



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, August 22, 2017
Central Office – Wainwright, AB

Board and Representatives:

Mardy Charlebois	Board Chair	Presiding
Debra Klein	Vice Chair	Present
Rob Nichols	Trustee	Present
Duane Ausitn	Trustee	Present
Greg Ibach	Trustee	Present
Jim Sanson	Trustee	Present

Administrators

Charlie McCormack	Superintendent	Present
Dwayne Zarichny	Deputy Superintendent	Present
Mary Ann Threinen	Secretary-Treasurer	Present
Jessica Channon	Board Executive Secretary	Present

Presentations

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee J. Sanson Next meeting (September) – Trustee R. Nichols	
II.	<u>Action Item</u> Board Chair M. Charlebois commenced the August 22, 2017 meeting at 4:00 pm.	
	<u>Presentation</u>	
III.	Board Executive Secretary, Jessica Channon, demonstrated to the trustees how to submit expense claims using the new electronic forms through Atrieve. Mitch Drake was present to assist the trustees with their login for Atrieve.	
IV.	<u>Faith Formation</u> Trustee G. Ibach led the Trustees in this month's faith formation which consists of a book study for Jeffrey A. Krames's book Lead with Humility. The Trustees reviewed and discussed the opening of the book.	
V.	<u>Consideration of the Agenda</u> The trustees discussed having the board evaluation on the agenda. They agreed to remove the board evaluation from the agenda and to bring forward any issues or concerns during the round table discussion. The trustees discussed moving the in camera session earlier in the evening. They suggested moving it to immediately after supper. Motion 2017-065: <i>Trustee G. Ibach moved to approve the agenda for the August 22, 2017 Regular Board meeting as amended. Motion carried.</i>	
VI.	<u>Review of Previous Minutes</u> <u>Regular Board Meeting Minutes</u> Motion 2017-066: <i>Trustee D. Klein moved to approve the Minutes of the June 27, 2017 Meeting as circulated. Motion carried.</i>	

VII. Business Arising Out of Previous Minutes

- There was no business arising out of previous minutes.

VII. Inclusive Education/Dual Credit/Religion/Technology Reports

- An Inclusive Education report was not provided for the Board Members to review this month.
- A Religion report was not provided for the Board Members to review this month.
- A Dual Credit report was not provided for the Board Members to review this month.

IX. Secretary-Treasurer's Report

- The Secretary Treasurer reviewed with the trustees the report she shared that provided the divisions revenue, expenses, and net income. There are several projects that are in the works that were not budgeted for along with some additional expenses The report was current up to July 31, 2017. The Theresetta Roof, Busses for the schools, and paving at Christ-King School may not be completed by August 31.
- A District Summary Report was shared with the trustees. Trustee G. Ibach had a question about the division technology regarding the year to date and the total year to date totals. The Secretary-Treasurer explained why there is a difference, she stated that the total year to date includes expenses that are not paid yet.
- Trustee G. Ibach inquired about the School Fees Procedure. The Secretary-Treasurer explained that Alberta Education would not accept our current procedure. The Secretary Treasurer has redrafted the School Fees Procedure and submitted it to Alberta Education. Alberta Education came back and suggested some items that needed to be included in the divisions procedure. The revised procedure was shared with the trustees. The Secretary-Treasurer has been trying to contact Richard Arnold at Alberta Education to see if our draft procedure with revisions will align with what Alberta Education wants.
- The Secretary-Treasurer explained to the Trustees how the financial reports are created and which budget is used to create the reports.
- Trustee G. Ibach said that they received the GL Account Summaries and School Revenues and Expenditures. He wanted to know the difference between the reports. If they want to know the difference between their expenses and revenues, they would look at the School Revenue Reports.
- Trustee J. Sanson had a questions on page 18 of the district accounts account summary report, under general, there seems to very little budgeted, however there are lots of entries in the year to date column. Most of the entries in the year to date column are VIBE and we invoice Alberta Health for them. In the Year to date column there is also transportation, VIBE and Healthy initiative included.
- Trustees were provided with the election nomination packages. They can only submit them between 10-12 on September 18, 2017. The Secretary-Treasurer explained the importance of filling out the forms and getting them signed and submitted on time. If the candidate can't bring their nomination papers in themselves someone can bring them in as long as it has been signed by a commissioner of oaths.
- They are working on Maps for the election and mapping out the 4x4's.

