



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, May 22, 2018
Central Office – Wainwright, AB

Board and Representatives:

Debra Klein	Acting Chair	Present
Greg Ibach	Acting Vice-Chair	Present
Rob Nichols	Trustee	Present (via Google Hangouts)
Duane Ausitn	Trustee	Absent
Jim Sanson	Trustee	Present
Thomas Laurence	Trustee	Present
Malachy Young	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

Michelle Folk – Blessed Sacrament School

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee T. Laurence Next meeting (June) – Trustee M. Young	
II.	<u>Action Item</u> Acting Board Chair D. Klein commenced the meeting at 5:05 pm.	
III.	<u>Presentation</u> <u>Michelle Folk – Blessed Sacrament School</u> - Blessed Sacrament School has 39 teachers and 33 support staff this year. They have 58 Kindergarten student registered for next year. They currently have 49 English Language Learner students, 41 FNMI students and they have severe and moderate coded students. - Every year Blessed Sacrament School has an opening school mass and the grade 12 students introduce their kindergarten buddies. They also hold thanksgiving dinner every year and this year they fed over 700 people! - The Leadership students have been doing spirit days all the time. - The school's annual awards night is in October. This year they handed out 324 awards to students. - The Grade 12 students volunteered 4 times at the homeless shelter (Bissell Centre) in Edmonton and they raised over \$1200 for the shelter. - Some of the Celebrations held at the school throughout the year include Remembrance Day, and the Elementary Christmas Concert. The Jr. High decorated Christmas trees in the school and the elementary celebrated the 100th day of school. - Blessed Sacrament School had 36 students at the grad retreat this year. - There have been many donations for the breakfast for learning program for fruity Fridays. - The school participates in the Operation Christmas Child. - They will have another 54 students complete the programs offered through Lakeland College. - Next year Blessed Sacrament School will add an additional grade 4 and grade 7 class making 3 each. - Blessed Sacrament school will receive two new portables and a portable washroom. <i>Trustee R. Nichols joined the meeting at 5:24 pm.</i> <i>Trustee R. Nichols left the meeting at 5:29 pm</i>	

IV. Faith Formation

- 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 chapter 11.

Trustee R. Nichols joined the meeting at 5:42 pm.

V. Consideration of the Agenda

Motion 2018-036:

Trustee J. Sanson moved to approve the agenda for the May 22, 2018 Regular Board meeting as presented. Motion carried.

VI. Review of Previous Minutes

Regular Board Meeting Minutes

Motion 2018-037:

Trustee G. Ibach moved to approve the Minutes of the April 24, 2018 Regular Board Meeting as circulated. Motion carried.

VII. Business Arising Out of Previous Minutes

Clearview School of Choice Fee

- The Secretary-Treasurer stated that there are several students going to Theresetta School that don't live in a 4x4 and Clearview charges a \$300 School of Choice fee for those students. Clearview issued a letter stating that they will waive the School of Choice Fee for 2017-2018.

Buffalo Trail Transportation Request for 2018-2019

- East Central sent a request for transportation for 5 additional school days for the 2018-2019 school year. Buffalo trail approved the request. Our calendars have now been finalized and sent out to the schools.

VII. 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.

IX. Secretary-Treasurer's Report

- The first financial report is the Statement of Operations as of April 30, 2018. The Surplus has gone down to \$500,000. We won't have a \$580,000 surplus at the end of the year.
- East Central Catholic Schools has received the full IMR grant for 2017-2018.
- The second report is the school project list. Every year the Secretary-Treasurer asks for project requests. Most of the projects were approved.
- The Preliminary budget is due May 31, 2018 and needs board approval. Most of the schools kept the enrollment the same as this year. Blessed Sacrament School and St. Jerome's School made an adjustment to their enrolment. The schools reduce the number of students to be safe and project a deficit budget and then they have a surplus at year end because of this. Trustee G. Ibach stated that we have Johnson Controls doing projects for us and the division is purchasing a CTS trailer how come the Accumulating Operating Surplus is not really going down. The Secretary-Treasurer stated the Johnson controls project is funded by IMR grant as well as surplus while the CTS trailers are fully funded by the surplus.
- Trustee G. Ibach asked about the Fee Schedule it has changed from previous years. The Secretary-Treasurer stated that we had this last year but it has changed a bit. Trustee G. Ibach asked what fees the district can charge? The Secretary-Treasurer stated that workbooks, textbook rent, paper, and photocopying cannot be charged for. Yearbooks can be charged for, as well as fieldtrips, extra curricular and options can charge fees. Fees, once approved, do not need to be charged they can only charge to offset costs. However, if it costs more than the approved fee, the school cannot charge more than what was approved. So estimates may be higher than will actually be charged to offset future cost increases.

