



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, April 25, 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	Assistant Superintendent	Present
Mary Ann Threinen	Secretary-Treasurer	Present
Jessica Channon	Board Executive Secretary	Present

Presentations

Allan MacMillan – St. Jerome's School
Derek Collins – Vermilion Outreach School

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee D. Klein Next meeting (May) – Trustee J. Sanson	
II.	<u>Action Item</u> Board Chair M. Charlebois commenced the April 25, 2017 meeting at 4:13 pm.	
III.	<u>Presentation</u> <u>St. Jerome's School – Allan MacMillan</u> - Enrollment has stayed consistent at around 372 students. - The school currently has 25 FTE teachers with approximately 20 support staff. - Technology – they have 2 iPad carts for Division 1 and 2, and they have 5 chrome book carts that are very well used in the school. - All classrooms have a Juno system used for voice amplification and new microphones for the gym. - Just over 1 in 4 students are coded or identified as in need of assistance at the school. - Student achievement, based on the Fraser report, indicates the school has dropped this year which they attribute to the coded students in the grade 6 class. - Trends that are occurring at St. Jerome's school include the high school continuing to improve test results, while the elementary holds steady at high level. The Grade 6 results will continue to be influenced by the significant number of coded students in our system. - Growth areas at St. Jerome's School include the level of excellence in Provincial Achievement Tests and Diploma exams, increase parent involvement in school community, and course offerings not able to offer all of the courses. - Professional Development - continue to work on google drive, continue to develop CTF programs at middle level. Developing strategies on successfully incorporating the increasing numbers of special needs and English Language Learners into our school community. - Develop capabilities in indigenous cultures and people and connections to curriculum. - St. Jerome's has contacted someone from St. Paul to do a blanket ceremony with the Grade 9 students. - Extra-curricular activities offered at St. Jerome's School include cross country, golf, volleyball, basketball, curling badminton and track and field. Very active student leadership, yearbook and Fall supper/carnival that raises quite a bit of money through fundraisers. International Travel scheduled for Easter 2018. - High School retreats- the grade 10, 11 and 12 get their own retreats, they are 2-3 days with a	

focus on spirituality, team and community building.

- The school raises money for multiple charities such as the food bank, Sister Gloria mission, Heart and Stroke, Diabetes, Terry Fox, Polio, and for the sport teams.
- The modernization of St. Jerome's School is mostly completed. The Principal is working with OML (contractor) and Alberta Infrastructure on deficiency issues.
- The School hired two new teachers this year, they may have seven teachers retire in the next three years, the challenge will be to build existing culture in new staff.
- Religious Education currently taking place at St. Jerome's School consists of prayer every morning, Mass on a monthly basis. Father Roger comes on a weekly basis to the school. They had special assemblies with Father Matthew Hysell when he delivered the Parish Lent Mission.

Vermilion Outreach School – Derek Collins

- Vermilion Outreach has moved to a new building located in downtown Vermilion.
- Vermilion Outreach is an alternative high school that provides students the opportunity to complete their diploma. They take students that are 15 years of age and older.
- They have started an adult program which is for students that are over the age of 19 but need to complete their high school diploma. The school is open one evening per week to help accommodate different needs.
- The Regular high school has a different program for each student.
- They currently have a teaching staff of 2.2 FTE.
- The Vermilion Outreach offers all high school courses, mandatory career exploration courses, a variety of CTS and Locally Developed Courses. They also offer programs through Lakeland College and the Dual Credit Program.
- Mentorship and community volunteerism is a big success in the school.
- They offer personal and academic counselling through the Family School Liaison (FSL) program. Two of the teachers are registered counsellors as well.
- They are averaging around 1300 CEUs per year.
- A large percentage of the student population is there to upgrade.
- Areas of strength for the school include students see them as a safe school, and the quality of education.
- Areas for growth for the school include the need to improve the perception of studies and continue to help students to prepare for diploma exams
- The school has an Induction program which is where the students learn about the school, begin career planning and begin experiencing success.
- Vermilion Outreach is a mentorship-partner with the Vermilion Elementary School.
- The students participate in community events such as assisting with the Santa Anonymous program.

IV. Faith Formation

- Trustee G. Ibach led the Trustees in this month's faith formation which consists of a book study for David Wells' book The Grateful Disciple. The Trustees reviewed and discussed chapters 22-24.

V. Consideration of the Agenda

Motion 2017-023:

Trustee D. Klein moved to approve the agenda for the April 25, 2017 Regular Board meeting as presented. Motion carried.

VI. Review of Previous Minutes

March 28, 2017 Regular Board Meeting Minutes

Motion 2017-024:

Trustee J. Sanson moved to approve the Minutes of the March 28, 2017 Meeting as circulated. Motion carried.

VII. Business Arising Out of Previous Minutes
St. Thomas Aquinas 2019 Europe Field Trip:

Motion 2017-025:

Trustee J. Sanson moved to approve the St. Thomas Aquinas School Europe field trip request for April 17, 2019 to April 28, 2019, provided that all field trip procedure requirements for out of country field trips have been met. Motion carried.

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.
- A report from the Youth Minister was not provided this month for the Board Members to review.

