



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, October 25, 2016

Theresetta Catholic School – Castor, 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

Roger Fetaz – Principal – Theresetta School
 Boston Slemph
 Kyla Beaumont

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee J. Sanson Next meeting (November) – Trustee D. Klein	
II.	<u>Action Item</u> Chair M. Charlebois commenced the October 25, 2016 meeting at 4:10 pm.	
III.	<u>Presentation</u> <u>Roger Fetaz – Principal – Theresetta Catholic School</u> - Mr. Fetaz informed the Trustees that the students at the school MC all of the school events. They held auditions for the MC positions for the awards night. Kyla Beaumont and Boston Slemph were awarded the opportunity to MC the event. - Mr. Slemph and Ms. Beaumont presented a slide show to the Trustees that explained the various activities, programs and events that take place at Theresetta School. - Theresetta endeavors to have community members and groups involved in their school in a variety of ways, including guest speaker presentations and recognition of student contributions and successes. The school community realizes the value of exposing students to the fine arts which includes a travelling art display twice a year. Theresetta School participates in many charitable causes among them are raising funds for The Rainbow of Hope for Children Society, Share Lent, Terry Fox Foundation and the Food Bank. The students partake in service projects with the residents of the long term care and the Paintearth Lodge. Theresetta has been able to make the leap to a 1 to 1 Chromebook environment for students. The students of Theresetta School will participate in a “Day of Code” as they did last year. The students hosted an identity day before their awards night this year. They practiced Habit 5: Seek first to understand before being understood. The students made presentations about themselves. The school has a great athletics program which includes cross country, volleyball, badminton, basketball, archery and track and field. - Mr. Slemph and Ms. Beaumont thanked the Trustees for providing them with the opportunity to speak to the Trustees about their school. <i>Mr. Fetaz, Mr. Slemph and Ms. Beaumont left after their presentation to the board.</i>	
IV.	<u>Faith Formation</u> 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 4-6.	

V. Consideration of the Agenda

Motion 2016-085:

Trustee G. Ibach moved to approve the agenda from the September 26, 2016 Regular Board Meeting and the agenda for the October 25, 2016 Regular board meeting. Motion carried.

VI. Review of Previous Minutes

August 22, 2016 Organizational Meeting Minutes

August 22, 2016 Regular Board Meeting Minutes

September 26, 2016 Regular Board Meeting Minutes

Motion 2016-086:

Trustee D. Klein moved to approve the Minutes of the August 22, 2016, Organizational Board Meeting and the August 22, 2016 Regular Board Meeting as circulated. Motion carried.

Motion 2016-087:

Trustee R. Nichols moved to approve the Minutes of the September 26, 2016 Regular Board Meeting as circulated. Motion carried.

VII. Business Arising Out of Previous Minutes

Board Retreat

- A Board retreat has been scheduled to take place on February 10 and 11, 2017 in Camrose. Hotel rooms and a meeting room have been booked for the event. School Administrators and Trustees are to attend the retreat to discuss the goals for the next Three Year Education Plan. The board will need to arrange for a speaker to come in and facilitate the retreat. An agenda will need to be started for the retreat as well.

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

- An Inclusive Education report was provided for the Board Members to review.
 - Chair Charlebois asked about the Violent Threat/Risk Assessment mentioned in the Inclusive Education Report. Chair Charlebois wanted to know more information about this. Superintendent McCormack informed the Trustees that there is someone trained at each of the schools and each school has a crisis management binder with a contact list.
- A Religion report was provided for the Board Members to review.
 - Superintendent McCormack and Assistant Superintendent Zarichny informed the Trustees that the Youth Minister has been out to all of the schools and has been well received.
- A Dual Credit report was provided for the Board Members to review.
- A report from the Youth Minister was provided for the Board Members to review.

IX. Secretary/Treasurer's Report

- Secretary-Treasurer Threinen demonstrated how to log into Atrieve to view earning statements and T4's as the division has now moved to electronic earning statements and T4's instead of a paper copy. All of the employees of the division will now receive an email when their earning statement is available to be viewed online.
- Plant Operations and Maintenance: Grants for the modernization project that are managed by Alberta Infrastructure: grants capitalized as spent; revenue will be recognized as the building is amortized.
- Furniture & CTS grant provided to ECACS: grants recognized two ways, (a) if the items are over \$5,000, the item is capitalized and revenue recognized as the equipment is amortized. (b) if the items are less than \$5,000 each, the items are expensed in the year purchased and equal amount of the grant is recognized revenue.
- Secretary-Treasurer Threinen provided the Trustees with a copy of the Draft Financial Statements which she reviewed with the Trustees. Secretary-Treasurer Threinen wanted to know if the Trustees wanted to meet prior to the November Board Meeting to review the Financial Statements and to answer any questions that the Trustees may have. It was decided that a Google Doc would be set up for the trustees to submit their questions

regarding the Financial Statements that will be shared with them prior to the November Board Meeting.

