January 27, 2017	BELRA Presentations to All Schools	All Schools	
<b>MARCH</b>				
	March 25-27, 2017	NSBA Annual Conference and Exposition	Denver Colorado	
<b>April</b>				
	April 21-22, 2017	Board Planning Session (Tentative)	TBC	