



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, November 28, 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
Malachy Young	Trustee	Absent
Thomas Laurence	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

Rick Roberts – Blessed Sacrament Outreach School

Shannon Troke – King & Company Chartered Accountants

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee D. Klein Next meeting (December) – Trustee R. Nichols	
II.	<u>Action Item</u> Board Chair M. Charlebois commenced the meeting at 4:00 pm.	
III.	<u>Presentation</u> <u>Rick Roberts – Blessed Sacrament Outreach School (4:05)</u> • Rick Roberts explained to the trustees what an outreach school is and provided an overview of the students that are at the school. The staff at the school counsel the students, teach them how to live, how to manage their time, and the staff work with TIPS and Parent Link. • Some of the benefits for the students attending an Outreach School are that they get their own program and they form relationships that they don't have elsewhere in their life. • The school provides evening classes for the students that work full time during the day. • Some of the challenges faced by the staff at the Outreach school are that they are everything to these students and some students they don't see until they need help. • The Blessed Sacrament Outreach School is self sufficient • The Blessed Sacrament Outreach School will be moving to the basement of the Central Office building. The school staff provided the board members with some priorities the school has outlined in order for them to make the move and some items they would like to have in the new building. • Rick Roberts provided some letters to the board that were provided from partners of the Blessed Sacrament Outreach School.	

Shannon Troke – King & Company Chartered Accountants (4:30)

- Shannon Troke discussed the Audit Planning Letter with the Trustees. The auditors take a risk based approach to the Audit. He also discussed the Audit Findings Letter with the Trustees and then reviewed the Audited Financial Statements. According to Shannon the biggest change this year is the deferred revenue which has increased by \$3 million this year. Trustee J. Sanson asked why the Employee Benefits has decreased this year. Secretary Treasurer Threinen said the balance reflects the amount held for employees in lieu of an RRSP prior to the school division moving to LAPP. As the employees leave the division the account decreases. The \$1.5 million decrease in revenue from Alberta Education was due to the decrease in School of Hope students. Alberta Education has made a change to the amortization rules. Instead of waiting a year for the amortization to be claimed it is to be done after one month. There were variances on the Statement of Operations Schedule of about \$1 million between what the division had budgeted and what was actually spent. The division spent less than what was budgeted. Shannon reviewed and discussed the Schedule of Changes in Accumulated Surplus with the Trustees. There is about \$4.5 million in Internally Restricted Operating Reserves, \$811,062 in Capital Reserves and an Unrestricted Surplus of \$2.7 million.
- Shannon also reviewed the notes to the Audited Financial Statements with the trustees and mention that it is important to highlight the unrestricted surplus and to keep in mind that the rest of the surplus is tied up with Capital Reserves and Internally Restricted Surpluses. The School Generated Funds has a surplus of \$268,733; a portion of the surplus is tied up at the school level.

Motion 2017-099:

Trustee D. Klein moved to accept the Audited Financial Statements for the year ended August 31, 2017 and the Audited Financial Notes as presented to the board. Motion Carried.

Shannon Troke left the meeting at 5:18 pm.

IV. Faith Formation

- Trustee G. Ibach led the Trustees in this month's faith formation which consists of a book study for Lead with Humility by Jeffrey A. Krames. The Trustees reviewed and discussed Chapter 4.

V. Consideration of the Agenda

Motion 2017-100:

Trustee D. Austin moved to approve the agenda for November 28, 2017 the Regular Board meeting as amended. Motion carried.

Trustee J. Sanson brought forward letters from St. Jerome's School that they would like to forward to the Minister of Education. The Superintendent requested that Trustee J. Sanson return the letters to the Principal and to ask the Principal to follow procedure when submitting letters to be brought forward to the Minister.

Trustee J. Sanson would like to add Student School Board to the agenda as item e. under new business.

VII. Review of Previous Minutes

Organizational Board Meeting Minutes

Motion 2017-101:

Trustee J. Sanson moved to approve the Minutes of the October 24, 2017 Organizational Meeting as circulated. Motion carried.