- The Secretary-Treasurer stated if they go to the statement of operations, there is the property tax line. The Property tax was embedded in the Alberta Education amount but the auditors requested that we separate it out.
- Trustee G. Ibach asked about the Goodwin roofing report for Christ-king school and if the money will come out of IMR. The Secretary-Treasurer said we need to tender the project management who then will oversee the tender process and will need to oversee that the work gets done.
- The Secretary-Treasurer informed the board that the LAPP claw back has been reduced the Classroom Improvement fund for 2018/2019 has increased.
- The board is supposed to review the fee policy and the fee schedule. The fee policy has not changed from 2017-2018. The fees shared with the trustees for the schools may be reduced by fundraising. Christ-King has many new options courses this year. Christ-King also included \$65 for Kindergarten. The Secretary-Treasurer has not cleared it with Superintendent. They can charge the fee because Christ-King offers full day kindergarten and more than 475 hours of instruction. Field trips that are over \$300 usually have an overnight stay somewhere. The Transportation fees are for in town busing. The travel club at St. Thomas Aquinas goes to Europe every second year.
- The Superintendent mentioned that it would be a good idea to have a motion in place for the school fees.
- The Secretary-Treasurer informed the board that she sent a letter to the individual that issued a FOIP request for the district stating that we would charge a fee for gathering the information they requested and they had 60 days to respond. She has not heard back from the individual.
- The district received a \$19,000 carbon tax credit.
- The district had three buses for sale. One person bought two buses. One of the buses would not start so the Principal at Theresetta School helped out, got the bus running and brought it to Wainwright for the buyer. The bus in Stettler is still unsold.
- We have received the hold back for the modular from the government.
- The Enrollment Verification audit results have been released. There were four students that School Finance was going to claw back funding for. Three have been challenged and one should not have been on the enrollment verification audit.

Motion 2018-038:

Trustee G. Ibach moved to approve the 2018-2019 preliminary budget as presented. Motion carried.

Motion 2018-039:

Trustee J. Sanson moved to approve the 2018-2019 school fees as presented. Motion carried.

Motion 2018-040:

Trustee M. Young moved that Acting Chair Debra Klein replace Mardy Charlebois for signing authority for East Central Alberta Catholic Schools. Motion carried.

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

X. Deputy Superintendent's Report

- The Administrator's Meeting was today. The admin meetings are continuing to become more and more collaborative it's great to see. The Deputy Superintendent shared plans for the website and there will be some training. We will be moving to WIX for our website. The Board Executive Secretary will be working on the website and transferring the information over to the new site.
- The Deputy Superintendent participated in a conference call for the Christ-King Renovations. They have approved the drawings and the project has gone to tender.
- The Deputy Superintendent and the Superintendent attended the St. Thomas Aquinas School Graduation ceremony and the Deputy Superintendent will be attending the School of Hope graduation ceremony on May 26.
- There will be a religious education group meeting at the Elk's Hall on May 23, 2018. Face to Face ministries will facilitate the meeting. The students will present what they have worked on throughout the year.

- The Confirmation retreat was on May 16, 2018 at Mistahiya. The Acting Chair mentioned that there were about 60 students this year it was one of the smaller retreats.
- There will be Professional Development on May 24 for K-3 teachers for the new curriculum that will be released next year. The district will work on a common report card for grades K-3 when the new curriculum is released.
- We will be utilizing online registration for the upcoming school year.
- There was a Wellness meeting held on May 3.
- The Deputy Superintendent discussed jurisdictional branding. He shared different logos for the board. The logo was sent off to a graphic designer. There were some modifications that had to be made to the logo. There was a sample business card, letterhead and sample logos with different colours.

