



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, January 24, 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

Brad Wagner – St. Thomas Aquinas School

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee D. Klein Next meeting (February) – Trustee J. Sanson	
II.	<u>Action Item</u> Board Chair M. Charlebois commenced the January 24, 2017 meeting at 4:03 pm.	
III.	<u>Presentation</u> <u>St. Thomas Aquinas School – Brad Wagner</u> - Principal Wagner presented a PowerPoint presentation from the grad book committee to the board members. - Eight leaves ranked St. Thomas Aquinas School as seventh in the province out of 416 schools for their Diploma exams. The Principal credits this towards the nuclear families that make up the school population. - EMT's and RCMP come into the school as guest speakers to talk to the students every year. - Seven furnaces went down over the Christmas holidays at the school. The sensors needed to be replaced. - There are two teachers that will be on leave next year.	
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 13-15.	
V.	<u>Consideration of the Agenda</u> Additions under New Business: d) Theresetta School Field Trip to Canmore and Lake Louise Ski Resort Motion 2017-001: <i>Trustee J. Sanson moved to approve the agenda for the January 24, 2017 Regular Board meeting as amended. Motion carried.</i>	
VI.	<u>Review of Previous Minutes</u> <u>December 20, 2016 Regular Board Meeting Minutes</u>	

Motion 2017-002:

Trustee D. Klein moved to approve the Minutes of the December 20, 2016 Regular Board Meeting as circulated. Motion carried.

VII. Business Arising Out of Previous Minutes
Board Retreat

- Cory Zigler with Edmonton Regional Learning Consortium will facilitate the two days of the Board Retreat. We are looking at a strategic planning module for the jurisdiction that can be used with the three year education plan but would be more practical in our approach and user friendly. Alberta Education has a document that contains essential elements for planning. Cory will go through the document with us. She will lay out what our work will look like. What we should end up with is a focused approach for strategic planning. Friday evening there will be an hour session and then Saturday morning she will come back and finish the initial steps. We will be setting long term goals of where we want to be and what we want to do. A broad goal of the strategic plan for the division would be student achievement and the plan will have a faith goal. Everything will line up with the Alberta Education Business Plan.
- The event will be held at the Ramada Inn in Camrose on February 10 and 11, 2017, it will start on Friday at noon and will end Saturday at noon.
- Each year the strategic plan should be revisited to reinforce what the plan is and to review what has been accomplished and what may need to be worked on.
- Superintendent McCormack suggested that the Board should have the retreat every year.

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 provided for the Board Members to review.

IX. Secretary/Treasurer's Report

- The financial reports were provided without variance explanations. Secretary-Treasurer responded to questions and advised if additional questions come up, to email them.
- In addition to the usual financial expenditure reports, a report showing the revenues generated at each school and the total expenses paid in the four months ending December 31, 2016. No accruals were made for expenses incurred but paid after the end of the month. The report shows the school's current surplus/deficit position. Trustee Sanson asked about the equity per student grant for School of Hope Financials. The equity per student grant is one of three grants that makes up the Equity of Opportunity Grant. School of Hope's equity per student grant is included in their Equity of Opportunity Grant amount.
- The division will receive 8/10s of the homeschool grant for Wisdom students and will provide the full \$840.00 to families for student resources (families must submit copies of student resource receipts to receive reimbursement)
- Principal at School of Hope and the Secretary-Treasurer are collaborating to update projection of 2016-2017 deficit.
- The Quarterly report was submitted to Alberta Education. Revenue was reported based on grants received (calculated using 2015-2016 enrollment which was higher than the 2016-2017 enrollment for non-Home School Students) so the grant revenue was overstated on the report. AB Education provided direction on the reporting of grant revenue.
- SRB: when the online expense form is live, Trustees will complete one form per month. The form will include attendance at meetings and attendance at other per diem events as well as other expenses. Once approved, items belonging in payroll will be electronically submitted to payroll and items belonging to accounts payable will flow electronically to accounts payable. The project is currently behind schedule.
- KEV will test the credit card process to ensure it is working properly before rolling out to parents. There will also be a webinar for secretaries and principals on how to roll out to parents. Blessed Sacrament Outreach would like to defer their roll out until September 2017. This project is also currently behind schedule.
- The division has signed a contract with Overdrive for E-Resources. We joined a consortium of Catholic Boards in Alberta to share e-resources (gives students a wider range of titles to

choose from.)

- Template for summer projects has been renamed 'projects' and will be sent to schools for completion. The sooner projects are approved, the more the likelihood of completion before school starts in the fall.
- Secretary-Treasurer would like to have KEV training for secretaries in February.

