

Holy Spirit Catholic Schools

**Organizational Meeting
Catholic Education Centre
Wednesday, October 25, 2017
6:00 p.m.**

OPENING CEREMONIES

- 1. Trustee Oath of Office**
Presided by: Judge Derek Redman
Provincial Court of Alberta

- 2. Blessing and Commissioning of Trustees**
Presided by: Father Gary Sedgewick
Ss. Peter & Paul Parish

AGENDA

- A. CALL TO ORDER**
 - A.1 Lisa Palmarin, Secretary-Treasurer
 - A.2 Approval of Agenda

- B. ACTION ITEMS OF AGENDA**
 - B.1 Election of Chair
 - B.2 Election of Vice-Chair
 - B.3 Appointment of Committees
 - B.4 School Liaisons

- C. ADJOURNMENT**



Trustee Oath of Office

Wednesday, October 25, 2017

OATH OF OFFICE

Holy Spirit Catholic Schools

I, _____,
(name of trustee)

do swear that I will diligently, faithfully
and to the best of my ability,
execute according to law,
the office of School Trustee
of the
Holy Spirit Roman Catholic Separate
Regional Division No. 4

SO HELP ME GOD

(Signature of trustee)

SWORN before me in the City of Lethbridge
in the Province of Alberta,
this 25th day of October, A.D. 2017.

Honourable Derek Gordon Redman
Judge of the Provincial Court of Alberta



Blessing and Commissioning of Trustees

Wednesday, October 25, 2017

Holy Spirit Catholic School Division
BLESSING AND COMMISSIONING OF TRUSTEES
October 25, 2017

Presider: School Board Trustees, please stand. We now ask the trustees to stand before this community to be commissioned. The Lord be with you.

Trustees: And also with you.

Presider: My dear trustees, your election or appointment as trustees confers a most important role and task upon you. Parents have given you their confidence that you will cooperate with them in the Catholic education of their children; the Bishop of your Diocese expects your trusteeship will guarantee the Catholicity of the schools under your care. Your responsibilities are formidable. However, you do have your Bishop, your Pastor, and the good will of parents and the laity to support and assist you.

I ask you now to celebrate your trusteeship by stating, in union with all other Alberta Catholic school trustees, your solidarity with the Church and your personal commitment to Catholic education.

Will you now renew your personal commitment, to strive to live according to the Gospel of Jesus Christ and to live this Gospel in union with your brothers and sisters in the community of the Catholic Church?

Trustees: With the help of God's grace and the support of each other, we renew our commitment.

Presider: Will you respect and honour the confidence placed in you by parents through a conscientious effort to promote Christian values in the Catholic schools of Alberta?

Trustees: I will.

Presider: Will you show leadership in helping the children in our schools come to a knowledge of the love of God in their lives?

Trustees: I will.

Presider: Will you strive to hold as sacred the dignity and the rights of children and help the children in our schools to grow in freedom and responsibility as they learn to live as Jesus wants them to live?

Trustees: I will.

President: As a person in whom parents have placed their trust for the formal education of their children, will you provide leadership and assistance to administrators and staff as they seek to fulfill their responsibilities as Christian educators?

Trustees: I will.

President: Will you strive to work together in a spirit of cooperation, mutual respect and charity as trustees of Catholic education?

Trustees: We will.

President: Will you, the representatives of all the faithful, promise to pray for these trustees, that they may remain faithful to their promises of renewal?

Everyone: We will.

President: My dear trustees, each of you, through your Baptism, share in the Church's efforts to transmit the teachings of Christ. Your declared desire to be faithful to Jesus Christ, to work together with homes and parishes, will assure the presence of Christ in your school division. May your efforts bring hope to all of Alberta.

Our responsibility for the mission of the Church and the ministry of Jesus will be joined with the efforts of others throughout this province. Trusteeship is a responsibility shared with all Catholic school trustees in the province. As a sign of this unity, remember that you are one in the same Jesus, who promised to be with us, if we gathered in his name.

May the Lord bless you and keep you.

Trustees: Amen.

President: May His face shine upon you and be gracious to you.

Everyone: Amen.

President: ✠ May Almighty God bless you, the Father, the Son, and the Holy Spirit.

Everyone: Amen.

ACTION NO: B.1

October 25, 2017

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Election of the Board Chair

ORIGINATOR: Board of Trustees

BACKGROUND

1. Section 64 of *The School Act* requires that the Board hold an annual organization meeting within 4 weeks following an election.
2. Section 64 of *The School Act* requires that the Board elect a Board Chair.
3. Please refer to the attached guidelines, which outline the voting and election procedures.

