

**Board and Representatives:**

|               |             |           |
|---------------|-------------|-----------|
| Debra Klein   | Board Chair | Presiding |
| Greg Ibach    | Vice Chair  | Present   |
| Rob Nichols   | Trustee     | Present   |
| Duane Ausitn  | Trustee     | Present   |
| Jim Sanson    | Trustee     | Present   |
| Malachy Young | Trustee     | Absent    |
| Allan Rogan   | Trustee     | Present   |
| Harry Loonen  | 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**

| <b><u>Item</u></b> | <b><u>Content</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b><u>Action</u></b> |
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| <b>I.</b>          | <b><u>Opening Prayer</u></b><br>Opening Prayer –Trustee Trustee H. Loonen<br>Next meeting (December) – Trustee Greg Ibach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |
| <b>II.</b>         | <b><u>Action Item</u></b><br>Board Chair D. Klein commenced the meeting at 4:02 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |
| <b>III.</b>        | <b><u>Presentation</u></b><br><b><u>Auditor Report – Shannon Troke – King and Company</u></b> <ul style="list-style-type: none"> <li>Shannon Troke reviewed and discussed the management letter with the board. The Management letter states that King &amp; Company is independent from the board and explains their responsibility as auditors and the Risk Based Audit Procedures used to complete the audit. The management letter also outlines the Board of Trustees responsibilities for the audit. The Audit Findings Letter was also reviewed with the board. This letter outlines King &amp; Company's findings during the audit and offers recommendations as far as the Evaluation of Internal Controls, Accounting Policies, Unusual Transactions and any issues discussed with Management. Overall the audit went very well, Accounts Payable and Payroll are being authorized appropriately.</li> <li>Shannon Troke then went through and provided an overview of the Financial Statements with the board. He provided information on any significant variances between this year and last year's financial statements. The 2017-2018 Operating Surplus of \$779,597. The board has the option of taking the Unrestricted Surplus amount of \$2,744,586 and allocating into the Operating Surplus which the board can reallocate when needed. The Superintendent mentioned that the district does have a plan in place to use the Surplus.</li> <li>Capital Revenue Schedule reflects money provided by the Government of Alberta for School buildings and equipment. New school and modulars costs paid by Alberta Infrastructure won't be capitalized until the project is completed, but are noted at the bottom of the schedule of Capital Assets. Shannon took the Detailed Statement of Operations (page 12) and did a comparison of last year and this year to show the variances. The biggest change in the Accounts payable and accrued liabilities this year is the hold backs with the projects.</li> <li>The district currently has unspent IMR money of \$1.7 million. There is a plan in place for IMR projects at schools. Trustee A. Rogan wanted to know if the district applies for IMR grants. The Secretary-Treasurer stated it is based on enrollment numbers and the type of enrollments as online students do not count towards the IMR grant.</li> <li>Trustee G. Ibach asked about deferred revenue scholarship of \$2500. The Secretary Treasurer explained that as the interest builds up the scholarship gets paid out.</li> </ul> |                      |

- Trustee H. Loonen asked why school fees would be considered a deferred revenue. Secretary Treasurer said it is from prepayment of bus fees and Little/Big Steps fees for 2018-2019 school year.

*Trustee D. Austin joined the meeting at 4:40 pm.*

**Motion 2018-083:**

*Trustee G. Ibach moved to reallocate the unrestricted surplus into the School & Instruction Related Operating Reserves. Motion carried.*

**Motion 2018-084:**

*Trustee H. Loonen moved to accept the draft Audited Financial Statements for the year ended August 31, 2018 and the Audited Financial Notes subject to the change in unrestricted surplus. Motion carried.*

*S. Troke left the meeting at 4:53 pm.*

**IV. Faith Formation**

The Trustees reviewed and discussed Chapters 4 and 5 from Redeeming Administration by Ann M. Garrido.

**V. Consideration of the Agenda**

**Motion 2018-085:**

*Trustee G. Ibach moved to approve the agenda for the November 29, 2018, Regular Board meeting as circulated. Motion carried.*

Trustee J. Sanson asked about the presentation from Johnson Controls that was mentioned in the minutes from last month that was to be on this month's agenda. The Superintendent asked Johnson Controls to complete the deficiencies before they present to the board.

