



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Tuesday, September 26, 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
Malachy Young	Trustee	Present
Thomas Laurence	Trustee	Absent

Administrators

Charlie McCormack	Superintendent	Present
Dwayne Zarichny	Deputy Superintendent	Present
Mary Ann Threinen	Secretary-Treasurer	Present
Jessica Channon	Board Executive Secretary	Present

Presentations

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer –Trustee R. Nichols Next meeting (October) – Trustee D. Austin and D. Klein	
II.	<u>Action Item</u> Board Chair M. Charlebois commenced the meeting at 4:01 pm.	
III.	<u>Presentation</u> No Presentations for this month.	
IV.	<u>Faith Formation</u> Trustee G. Ibach led the Trustees in this month's faith formation which consists of a book study for Lead with Humility by Jeffrey A. Krames. The Trustees reviewed and discussed Chapter 2. <i>Trustee M. Young arrived at 4:15 pm.</i>	
V.	<u>Consideration of the Agenda</u> Motion 2017-070: <i>Trustee R. Nichols moved to approve the agenda for the September 26, 2017 Regular Board meeting as circulated. Motion carried.</i>	
VI.	<u>Review of Previous Minutes</u> <u>Regular Board Meeting Minutes</u> Motion 2017-071: <i>Trustee D. Klein moved to approve the Minutes of the August 22, 2017 Meeting as circulated. Motion carried.</i>	

VII. Business Arising Out of Previous Minutes

- There was no business arising out of previous minutes.

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.
 - The Superintendent mentioned that the cap of 45 CEU's was brought up at the Administrator's Meeting and the effect that would have on submitting CEU's to the government. The principals wanted to know if they would be funded for CEU's the students complete that are in excess of the 45 and are for Dual Credit.

IX. Secretary-Treasurer's Report

- The Secretary-Treasurer shared a spreadsheet called the Draft 2016-17 Statement of Operations which she discussed with the Trustees. The financial statements are still a draft. The division is still accruing expenses for the 2016-17 school year. The Pre-Paid's were not taken out as they didn't realize that they were able to process them differently this year and put them directly into the 2017-18 school year. The other documents shared with the Trustees are a breakdown of expenses by each cost center and for Plant Operations and Maintenance.
- The Secretary-Treasurer explained to the Trustees that the expenses by school are provided more frequently to the principals and she has started attaching it to the board meeting. If we move to high school redesign that won't be necessary because the revenues will be known.
- The enrollments provided in the Secretary-Treasurer's report are as of September 19, 2017. We have over 2400 students. St. Thomas Aquinas School, St. Jerome's School and Blessed Sacrament School have increased enrollments this year. She provided a historical view of the enrolments as well. The enrollment numbers include kindergarten students and it was a head count as opposed to an FTE count.
- The Secretary-Treasurer informed the trustees that SRB is still looking for efficiencies. They are going to look through the payroll for efficiencies and they will look at the Pre-Paid's as well.
- The Secretary-Treasurer discussed the KEV program which is used for the division's School Generated Funds. When fees are paid to the schools it is recorded through KEV. The first report provided to the Trustees shows the adoption rate of KEV by the parents. Blessed Sacrament has lots of items in their catalogue they just haven't released them yet. St. Jerome's has a lot of parent support. St. Thomas Aquinas school has more support this year at this time then they did all of last year.
- The Secretary-Treasurer discussed the monitoring for School of Hope/Home School. The Board Executive Secretary got a bunch of invoices together last year and we haven't heard anything yet and there is no claw back for this year.
- The Secretary-Treasurer informed the Trustees that the school buses were delivered by August 31. One of the buses was letting dust in but that is resolved. Chair Charlebois asked about the landscaping at Blessed Sacrament School as that was supposed to be done over the summer. The Secretary-Treasurer informed the Trustees that she talked to the Principal last week and the work is not completed yet and we don't have a timeline.

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

X. Deputy Superintendent's Report

- The Deputy Superintendent chaired the Administrator's Meeting on September 21, 2017. He has changed the format of the administrator's meetings. The Principals will take turns presenting a topic they have chosen to present on. We will have presenters come in to present to the Principals for Professional Development. Cheryl Devin with the ATA came in to present on First Nations, Métis, and Inuit (FNMI). She shared some history and informed the Administrators of what the ATA could provide to our division and our schools. She also discussed the various quality standards that will be coming out.