RECOMMENDATION

That the Board of Trustees proceeds to elect the position of Board Chair, as required by *The School Act*.

Holy Spirit Catholic Schools

Election of Board Chair

Suggested Procedure

1. The Secretary-Treasurer will be called upon to assume the Chair, and to call for nominations for the position of Board Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).
5. The Secretary-Treasurer declares the name of the successful candidate for Board Chair.
6. The elected Board Chair will assume the Chair.
7. The Board Chair calls for a motion to destroy the ballots.

ROLE OF THE BOARD CHAIR

The trustees shall elect a Board Chair at the annual organizational meeting of the Board. The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

Specific Responsibilities

1. The Board Chair shall ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.
2. The Trustee Code of Conduct is a code that must be owned by the Board members in order for the corporate Board to maximize its efficiency in exercising good governance. Consequently, the leadership of the Board Chair is incumbent upon ensuring that the Trustee Code of Conduct will be followed, and the Board Chair shall periodically review the Trustee Code of Conduct with Board members.
3. The Board Chair shall provide leadership to the Board and act as its official spokesperson except in those instances where the Board has delegated this role to another individual or group.
4. The Board Chair shall preside over all regular and special meetings of the Board.
5. The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.
6. The Board Chair shall keep the trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.
7. The Board Chair shall keep informed of significant developments within the division and in education provincially.
8. The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.
9. The Board Chair shall represent the Board, or arrange alternative representation, at all official meetings and functions.
10. The Board Chair shall work closely with the Vice Chair and Superintendent regarding all aspects of the division's activities and in the preparation of the agenda for meetings of the Board.
11. The Board Chair shall ensure that the Board engages in regular assessment of its effectiveness as a Board.
12. The Board Chair shall ensure that the board engages in regular assessment of the effectiveness of the Superintendent of Schools and, along with the Vice Chair, review his/her contract of employment and remuneration on a yearly basis. The Board Chair and Vice Chair will, in collaboration with the entire Board, set parameters for the Superintendent's compensation.

13. The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.
14. The Board Chair shall ensure the auditor's report is brought to the Board for their review.
15. The Board Chair shall review and approve the Vice Chair remuneration and expense claims.
16. The Board Chair shall review and approve the Superintendent's expense claims.
17. The Board Chair shall review any trustee claim forms beyond the defined guidelines, and shall either approve or deny the claim, as per Policy 18: Board Governance and Operations.

Legal Reference: Sections 64, 65, and 150, School Act

ACTION NO: B.2

October 25, 2017

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Election of the Vice Chair

ORIGINATOR: Board of Trustees

BACKGROUND

1. Section 64 of *The School Act* requires that the Board hold an annual organization meeting within 4 weeks following an election.
2. Section 64 of *The School Act* requires that the Board elect a Vice Chair.
3. Please refer to the attached guidelines, which outline the voting and election procedures.

RECOMMENDATION

That the Board of Trustees proceeds to elect the position of Vice Chair, as required by *The School Act*.

Holy Spirit Catholic Schools

Election of Vice-Chair

Suggested Procedure

1. The newly elected Board Chair will call for nominations for the position of Vice Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).
5. The Secretary-Treasurer declares the name of the successful candidate for Vice-Chair.
6. The Board Chair calls for a motion to destroy the ballots.

ROLE OF THE VICE-CHAIR

The Vice Chair is elected at the annual organizational meeting of the Board. The Vice Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence.
2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.
3. The Vice Chair shall assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.
4. The Vice Chair shall present, on behalf of the Board, the Division's Annual Budget.
5. The Vice Chair shall be a member of the Audit Committee.
6. The Vice Chair shall review the trustees' remuneration and expense claims.
7. The Vice Chair shall assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

Legal Reference: Sections 64, 65, and 150, School Act

ACTION NO: B.3

October 25, 2017

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Appointment of Committees

ORIGINATOR: Board of Trustees

BACKGROUND

1. As part of the annual organization meeting, the Board normally appoints members to both Standing and External Committees.
2. *Policy 7: Board Committees and Board Representation* is attached for Board reference.
3. The Board will appoint representatives in the following sequence:
 - a. Standing Committees
 - b. External Committees
4. The Board Chair will speak to this item.

RECOMMENDATION

That the Board of Trustees proceeds to appoint member to the Standing and External Committees, as required by *Policy 7: Board Committees and Board Representation*.