Regular Board Meeting Minutes

Motion 2017-102:

Trustee R. Nichols moved to approve the Minutes of the October 24, 2017 Regular Board Meeting as circulated. Motion carried.

VIII. Business Arising Out of Previous Minutes

- There was no business arising out of previous minutes.

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

- An Inclusive Education report was provided for the Board Members to review.
- A Religion report was provided for the Board Members to review.
- A Dual Credit report was provided for the Board Members to review.
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X In Camera Sessions

Motion 2017-103:

Trustee G. Ibach moved to go in camera at 5:34 pm. Motion carried.

Motion 2017-104:

Trustee D. Austin moved to come out of camera at 6:03 pm. Motion carried.

Motion 2017-105:

Trustee D. Austin moved to go in camera at 6:43 pm. Motion carried.

Motion 2017-106:

Trustee G. Ibach moved to come out of camera at 7:38 pm. Motion carried.

IX. Secretary-Treasurer's Report

- The Secretary-Treasurer discussed the Statement of Operations with the Trustees. The division has a surplus of \$46,477 for the period ending October 31, 2017 without accruals.
- The Fall Budget Update needs to be approved by the board. The Secretary-Treasurer discussed the Fall Budget Update. The template is provided by Alberta Education, which compares the Fall Budget Update to the Spring Budget. The division uses MyBudgetFile, a web based program so principals can make changes to their budgets. The Secretary Treasurer shared a current surplus reduction plan for discussion. Some projects will utilize IMR funding rather than the surplus.
- Discussed Home Ec at St. Thomas Aquinas School as several students are interested in the class. The school would need to hire a teacher to provide the class.
- The Secretary-Treasurer informed the trustees that the division's revenues have increased a little bit for this year.
- The Secretary-Treasurer mentioned fewer parents registered for KEV than in previous months but the adoption rate is still increasing.
- The Secretary-Treasurer discussed the Home Education Audit that Alberta Education performed for School of Hope. Alberta Education came back saying that they were going to claw back 4%. Alberta Education's decision will be appealed because no duplicate payments were made.
- If Bill 28 is passed it will remove the reference of the 2.4 km bus stop. The transportation grant will still be based on the 2.4 km distance. Removing the reference provides the government with more flexibility to change the distances and it will enable the Minister to direct boards to co-operative transportation.

Motion 2017-107:

Trustee G. Ibach moved to approve the 2017 Fall Budget Update as presented to the board. Motion carried.

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

X. Deputy Superintendent's Report

- The Deputy Superintendent informed the board that the Administrator's meeting was held on November 23, 2017. James Trodden and Caroline Cameron from the System Excellence Branch at Alberta Education presented the Teaching Quality Standard (TQS) and Principal Quality Standard (PQS) to the Administrator's. Lee Taal also presented to the administrators about Chatter High which provides students with quizzes about the various universities that they have to research to answer the questions. It provides the students the opportunity to explore the options they have for their post-secondary education.
- The Deputy Superintendent mentioned that technology has been running smoothly and the division has been relatively problem free.
- The Deputy Superintendent has attended the School Council meetings at St. Jerome's School and School of Hope.
- The Deputy Superintendent met with the new Wellness Coordinator on November 7, the next meeting will be on December 6. There was a two-day Mental Health First Aid course held at Central Office to train staff from the schools. ASEBP delivered the course to the staff members.
- The Deputy Superintendent has arranged for the first meeting with the students on the Faith Leadership committee. This will take place on November 30 in Wainwright. Every school has at least three students attending the meeting.