- Secretary-Treasurer Threinen reviewed the budget for School of Hope and indicated how the decline in enrolments has affected the school's budget for the school year. There was some discussion about the audit that was completed by Alberta Education at School of Hope and the results of the audit. An example of one of the issues that came out of the audit was the postage charged to families for the shipment of textbooks. Alberta Education issued Standards for Home Education Reimbursements on October 4th. The list of eligible items has increased.
- The Auditor's began the year-end audit for the division on October 19, 2016.
- Secretary-Treasurer Threinen shared with the Trustees the Enrollment History by school and by grade for information purposes.
- Secretary-Treasurer Threinen informed the Trustees that a decision needs to be made on whether or not the division will use an electronic time sheet to report absences or if they will use absence reporting instead.
- Secretary-Treasurer Threinen informed the trustees that KEV is now live with all the schools and the secretaries have been training to use the new system.

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

X. Assistant Superintendent's Report

- Assistant Superintendent Zarichny informed the board that he will be visiting with all the Parent Councils this year. He will be attending one meeting for each of the Parent Councils to connect with them and to discuss the issue of making comments on Facebook and social media in general. There was a court case in British Columbia involving a teacher and comments made about him on Facebook
- The Wellness Grant Committee will host their first meeting on October 27, 2016. The health champions from the schools will be in attendance and hopefully some students and parents from the schools will be in attendance as well.
- The Curriculum Survey was completed by staff from the North Schools on October 24, 2016. Brent Allan from the Learning Network facilitated the meeting.
- The division will be starting to send out a monthly jurisdictional newsletter. Schools are encouraged to submit information to Central Office for the newsletter. It will be emailed out to schools, church secretaries, posted on the division website and will be distributed throughout the community.
- Assistant Superintendent Zarichny has been sending Good News Cards to students who have had their good deeds relayed to him. The cards are used to acknowledge what the students are doing and to show them how proud the division is of what they have accomplished. All employees throughout the division are encouraged to submit these stories to Assistant Superintendent Zarichny.
- Assistant Superintendent Zarichny informed the Trustees that Tim Coates will be invited to present to the school administrators at one of their administrator meetings and he may visit each school individually to go through their school data for student achievement. Tim Coates will provide the tools School Administrator's will require to determine what the data is telling them about their school results.
- Assistant Superintendent Dwayne Zarichny discussed with the Trustees the Accountability Pillar Results for the division and each of the schools. He informed the Trustees that the School Administrators have been told to dig down into their data to see how the results relate to the number of students that have written exams in their schools and to review the marks awarded by the schools and the marks achieved on the exams.

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

XI. Superintendent's Report

- Dean Sarnecki contacted Superintendent McCormack and asked the division to nominate an administrator to serve on the Blueprints planning committee for next year. Roger Fetaz, Principal at Theresetta School, has accepted to serve on the committee for our division. Mr. Fetaz has been asked to address with the committee the length of the Blueprints conference as it requires Administrators to be away from their schools for almost a full week.

- Superintendent McCormack informed the board that the Council of Catholic School Superintendents of Alberta (CCSSA) is concerned about the Catholic influence on the curriculum. They do not want it excluded from the curriculum.
- Superintendent McCormack informed the Trustees that division has had to write a response to the report for Home Schooling Audit which was completed by Alberta Education. He is currently waiting for a reply.
- Superintendent McCormack mentioned that the renovations that were initiated at Central Office have been completed. There are deficiencies that need to be addressed.
- Superintendent McCormack and Assistant Superintendent Zarichny met with Laurell Udell and a few others from Alberta Infrastructure at Christ-King School to discuss the completion of Phase 3 of the modernization for the school. Phase 1 and Phase 2 were completed and Phase 3 was put on hold because the school enrollments were not high enough to award it. Now that the enrollments are high enough they are considering whether Phase 3 should be completed.

The Board accepts the Superintendent's report as presented.

XII. Committees

ASBA Representative - Trustee D. Klein

- The next Zone 2/3 Director's meeting for ASBA will be held on Friday, October 28, 2016.
- Trustee D. Klein and Superintendent McCormack attended the Provincial Issues Forum on September 27-28, 2016. Trustee D. Klein informed the Trustees that the forum was well worth going to. There was a review of the Child and Youth Advocate Act along with an update on the Education Act. Dr. Curtis Clarke, Deputy Minister, Alberta Education attended the Forum on the second day. There was a session for the Provincial Curriculum Development that informed schoolboards of what they need to know.

ACSTA Director – Trustee G. Ibach

- Trustee G. Ibach sent out the Pre-AGM package. There are three resolutions moving forward. The Annual General Meeting will take place on November 18-20, 2016

Negotiations

- There is no update regarding negotiations at this time.