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

X. Assistant Superintendent's Report

- Assistant Superintendent Zarichny is working on a data and goal meeting template for the principals, the agenda is just about set for those meetings with the school administrators. They will start this year but in the fall there will be a cycle with another meeting in January and May.
- The second round of teacher evaluations will be coming up. Those being considered for continuous contract and/or who are eligible to receive permanent certification are being evaluated.
- The meeting with Parish Priests and school council chairs will be held on March 14, 2017.
- Assistant Superintendent Zarichny and Corrie Ziegler are currently working on a template for the strategic plan.
- The SMART board and camera have been installed in the Board Room and the wireless connection came in today and will be set up.
- Assistant Superintendent Zarichny will continue to attend the school council meetings at the schools.
- Assistant Superintendent Zarichny will be attending the shaping the future conference which is tied to the Wellness Grant. He was asked to provide an article for the ASBA newsletter to discuss the division's wellness initiatives.
- Trustee D. Klein suggested the Assistant Superintendent Zarichny discuss the wellness program with the school councils when he attends them.
- Fallon Stafford is now our representative from Alberta Health Services for the Wellness Grant. Brianne Peshko had been replacing her while she was away on leave.

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

XI. Superintendent's Report

- Superintendent McCormack informed the board that Bishop Henry is retiring.
- Superintendent McCormack informed the board that Tony Sykora passed away over the Christmas holidays.
- Archbishop Smith will be visiting some of the parishes within the school division. Archbishop Smith will make a pastoral visit to the Blessed Sacrament Parish on February 5, 2017 and will celebrate Mass at 10:30 am.
- Superintendent McCormack attended the ASBA Negotiations Bootcamp in Edmonton on January 19, 2017. The sessions were very good.
- Mother Teresa School has been listed with Century 21 in Stettler.
- Superintendent McCormack and Assistant Superintendent Zarichny met with Brent Allen from the Learning Network for an update on the curriculum development and areas they can provide training for it.
- The division will receive the 10% holdback from the government for the Dual Credit program.
- Superintendent McCormack met with Principal Allan Chase at St. Jerome's School and did a tour of the modernization project. The project was delayed but it is coming along pretty good. The school is impressive looking.
- BAR engineering have sent a report on the Father Cordeau Centre at St. Jerome's School.
- Other items from the Superintendent's report will be covered during the in-camera session.

The Board accepts the Superintendent's report as presented.

XII. Committees

ASBA Representative - Trustee D. Klein

- Trustee D. Austin attended the ASBA meeting on January 19, 2017.

- Suzanne Polkosnik discussed moving away from elected trustees to appointed trustees.
- Teacher bargaining represents 4.8 billion to the province.
- They are projecting another 18 municipalities in the future.
- The Education Minister's tour schedule has been changed and extended to the end of June 2017.
- Next Year the Grade 6 and 9 Provincial Achievement Tests will be scheduled in a window of time instead of on a specific day.
- The minutes for School Council meetings need to be kept for 7 years.

ACSTA Director – Trustee G. Ibach

- The next Director's Meeting will be on February 2-3, 2017.
- ACSTA sent out requests for information for how boards promote catholic education in the communities.

Negotiations

- Nothing to report at this time.

XIII. New Business

Early Retirement Incentive Plan – Policy 15

Motion 2017-003:

Trustee J. Sanson moved to suspend the implementation of the Retirement Incentive Plan for the 2016-2017 school year. Motion carried.

2017 Election ByLaw

Motion 2017-004:

Trustee G. Ibach moved the Board give Bylaw No. 1/2017 A Bylaw of the Board of Trustees of East Central Alberta Catholic Separate Schools Regional Division No. 16 to Provide for the Election of Trustees by Wards first and second reading as presented. Motion carried.

Blessed Sacrament School – Field Trip Request – Tobogganing

Motion 2017-005:

Trustee D. Austin moved to approve the Blessed Sacrament School field trip request for the grade 5 students to go tobogganing at Bevan's Nature Area on February 14, 2017, provided that all field trip procedure requirements have been met. Motion carried

Theresetta School – Field Trip Request – Skiing at Canmore and Lake Louise

Motion 2017-006:

Trustee G. Ibach moved to approve the Theresetta School grade 7 to 9 ski trip to Canmore and Lake Louise Ski Resort from March 5-7, 2017, provided that all field trip procedure requirements have been met. Motion carried

XIV. In Camera Sessions

Motion 2017-007:

Trustee D. Klein moved to go in camera at 7:06 pm. Motion carried.

Trustee R. Nichols joined the meeting at 7:33 pm.

Motion 2017-008:

Trustee J. Sanson moved to come out of camera at 8:40 pm. Motion carried.

XV. Information Items Correspondence

- No correspondence this month.

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 for round table at this time.

Board Evaluation (concerns)

- The next board evaluation will be completed at the April 25, 2017 board meeting.

XVI. Future Business

Date of the next regular Board Meeting will be held Tuesday February 28, 2017 at Central Office, commencing at 4:00 pm.

XVII. Closing Prayer

Closing Prayer – Trustee D. Klein

Next Meeting (February) – Trustee J. Sanson

XVIII.

Adjournment

Meeting was adjourned at 9:00 pm.

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date