The Board accepts the Secretary-Treasurer's report as presented.

X. Deputy Superintendent's Report

- The Deputy Superintendent informed the trustees that the next Administrator's meeting will be held on August 31, 2017. We have two new principals Les Ellchuck and Brad LeMaistre that we will be welcoming to the division at the Administrator's meeting. The new principals are attending the Teacher Growth, Supervision and Evaluation Seminar held by the ATA on August 23 and 24, 2017.
- Trustee G. Ibach asked if we have any orientation for new principals like we due for the new teachers in the division. The Deputy Superintendent informed the trustees that Principal Brad LeMaistre attended the Start Right program which is put on by CASS. Both principals will attend a conference in November which is designed for administrator's. The Deputy Superintendent and Superintendent will be in the schools regularly during the school year to provide support for the principals. The first administrator's meeting will cover a lot of ground and they are encouraging all principals to do things a little bit differently this year.

We are developing an online manual that will have important procedures and documents that are relevant and important and easily accessible.

- The Superintendent explained that the Board Executive Secretary creates a document that contains all of the deadlines for the administrators throughout the school year.
- Trustee G. Ibach did not want the new principals to feel overwhelmed in their position. The Superintendent explained that they have cut back on their teaching so they have the time to focus on their administrative duties.
- All of the principals will be attending the Marked By God: Leadership in Alberta Catholic Schools conference in October. They are also going to be attending the ULead conference in April.
- The Deputy Superintendent informed the trustees that the divisions CIF grant application was approved as submitted by the group
- Trustee G. Ibach asked about CUPE. The Deputy Superintendent said that there are no current issues with CUPE. The Job Descriptions have been sent to CUPE and they have some questions about them.
- Our website service contract with BoxClever ends in May. We will be in the process of redesigning our website. We want all of the schools engaged in the process.
- The Deputy Superintendent will be meeting with the company managing our phone system as we will be shifting over to the Camrose office.
- Trustee G. Ibach asked about the leads for faith development for the schools. Deputy Superintendent informed the trustees on who has put their names forward at each of the schools. They are targeting the grades 7-9 students but they would like to get some of the middle school students as you get the longevity from them. They are looking for the students to put forward items and to lead. They don't have the restrictions of a grant therefore every school will look a little bit different. Encouraging the schools to get together and develop things together.
- The Deputy Superintendent discussed with the trustees change and some things that will be changing during the year within the school division. This year we have a three-year strategic plan that is in draft stage, trustee elections are coming shortly, Alberta Education is moving into the second half of the mandate and will be going through an election cycle. Communities are in a state of flux and as a division we need to be attractive to the new families that are moving into the communities. As a division we are working on a three-year professional development plan, website redevelopment, and a retreat with the board and the administrators. We need to ensure that our mission and our vision are in alignment with what we believe and that we relay it effectively. The Deputy Superintendent would like to see for next steps for the division to develop a brand strategy, finalize a design, and incorporate the design in our website.
- Trustee J. Sanson asked if we would get outside help with this, Deputy Superintendent Zarichny said that we would need to get outside help to design the logo. Trustee G. Ibach asked if we would get students input on the design, Deputy Superintendent said that we could get input from the students, however it is important that a professional design company be used because it has to be part of a larger branding process.
- The Deputy Superintendent asked the board for permission to begin engaging the services of a design company to create a preliminary design for the logo. The board agreed to move forward.
- Trustee Sanson suggested that it may be an appropriate time to examine the name of the jurisdiction. The board agreed to move forward with exploring possible changes.