BOARD COMMITTEES AND BOARD REPRESENTATION

Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

Committees have no legal power unless they are empowered by the Board to act on its behalf

Specifically

1. Guidelines for the operation of committees are as follows:
 - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote.
 - 1.2 Notwithstanding 2.2.1, the Superintendent will attend all committee meetings and activities as the chief executive officer of the Board.
 - 1.3 Committees will have a policy preparation and review function to fulfill in cooperation with the Superintendent.
 - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
 - 1.5 A record of the proceedings of committee meetings shall be taken and maintained.
 - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
 - 1.7 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.
 - 1.8 The members of each committee shall select the chairperson for that committee.
 - 1.9 If a member cannot attend a meeting, that member is responsible for having an alternate attend on his/her behalf.
2. The standing committees of the Board, their responsibilities, and procedures are as follows:
 - 2.1 Negotiations Committees
 - 2.1.1 Each negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment as follows:
 - 2.1.1.1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals.

- 2.1.1.2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
- 2.1.1.3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
- 2.1.1.4 Bargain in good faith on all terms and conditions of employment related to new agreements.
- 2.1.1.5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board; subject to final review, ratification or rejection by the Board.
- 2.1.2 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.
- 2.1.3 Three trustee representatives will be appointed to each of the following negotiations committees (A.T.A., C.U.P.E. 1825, C.U.P.E. 290)

2.2 Audit Committee

- 2.2.1 The committee will consist of three trustees and one of the trustees shall be the Vice Chair of the Board. The Superintendent of Schools and Secretary-Treasurer will attend Audit Committee meetings at the Board's discretion. Other senior administration may also be invited.
- 2.2.2 The function of the audit committee is to help the auditors to remain independent of management.
- 2.2.3 The committee shall recommend to the Board the selection of the audit firm to conduct the audit as necessary.
- 2.2.4 The committee shall meet with the audit firm to discuss the progress and findings of the audit, and assist in resolving issues and conflicts with management.
- 2.2.5 The committee shall also review with the auditors the audit plan the evaluation of the system of internal accounting controls, the audit report on the financial statement, and review the assistance given by administration.
- 2.2.6 The chair of the Audit Committee will present, on the Board's behalf, the Audited Financial Statements.

2.3 Share the Mission Award Committee

- 2.3.1 The committee will consist of two trustees and either the Board Chair or Vice Chair. The Superintendent of Schools will attend Share the Mission Award Committee meetings, as required.
- 2.3.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and make a recommendation to the Board regarding an award recipient.

3. Representatives to External Committees/Organizations:

- 3.1 Trustee representatives to external committees shall provide such information and recommendations to the Board as they deem advisable or make such decisions duly delegated to them by the Board.
- 3.2 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and the Superintendent.

- 3.3 Wisdom and Visioning Circle
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.4 ACSTA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.5 ASBA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.6 Business & Education Committee (Chamber of Commerce)
One trustee will be appointed to attend regular monthly meetings of the Chamber of Commerce to provide input on educational matters and to receive information and report back to the Board.
- 3.7 Joint City/School Boards' Liaison Committee
Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.
- 3.8 Parent Inclusive Education Roundtable (PIER)
(Suspended for the 2016/2017 school year, as per Board Motion 6993/1016)
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.9 Ad Hoc Committees
From time to time, trustees may be requested to represent the Board on other committees. When a request is made by an external committee, the Board Chair will bring the request to the next public Board Meeting so that a representative may be appointed.
4. Committee Required by Contract
- 4.1 Teacher Board Advisory Committee
The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
- 4.1.1 Discuss matters of common interest
 - 4.1.2 Discuss issues and concerns related to education and / or teaching
 - 4.1.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.1.4 Enhance the level of communication, trust and morale within the division.

Legal Reference: Sections 61 and 68, School Act

2017/2018 NOMINATIONS FOR STANDING COMMITTEES

1. NEGOTIATIONS COMMITTEES

a) **ATA Local #5** (3 trustees)

Moved by: _____, that _____ and _____ be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee;

AND FURTHER, that _____ be appointed as Committee Chair.

b) **CUPE Local #290** (3 trustees)

Moved by: _____, that _____ and _____ be appointed as the Board's representatives to the CUPE Local #290 Negotiating Committee;

AND FURTHER, that _____ be appointed as Committee Chair.

c) **CUPE Local #1825** (3 trustees)

Moved by: _____, that _____ and _____ be appointed as the Board's representatives to the CUPE Local #1825 Committee;

AND FURTHER, that _____ be appointed as Committee Chair.