IX. Secretary-Treasurer's Report

- The financial reports were provided for the trustees along with some notes explaining them.
- The Secretary-Treasurer is currently working on the budget.
- An increase in the ATA contract would be funded. There will be no increase for support staff this year and School of Hope enrollments are down.
- They are currently working on the online expense claim form and do not have a timeline for release.
- The division has rolled out the online leave request forms through SRB.
- They expect to test the online timesheets for the bus drivers and hourly support staff in May.
- There will be KEV training for secretaries on Thursday, April 27, 2017.
- Submissions are now monthly and online.
- The Election package from Alberta Education is available online and training will be on May 2, 2017 in Edmonton.
- Christ-King School has a bus with over 300,000 Km on it. The division will need to replace the bus.
- The Secretary-Treasurer attended a zone meeting for ASBOA in April. The Professional Development was on electronic management.

Motion 2017-026:

Trustee D. Austin moved to approve the purchase of a bus for Christ-King School to replace the 2009 bus currently at the school. Motion carried.

Motion 2017-027:

Trustee G. Ibach moved the board support the Dual Credit program should it be required in future years. Motion carried.

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

X. Assistant Superintendent's Report

- The Assistant Superintendent discussed with the trustees the Ted Talk video that was shared at the administrator's meeting today.

Trustee R. Nichols joined the meeting at 6:54 pm

- A survey was sent out to the teachers for Professional Development for the 2017/2018 school year. It appears teachers are reluctant to present at Professional Development days for the division.
- There was an online meeting of parent councils from School of Hope.
- The Assistant Superintendent attended the committee meeting for the Learning Network Support Staff Conference.
- The Assistant Superintendent and Trustee J. Sanson attended the meeting with the Archbishop on April 19, 2017.
- ACSTA will be hosting potential trustee workshops.
- The final Wellness meeting will be on April 28, 2017. The students are planning and facilitating the meeting.
- The division will receive \$141,000 from the government to implement a nutrition program in

the schools.

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

XI. Superintendent's Report

- The school administrators have been signed up for Catholic Leadership Conference in October 2017.
- The Superintendent attended a session called "Creating a Thriving Learning Community". They want to provide an Educational Assistant program in Wainwright that would be run through Lakeland College. We said that we would facilitate that by allowing them to use one of our facilities.
- A draft school calendar has been developed for next year.
- The Superintendent has met with School of Hope Administration team this week to discuss staffing for next year.
- School board elections are October 16, the division will have a trustee boot camp on October 20 prior to the organizational meeting. They will split it into two parts one session from ASBA and one from ACSTA.
- A Board Retreat has been scheduled for February 22, 23 and 24, 2018 to be held in Pigeon Lake, AB.
- Sent out notification of the two administrators' who were hired for Christ-King School and St. Thomas Aquinas School.
- Developing a new strategic plan.

The Board accepts the Superintendent's report as presented.

XII. Committees

ASBA Representative - Trustee D. Klein

- The meeting will be on April 28, 2017.

ACSTA Director – Trustee G. Ibach

- Nothing new at this time. The next meeting is in May 2017.

Negotiations

- Nothing to report at this time.

XIII. New Business

St. Thomas Aquinas School Field Trip Request – Blue Mountain Adventure Park

Motion 2017-028:

Trustee G. Ibach moved to approve the St. Thomas Aquinas School field trip request for the Grade five class to go to Blue Mountain Adventure Park on May 26, 2017, provided that all field trip requirements have been met. Motion carried.

Cross Boundary Jurisdiction Request - SW-31-43-4-W4

Motion 2017-029:

Trustee G. Ibach moved to approve a transportation agreement with Buffalo Trail for a Cross Boundary Jurisdiction request for the 2017/2018 school year for cross jurisdiction boundary exemption requesting bus pick up at SW-31-43-4-W4. ECACS agrees to pay any transportation shortfall should there be a shortfall incurred while transporting the student to Blessed Sacrament School in Wainwright, AB. This request is to be reviewed and approved annually. Motion carried.

2017-2018 School Calendars

Motion 2017-030:

Trustee D. Klein moved the Board of East Central Alberta Catholic Schools formally request transportation, as per the current transportation agreement, on the following dates: October 5, 2017, February 23, 2018, April 20, 2018 and May 11, 2018. This is with the understanding that Buffalo Trail Public Schools will not be open to students on the above mentioned dates. Motion

carried.

XIV. In Camera Sessions

Motion 2017-031:

Trustee J. Sanson moved to go in camera at 8:19 pm. Motion carried.

Motion 2017-032:

Trustee G. Ibach moved to come out of camera at 8:53 pm. Motion carried.

XV. Information Items

Correspondence

ASBA health Matters Newsletter was attached for the trustees to review.

Trustee Round Table

- Discussed the possibility of having a windup event for the school board trustees.

Board Evaluation (concerns)

- The next board evaluation will be completed at the August 22, 2017 meeting.

XVI. Future Business

Date of the next regular Board Meeting will be held Tuesday May 23, 2017 at Central Office, commencing at 4:00 pm.

XVII. Closing Prayer

Closing Prayer – Trustee D. Klein

Next Meeting (May) – Trustee J. Sanson

XVIII.

Adjournment

Meeting was adjourned at 9:08 pm.

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date