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

XI. Superintendent's Report

- The Superintendent has attended various meetings over the past month. He has attended, College of Alberta School Superintendents (CASS), Council of Catholic School Superintendents of Alberta (CCSSA), meeting with the Archbishop, Alberta Catholic School Trustees Association (ACSTA) Fall AGM and the Alberta School Boards Association (ASBA) Fall AGM. The Superintendent informed the trustees that there was some discussion at the Archbishop meeting about bringing back the Sacrament Education Initiative.
- The Superintendent discussed High School Redesign with the trustees. This will be an ongoing discussion and we will see how it will impact our Dual Credit program.
- The Superintendent informed the trustees that Alberta Education has announced funding for Dual Credit. They have created a Tier 5 Credit of \$250 that will be available to schools this year.
- Trustee G. Ibach wanted to know if anyone has written any letters to Alberta Education regarding the cap in CEU's and the effect it is having on the Dual Credit Program? The Superintendent mentioned that it is on the agenda for the next College of Alberta School Superintendents (CASS) meeting.
- The Superintendent informed the Board that there has been some discussion about Bill 24 and Bill 28 which will require policy changes by the Board. There is a CASS meeting on Friday and Bill 28 is on the agenda.
- The Superintendent informed the Board that there is a Bill 26 to control cannabis. The Board will need a policy on it. The Superintendent mentioned that it will most likely be similar to our Alcohol policy.
- The Superintendent mentioned that the session at the administrator's meeting for TQS was very informative and helpful for the administrators.
- The majority of the Superintendent's report was discussed in-camera.

The Board accepts the Superintendent's report as presented.

XII. Committees

ASBA Representative - Trustee D. Klein

- Board Chair M. Charlebois attended the ASBA meeting in Trustee D. Klein's place. There was discussion about ASBA's Facebook page and that it would only be accessible to current trustees. The Professional Development was on Robert's Rules.

ACSTA Director – Trustee G. Ibach

- Trustee G. Ibach brought some items forward during the in-camera session and all other items were covered during the ACSTA Fall AGM.

Negotiations

- This was discussed during the in-camera session.

XII. New Business**Dual Credit Announcement**

- This was discussed during the Superintendent's Report.

Christ-King School Field Trip Request – Canyon Ski Resort**Motion 2017-108:**

Trustee D. Austin moved to approve Christ-King Schools request for the ECS to Grade 9 students to go on a ski trip on January 18, 2018 to Canyon Ski Resort provided that all field trip procedure requirements have been met. Motion carried.

Christ-King School Field Trip Request – Lake Louise Ski Resort**Motion 2017-109:**

Trustee D. Austin moved to approve Christ-King Schools request for the Grade 7 to 9 students to go on a ski trip from January 21-23, 2018 to Lake Louise Ski Resort provided that all field trip procedure requirements have been met. Motion carried.

Three Year Education Plan

- The Deputy Superintendent reviewed and discussed the 2017-2020 Three Year Education plan with the trustees.

Motion 2017-110:

Trustee D. Klein moved to approve the Combined Three Year Education Plan for 2017-2020 and the Annual Education Results Report (AERR) for 2016-2017 as presented. Motion carried.

Student School Board

- Trustee J. Sanson suggested it would be a good idea to create a Student School Board that would shadow the School Board for the public school division. They would have the same representation as they board members. They would bring forward any issues or concerns that the students might have. The Board Chair mentioned that the students do currently have some avenues available to them to be involved including Student Council and School Councils. There is no legislation to support a student shadow school board. Logistics would be difficult because of teacher supervisors and travel.

XIV. Information Items**Correspondence**

- There were no correspondence items this month.

Trustee Round Table

- The Board Chair would like to thank Central Office for the work done for the Audit.
- The Board Chair brought forward that in some areas the Rotary Club has a teacher of the month program, the Superintendent will see if the local chapter does this as well.

XV.	<u>Future Business</u> Date of the next regular Board Meeting will be held on Tuesday December 19, 2017 at Central Office, commencing at 4:00 pm.	
XVI.	<u>Closing Prayer</u> Closing Prayer – Trustee D. Klein Next Meeting (December) – Trustee R. Nichols	
XVII.	<u>Adjournment</u> Meeting was adjourned at 9:29 pm.	

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date