The Board accepts the Deputy Superintendent's report as presented.

XI In Camera Sessions

Motion 2017-067:

Trustee R. Nichols moved to go in camera at 7:53 pm. Motion carried.

Motion 2017-068:

Trustee R. Nichols moved to come out of camera at 8:34 pm. Motion carried.

XII. Superintendent's Report

- The Superintendent informed the trustees that the Mission and Ministry the program is partially done and he will contact Richard Ries for readings. Michelle Folk has the meal arranged for the day.
- The Superintendent informed the trustees that there are changes to Off-Campus Education due to the new laws with Workers Compensation and so that it aligns with the *Employment Standards Regulation*. There are new rules that the administrator's will have to follow as well. Trustee G. Ibach wondered if the Work Experience will work with the new cap to the credits that students are allowed to earn and be funded for. The Secretary-Treasurer mentioned that a lot of the students that are taking Work Experience are not taking a lot of academic courses so the principals may push them towards more academic courses. The Secretary Treasurer thought that Work Experience was capped at 10 credits per year for each student. The overall percentage of students that it is going to impact is fairly small according to a discussion the Superintendent heard on the radio. The Deputy Superintendent stated that some divisions are running the work experience during the summer months. Deputy Superintendent informed the trustees that the biggest change that was made to off-campus was that the hours the students can work has opened up so they are not as restricted.

Motion 2017-069:

Trustee D. Klein moved to approve Off-Campus Education which includes Work Study, Workplace Readiness Grades 8 and 9, Workplace Readiness 10-4, Workplace Practicum 20-4 and 30-4, Work Experience 15, 25 and 35, Career Internship 10, and the Registered Apprenticeship (RAP) and Green Certificate Programs. Motion carried.

- The Superintendent informed the trustees of two big projects for this school year which include working on getting Christ-King School set up to offer grade 10 and to relocate Blessed Sacrament Outreach downstairs in the Central Office building. If we can get the ball rolling with grade 10 at Christ-King School, we may offer it at Theresetta School as the principal is interested in offering it.

The Board accepts the Superintendent's report as presented.

XIII. Committees

ASBA Representative - Trustee D. Klein

- The next meeting for ASBA will be in September.

ACSTA Director – Trustee G. Ibach

- Trustee G. Ibach informed the trustees of the passing of a trustee from Living Waters.
- The next meeting for ACSTA will be in September.

Negotiations

- Nothing to report at this time.

**XIV. New Business
Off Campus, RAP, Work Experience**

- This was discussed under the Superintendents report.

Priest and Parish Secretary Meeting

- The suggested date for the meeting was March 14, 2018.

School Council Meeting

- The suggested date for the meeting was March 14, 2018

School Fees Procedure

- This was discussed under the Secretary-Treasurer's report.

XV. Information Items Correspondence

Trustee Round Table

- Trustee D Klein welcomed everyone back.
- Trustee D. Austin informed the board that a former employee had lung cancer and is currently recovering from treatments.
- The Chairperson welcomed everyone back and hoped everyone had a good summer.
- The Secretary-Treasurer said that she couldn't find anything to say that a relative couldn't sign nomination papers but she would recommend that people not have family members sign the papers as it may come across as a conflict of interest.
- The Superintendent mentioned the Trustee Boot camp which the division wanted to have in October. He contacted Jamie McNamara to see if he would be interested in running the boot camp.

Board Evaluation (concerns)

- The board evaluation will be removed from the agenda and will be brought forward during trustee round table.

XVI. Future Business

Date of the next regular Board Meeting will be held Tuesday, September 26, 2017 at Central Office, commencing at 4:00 pm.

XVII. Closing Prayer

Closing Prayer – Trustee J. Sanson
Next Meeting (September) – Trustee R. Nichols

XVIII.	Adjournment
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Meeting was adjourned at 9:02 pm.

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date _____

Approved:

Mardy Charlebois, Board Chair

Date _____