Trustee J. Sanson would like to add under New Business a \$1000 bonus for travel and expenses for any team that makes provincials for sports. Superintendent mentioned that the board voted on this a few years ago as it was controversial. The Superintendent stated that the Principals are to go through the proper channels for a request like this if it is coming from the Principal. They are to go to district administration first then, if appropriate, go through a trustee.

Trustee A. Rogan mentioned that at the Parent Council meeting the changes in transportation for training was brought forward and the effect it could have on bus drivers. Secretary Treasurer mentioned that drivers have until July 31, 2019 to get their S. Endorsement. This will be added to the January Board agenda.

**VI. Review of Previous Minutes**

Regular Board Meeting Minutes

**Motion 2018-086:**

*Trustee J. Sanson moved to approve the Minutes of the October 25, 2018, Regular Board Meeting as circulated. Motion carried.*

**VII. Business Arising Out of Previous Minutes  
New Trustee**

- Trustee A. Rogan read the Declaration of Office.
- The ASBA Handbook, Policy 3 Role of the Trustee and the Policy 4 Trustee Code of Ethics have been attached to the agenda for the trustees to review.
- Review policies at the January Agenda. Trustee A. Rogan asked about the review of the policies and how often it is done.

### **St. Thomas Aquinas School Update**

- Superintendent attended a meeting in Edmonton on November 27, 2018 to meet the people of the South group for Alberta Infrastructure. The purpose of the meeting was to select the consultant for the school project which is managed by Alberta Infrastructure. Jason Callihoo is the lead for this project from Alberta Infrastructure. They will tour some schools in the province to get some ideas for the new school. A timeline will be sent out to the Superintendent for the project.

### **Board Christmas Party**

- The Board Christmas Party will be held on December 20 at 6:00 pm at the Park & Trestle. Spouses are able to go over at 4:00 if they would like. Supper will be at 6:30 pm.

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

- An Inclusive Education report was provided for the Board Members to review.
  - Kathleen Ulrich is now working out of Central Office on a full time basis as the Inclusive Education Coordinator.
- A Religion report was provided for the Board Members to review.
  - Trustee G. Ibach asked if we had someone booked for Mission & Ministry Day. The Superintendent has booked David Irvine for Mission & Ministry day in August 2019.
- A Dual Credit report was provided for the Board Members to review.

## **IX. Secretary-Treasurer's Report**

- The largest variance for Alberta Education revenue is grants generated by 61 more students between grade 1-9 then in the preliminary budget. Trustee J. Sanson asked about the variance for the fees. The change in school fees was the cause for this.
- The Surplus and IMR reduction plan is in progress. If we finish most of the projects, it will use most of the IMR funds.
- The Secretary-Treasurer is projecting a \$77,000 deficit for 2018-2019. A lot of the deficit is due to staff that are on leave and the associated costs. Salaries are the biggest expense.
- The Budget Centers Balances Report shows how much each school contributed to the surplus or deficit total.
- Revenue in the Fall Budget Update is similar to revenue from the preliminary budget. The expenses have increased. The Early Childhood expenses increase is a correction in teacher allocation in 3 schools (no teacher budgeted previously to ECS). Increase in teachers to cover teachers on paid leaves, an increase of 7.7 FTE from the spring. The Deputy Superintendent mentioned that Kathleen Ulrich will review the distribution of TA's throughout the district.

### **Motion 2018-087:**

*Trustee J. Sanson moved to approve the 2018 Fall Budget Update as presented to the board.  
Motion carried.*

*Trustee R. Nichols joined the board meeting at 7:00 pm via phone.*

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

## **X. Deputy Superintendent's Report**

- The Deputy Superintendent chaired the admin council on November 22. They discussed possible needs for recruitment as putting out ads isn't working as there is a shortage of teachers. Changes have been made to our ads to make it more attractive. The Deputy Superintendent shared a draft version of the Support Staff Evaluation Form and Procedure with the Principals. Reviewed and discussed with the Principals Alberta Education's plans for implementing principal qualifications and leadership. There was a conversation about attendance at convention.
- The Three Year Ed Plan and AERR will be finalized once the financials are added and it will be submitted.
- December 6 is the first jurisdictional religious education day there are about 29 students attending the day. We are evolving our approach to religious education. We will have the students come and present to the priests at our priests meeting in March.
- The CTS trailer is delayed due to a part for the trailer on back order.

- The Deputy Superintendent applied for the Wellness Grant, the district was approved and he is now working on a plan to submit that outlines how the funds will be spent.