XIII. New Business

Locally Developed Courses

- Alberta Education requires school boards to authorize locally developed courses used at the Jr. High and Sr. High level. The chart below lists the locally developed courses acquired by our school division for students to use as part of their course studies.

Motion 2016-088:

Trustee D. Klein moved to approve the following locally developed courses to be used by East Central Alberta Catholic School Division. Motion carried.

Course Name & Code	Authorization Period	Acquired from
Abnormal Psychology 35 (LDC 3164)	Sept 1, 2014 to Aug 31, 2018	Pembina Hills Regional Division No. 7
Religious Education (Roman Catholic) 15, 25, 35 (LDC1724, LDC2724, LDC3724)	Sept 1, 2015 to Aug 31, 2019	Edmonton Catholic Separate School District No. 7
Forensic Science Studies 25 & 35 (LDC2754, LDC3754)	Sept 1, 2014 to Aug 31, 2018	Edmonton School District No. 7
Dance 15, 25 & 35 (LDC1413, LDC2413, LDC3413)	Sept 1, 2015 to Aug 31, 2019	Edmonton School District No. 7
Leadership, Character & Social Responsibility 15	Sept 1, 2016 to Aug 31, 2020	Golden Hills School Division No. 75

(LDC1509)		
Class V Driver Training 35 (LDC3363)	Sept 1, 2016 to Aug 31, 2020	Northern Lights School Division No. 69
Theatre Performance 15 & 25 (LDC1367 & LDC2367)	Sept 1, 2016 to Aug 31, 2020	Edmonton School District No. 7
Learning Strategies 15, 25 & 35 (LDC1146, LDC2146, LDC3146)	Sept 1, 2014 to Aug 31, 2018	Calgary Roman Catholic Separate School District No. 1

ACSTA & ASBA Conference Attendance

- Discussed the agenda for the ASBA conference in November. Trustees are to inform the Board Executive Secretary as soon as possible if they will be attending the ACSTA and the ASBA conference.

ACSTA Donation for Silent Auction

- This was discussed at the September 26, 2016 board meeting.

Request for Alcohol on School Premises

- Superintendent McCormack received a request to use the Theresetta Catholic school gym for a fundraiser. The fundraiser was a Paint Night event which will include a wine donation bar.
- The board made the decision to allow the event to occur at the school as long as there is no alcohol served during the event. Superintendent McCormack will contact the individuals who put forward the request and inform them of the Board's decision.
- The board should come up with a blanket procedure for not having alcohol in the schools at all.

Priest & School Council Meetings

- The Priest and School Council meeting that was scheduled for October 12, 2016 was postponed. The Trustees decided to reschedule the meeting for Tuesday, March 14, 2017 and to change the start time of the Priests meeting to 3:00 pm.

Disposal of Mother Teresa School

- Superintendent McCormack informed the Trustees that he has extended the deadline for the County of Paintearth to October 28, 2016.

Renovation of Central Office

- This was covered under the Superintendent's Report

Google Training for November Meeting

- The Trustees were asked to provide feedback on training they would like to receive for Google Drive. Trustees responded stating they would like to know how to find files on google.

XIV. In Camera Sessions

Motion 2016-089:

Trustee D. Klein moved to go in camera at 8:44 pm. Motion carried.

Motion 2016-090:

Trustee J. Sanson moved to come out of camera at 9:36 pm. Motion carried

Motion 2016-091:

Trustee J. Sanson moved to extend the meeting. Motion carried.

XV. Information Items

Correspondence

- The Director's Report was attached for the Trustees to review.
- Curriculum Review – Survey Information
- Carbon Tax & Implications for School Boards

- Letter to ACSTA from the Minister of Education
- Letter from The Catholic Bishops of Alberta and the Northwest Territories for Catholic Education Sunday which is November 6, 2016.
- Letter from the Theresetta School Council regarding the Liability Insurance for Volunteer Drivers.
- Article from the ATA Newspaper for Every Child Matters – There was a picture of the students from Blessed Sacrament School wearing the orange t-shirts for the Every child Matters campaign.

Student and Staff Recognition

The Board recognizes specific students and staff at each Board meeting. Due to FOIPP, the names of the individuals who have been so honored will not be identified in the Board Minutes. Letters of recognition will be sent to students and staff whom Trustees have recognized.

Trustee Round Table

- There were no items brought forward from the trustees.

Board Evaluation (concerns)

- The trustees were provided with a survey to complete for the Board Evaluation. This will be completed again at the January 24, 2017 board meeting.

XVI. Future Business

Date of the next regular Board Meeting will be held November 29, 2016 at Central Office, commencing at 4:00 pm.

XVII. Closing Prayer

Closing Prayer – Trustee J. Sanson
Next Meeting (November) – Trustee D. Klein

XVIII. Adjournment

Meeting was adjourned at 9:44 pm.

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date