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

XI. Superintendent's Report

- The Spiritus proposal is coming from the new bishop in Calgary. It has been met with mixed reactions. Trustee G. Ibach said at ACSTA they discussed that they want to change the name of the group. They are talking about forming a third group it is not the group of bishops it is not the group of superintendents or of the boards.
- The Superintendent mentioned that we lost Liz Loonen a former trustee's wife. She was a big supporter of Catholic Education and of the church.
- The district still has not received the official letter from the government for the new St. Thomas Aquinas School. We cannot meet with Alberta Education to start the process until we receive that letter.
- The email from the government for the Classroom Improvement Fund was shared with the trustees.
- Alberta Health has contributed another \$5 million to expand mental health supports to children and youth up to 15 new locations across Alberta.
- Schools are not fully convinced that High School Redesign is a good thing. The Deputy Superintendent contacted the government to find out if there has been any change to how it is funded and they have said that there will be no change at this time.
- The Superintendent has advertised for the Vice-Principal position at School of Hope. A letter was sent out to School of Hope staff stating that they will be working out of one of four centers in 2018-2019. There will be meetings with the teachers in Calgary and Edmonton and the ATA will be invited to those meetings.
- There will be an opportunity for teachers to attend a two-day Professional Development session with the chef for the new Dual Credit course in St. Paul.
- Work has been started for an Out of Scope agreement for the Central Services staff.
- The Superintendent is a member of the Rotary in Wainwright. The Wainwright Rotary is raising money for a new CT scanner for Wainwright.
- The Superintendent has met with Johnson Controls. That project is ongoing and seems to be moving ahead very smoothly.

Motion 2018-041:

Trustee G. Ibach moved that Policy 1- Foundation Statements be amended as indicated. Motion Carried.

The Board accepts the Superintendent's report as presented.

XII. In-Camera Session

Motion 2018-042:

Trustee T. Laurence moved to go in camera at 7:01 pm. Motion carried.

Motion 2018-043:

Trustee M. Young moved to come out of camera at 7:48 pm. Motion carried.

- XIII. Committees**
ASBA Representative - Trustee D. Klein
- Acting Chair D. Klein sent information to the trustees and the next meeting will be on May 26, 2018 and she will not be attending that meeting. She will be attending the ASBA SGM in Red Deer in June with the Superintendent. If anyone wants to look at the ASBA Budget it is on the ASBA website.

ACSTA Director – Trustee G. Ibach

- The next meeting is this Thursday and Friday and Trustee G. Ibach will not be able to attend. Trustee J. Sanson will be attending in his place.

Negotiations

- Nothing at this time.

XIV. New Business

School of Hope Bring a Friend Event

Motion 2018-044:

Trustee J. Sanson moved to approve School of Hope's request to designate the picnic at Kinsmen Park on June 8, 2018 as a "Bring a Friend Event" provided that all field trip requirements are met. Motion carried.

Locally Developed Courses

Motion 2018-045:

Trustee G. Ibach moved to rescind Motion 2018-013. Motion carried.

Motion 2018-046:

Trustee G. Ibach moved to approve the following locally developed courses: Forensic Studies 25 and 35 for 3 credits, Learning Strategies (2018) 15, 25, and 35 for 5 credits, and Psychology-Abnormal 35 for 3 credits for the period of September 1, 2018 to August 31, 2022. Motion carried.

Christ-King Camping Field Trip Request

Motion 2018-047:

Trustee J. Sanson moved to approve the Christ-King School camping trip request for Grade 7 to 9 students to go to Big Knife Provincial Park from June 18-20, 2018 provided they follow the field trip procedure guidelines. Motion carried.

Probationary Contracts

Motion 2018-048:

Trustee moved the board acknowledges the following employee's contracts 101318 and 101313 end with the board at the end of the 2017-2018 school year. Motion carried.

XV. Information Items

Correspondence

- There was no correspondence this month.

Trustee Round Table

- Trustee G. Ibach wanted to thank Michelle Folk for the presentation to the board and for the work she has done at the school, specifically with Dual Credit.
- Trustee G. Ibach asked what would happen if students enroll in Dual Credit and do not complete the course. The students would not get their credits.
- Acting Chair D. Klein would like to say thank you to the parents and staff that helped to set up the confirmation.

XVI. Future Business

Date of the next regular Board Meeting will be held on Tuesday, June 26, 2018 at Central Office, in Wainwright, AB, commencing at 4:00 pm.

XVII.	<u>Closing Prayer</u> Closing Prayer – Trustee T. Laurence Next Meeting (June) – Trustee M. Young	
XVIII.	<u>Adjournment</u> Meeting was adjourned at 8:06 pm.	

Respectfully submitted:

 Jessica Channon, Board Executive Secretary

 Date

Approved:

 Debra Klein, Acting Board Chair

 Date