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

#### **XI. Superintendent's Report**

- The Superintendent mentioned there is a new Association being formed by the Catholic Bishops called GrACE. Every Catholic school division will have to have this in place the Superintendent and a trustee will need to attend the meetings. There will be a meeting of the GrACE team and it will be held in Edmonton.
- Dual Credit numbers have increased. Lakeland College would like to expand the Dual Credit program. Sheri has applied for a \$50,000 grant to start up sign language and environmental science.
- The Superintendent will be attending the TEBA meeting on December 11, 2018.
- We are in a new Zone for the ATA Convention and convention will be in February in 2020.
- The Superintendent toured the Lakeland College in Vermilion and Lloydminster. The facilities in both locations are impressive.
- The Superintendent held a conference call with Johnson Controls to discuss getting the project completed.
- The Government changed the employment standards codes. There wasn't a day off for Remembrance Day on our school calendars. We have switched two PD days to stat days to cover this for the North and South Schools. The revised calendars have been posted to the website.

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

#### **XII. Committees**

##### **ASBA Representative - Chair D. Klein**

- Chair D. Klein attended the Fall General Meeting the business portion of the meeting went pretty well. Nothing was brought up about the project Charter. Sam Seller was a keynote speaker. She was not able to attend the meeting on November 23, 2018.

##### **ACSTA Director – Trustee G. Ibach**

- Trustee. J. Sanson attended the meeting prior to the ACSTA convention.

##### **Negotiations**

- Meeting on December 11 the Superintendent and Board Chair will attend.

#### **XIII. New Business**

##### **GrACE Initiative**

- This was discussed under the Superintendent Report.

##### **Clearview School Board Request to Meet**

- The Board Chair from Clearview School Division asked the trustees if there were any dates that we could sent to Clearview to arrange a meeting between the two school boards. The board decided on February 28, 2019 as a date to meet with Clearview.

##### **BTPS Request to Meet**

- Buffalo Trail Public Schools asked about providing some dates to meet with our board.

##### **Christ-King Canyon Ski Trip Request for January 24, 2019**

##### **Motion 2018-088:**

*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 24, 2019 to Canyon Ski Resort provided that all field trip procedure requirements have been met. Motion carried.*

**Christ-King Lake Louis Ski Trip Request for February 3-5, 2019**

**Motion 2018-089:**

*Trustee G. Ibach moved to approve Christ-King Schools request for the Grade 7 to 9 students to go on a ski trip from February 3 to 5, 2019 to Lake Louise Ski Resort provided that all field trip procedure requirements have been met. Motion carried.*

**Three Year Education Plan**

- The Deputy Superintendent discussed the Three Year Education Plan with the Trustees.

**Motion 2018-090:**

*Trustee H. Loonen moved to post the Combined Three Year Education Plan for 2018-2021 and the Annual Education Results Report (AERR) for 2017-2018 in draft to the website and have it brought to the board again in December. Motion carried.*

**Motion 2018-091:**

*Trustee J. Sanson moved to extend the board meeting past 9:30. Motion carried.*

**XIV. In Camera Sessions**

**Motion 2018-092:**

*Trustee H. Loonen moved to go in camera at 9:32 pm. Motion carried.*

**Motion 2018-093:**

*Trustee D. Austin moved to come out of camera at 10:03 pm. Motion carried.*

**XV. Information Items  
Correspondence**

**Trustee Round Table**

- J. Sanson mentioned Paulette Moir for her volunteer work at the school.
- G. Ibach Face2Face Ministries weekend Retreat March 23-24, 2019.
- Chair Klein wanted to know if board evaluation should be brought back or if changing the agenda would be considered. Trustee H. Loonen suggested doing the Board Evaluation once every three months.

**XVI. Future Business**

Date of the next regular Board Meeting will be held Thursday December 20, 2018 at Central Office, commencing at 4:00 pm with the Christmas Party to follow at the South Africa House Guest Lodge at 6:00 pm.

**XVII. Closing Prayer**

Closing Prayer – Trustee H. Loonen

Next Meeting (December) – Trustee G. Ibach

**XVIII.**

**Adjournment**

Meeting was adjourned at 10:14 pm.

**Respectfully submitted:**

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Jessica Channon, Board Executive Secretary &  
PowerSchool Lead

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Debra Klein, Board Chair

\_\_\_\_\_  
Date