- The Deputy Superintendent discussed the Classroom Improvement Fund with the Trustees. The first meeting with the committee has been held and they finalized how funding will be spent. The Deputy Superintendent shared this information with the Principals at the Administrator's meeting. The Deputy Superintendent explained what the Classroom Improvement Fund is for Trustee M. Young. It is intended to generate improvements in the classroom. The committee has set aside \$90,000 for Professional Development, there is School directed funds in the amount of \$1100/teacher which is to be split so staff as a whole decide what they are doing with half of it and the other half the teachers can decide what they want to do with it. \$140,000 has been set aside for the Inclusive Education teachers and is to be used based on the needs of the school.
- Alberta Mental Health presented at the Administrator's meeting to inform the Principals of what services are available to them.
- The Deputy Superintendent had a long discussion about High School Redesign with the Principals. Trustee G. Ibach asked if the block funding only applies to those that participated in the High School Redesign? The high School Redesign is a rolling average for CEU's based on the previous 3-year average of CEU'S. It was discussed with the Principals that just because they are not getting funding for CEU's they shouldn't be downgrading courses for students.
- The Deputy Superintendent informed the Trustees that on October 12 the Diploma and Provincial Achievement tests results will be available and we will put them into our Three Year Education Plan. We are engaging with Tim Coates who will assist us with pulling data from our results so we know what it is telling us.
- The Deputy Superintendent attended the Bags for Breakfast at St. Jerome's School today.
- Religion Lead Teacher Richard Ries arranged for Pearson to come out and review the K-4 religion resources with teachers.
- CUPE has been pretty quiet.
- The Deputy Superintendent informed the Trustees that the division has switched companies that will maintain our phone system.
- The Deputy Superintendent informed the Trustees of some of the meetings and conferences that are coming up over the next month or so that he will be attending.

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

XI. Superintendent's Report

- The Superintendent met the new Bishop of Calgary, Bishop McGrattan at the latest Council of Catholic Schools Superintendents of Alberta (CCSSA) meeting he attended. He informed the Trustees that there will be an Issue's Forum this January for CCSSA.
- The Superintendent attended the Parent Council meeting for School of Hope. The School of Hope has a good parent council but the parents are struggling with the communication from the school. The division has moved to Google Docs and are moving School of Hope away from First Class.
- The Superintendent informed the Trustees that three Trustees have been nominated for long service awards with the Alberta School Boards Association.
- The Superintendent would like to have someone come in and provide a boot camp for the Trustees on becoming a Catholic School Trustee. The session is currently booked for Friday, November 10, 2017.
- The Superintendent has visited all of the schools within the division.
- The Superintendent and Deputy Superintendent met with ASEBP and they reviewed the divisions demographics with us.
- The Superintendent is a member of the Wainwright Rotary Club. The Wainwright Rotary club will have a Polio super on October 23, 2017.
- The Superintendent mentioned to the Trustees that the division will be relocating the Blessed Sacrament Outreach School to the basement of the Central Office Building.

The Board accepts the Superintendent's report as presented.

XII. Committees

ASBA Representative - Trustee D. Klein

- Trustee D. Klein had no news for this month from ASBA. The next ASBA meeting will be on Friday, September 29, 2017.

ACSTA Director – Trustee G. Ibach

- Trustee J. Sanson attended the meeting this month on behalf of Trustee G. Ibach. Trustee J. Sanson provided the Trustees with an update on the lawsuits that are ongoing right now. He discussed their financial matters. Trustee J. Sanson shared a poster for a youth rally in Red Deer this year. ACSTA is looking at the possibility of hiring David Wells for up to 6 months for the school divisions to bring him into their schools. ACSTA is looking at putting on a legal session for new trustees in the spring.

Negotiations

- Nothing to report at this time.

XIII. New Business

Locally Developed Courses

Motion 2017-072:

Trustee J. Sanson moved to approve the following locally developed courses: Abnormal Psychology 35-3, Class V Driver Training 35-3, Forensic Science Studies 25-3 and 35-3, Leadership, Character & Social Responsibility 35-3, Learning Strategies 15-3, 25-3, 35-3, Religious Education (Roman Catholic) 15-3, 15-5, 25-3, 25-5, 35-3, 35-5, Theatre Performance 15-5, 25-5. Motion carried

School Act Consultation September 27 & 28, 2017

- The Superintendent and Secretary-Treasurer are attending the School Act Consultation Meeting on September 27 and 28, 2017. The Trustees were asked if anyone was able to attend as the Chair and Vice-Chair are not able to attend.

Toonies for Tuition

- The Chair suggested donating a tablet to the Toonies for Tuition for the silent auction.

Motion 2017-073:

Trustee G. Ibach moved to purchase a tablet for the Toonies for Tuition Silent Auction to a maximum of \$400. Motion carried.

Board Christmas Celebration:

- The Trustees decided to have their Christmas Party on December 9, 2017 and to attend the Theatre 75 Dinner Theatre.

XIV. In Camera Sessions

Motion 2017-074:

Trustee G. Ibach moved to go in camera at 7:31 pm. Motion carried.

Motion 2017-075:

Trustee D. Austin moved to come out of camera at 8:16 pm. Motion carried.

XV. Information Items Correspondence

Trustee Round Table

- Trustee G. Ibach welcomed Trustee M. Young to the board.

	• Trustee J. Sanson is looking forward to the awards night at St. Jerome's school on October 6, 2017. • Chair Charlebois asked that the Trustees keep those that have been affected by the weather in their prayers.	
XVI.	<u>Future Business</u> Date of the next regular Board Meeting and the Organizational Meeting will be held Tuesday October 24, 2017 at Central Office, commencing at 4:00 pm.	
XVII.	<u>Closing Prayer</u> Closing Prayer – Trustee R. Nichols Next Meeting (October) – Trustee D. Austin and D. Klein	
XVIII.	<u>Adjournment</u> Meeting was adjourned at 9:04 pm.	

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date