2. AUDIT COMMITTEE (2 trustees and the Vice Chair)

Moved by: _____, that _____ and _____ be appointed to the Audit Committee;

AND FURTHER, that _____ be appointed as Chair of the Audit Committee.

3. SHARE THE MISSION AWARD COMMITTEE (2 trustees and the Chair or Vice Chair)

Moved by: _____, that _____ and _____ be appointed to the Share the Mission Award Committee;

AND FURTHER, that _____ be appointed as Chair of the Share the Mission Award Committee.

2017/2018 NOMINATIONS FOR EXTERNAL COMMITTEES

1. WISDOM AND VISIONING CIRCLE (1 trustee and 1 alternate)

Moved by: _____, that _____ be appointed as the Board's representative to the Wisdom and Visioning Circle;

AND FURTHER, that _____ be appointed as alternate.

2. ACSTA (1 trustee and 1 alternate)

Moved by: _____, that _____ be appointed as the Board's representative to the ACSTA Board of Directors;

AND FURTHER, that _____ be appointed as alternate.

3. ASBA ZONE 6 (1 trustee and 1 alternate)

Moved by: _____, that _____ be appointed as the Board's representative to the ASBA Zone 6;

AND FURTHER, that _____ be appointed as alternate.

4. BUSINESS & EDUCATION COMMITTEE (Chamber of Commerce) (1 trustee)

Moved by: _____, that _____ be appointed as the Board's representative to the Business & Education Committee;

5. JOINT CITY/SCHOOL BOARDS' LIAISON COMMITTEE (2 trustees)

Moved by: _____, that _____ and _____ be appointed as the Board's representatives to the Joint City/School Boards' Liaison Committee.

6. PARENT INCLUSIVE EDUCATION ROUNDTABLE (PIER) (1 trustee and 1 alternate)

(SUSPENDED for the 2016/2017 school year, as per Board Motion 6993/1016)

Moved by: _____, that _____ be appointed as the Board's representative to the Parent Inclusive Education Roundtable (PIER);

AND FURTHER, that _____ be appointed as alternate.

7. TEACHER/BOARD ADVISORY COMMITTEE (3 trustees, urban and rural representation)

Moved by: _____, that _____, _____, and _____,
be appointed as the Board's representatives to the Teacher / Board Advisory
Committee.

2017/2018 NOMINATIONS FOR AD HOC COMMITTEES

1. TEAM LETHBRIDGE MISSION (2 Lethbridge trustees)

Moved by: _____, that _____, and _____, be appointed as
the Board's representatives to the 2017 Team Lethbridge Mission.

2. HOLY SPIRIT CATHOLIC SCHOOL DIVISION ARCHIVING AND LEGACY COMMITTEE (2-3 trustees)

(In keeping with motion 7200/0917)

Moved by: _____, that _____, _____, and _____,
be appointed as the Board's representatives to the Holy Spirit Catholic School
Division Archiving and Legacy Committee.

3. ST. BASIL CATHOLIC EDUCATION CENTRE SIGNAGE COMMITTEE (2-3 trustees)

(In keeping with motion 7202/0917)

Moved by: _____, that _____, _____, and _____,
be appointed as the Board's representatives to the St. Basil Catholic Education
Centre Signage Committee.

ACTION ITEM: B.4

October 25, 2017

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: School Liaisons

ORIGINATOR: Board of Trustees

BACKGROUND:

1. It has become a recent practice that individual Trustees focus on attending the activities of specific schools in the division. This ensures that there is a Board member present at important school events and that there is better communication between the schools and the Board in general.
2. In order to formalize this practice, the nomination process has been added to the Organizational Meeting.
3. The Board Chair will speak to this item.

RECOMMENDATION

That the Board of Trustees proceeds to appoint trustees to work with individual schools within the division.

2017/2018 SCHOOL LIAISON NOMINATION

1. Moved by _____, that _____ be appointed to serve as the Board liaison for Catholic Central High School in Lethbridge.
2. Moved by _____, that _____ be appointed to serve as the Board liaison for Children of St. Martha Elementary School in Lethbridge.
3. Moved by _____, that _____ be appointed to serve as the Board liaison for Ecole St. Mary Elementary in Lethbridge.
4. Moved by _____, that _____ be appointed to serve as the Board liaison for Father Leonard Van Tighem School in Lethbridge.
5. Moved by _____, that _____ be appointed to serve as the Board liaison for Our Lady of the Assumption Elementary School in Lethbridge.
6. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Catherine School in Picture Butte.
7. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Francis Junior High School in Lethbridge.
8. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Joseph School in Coaldale.
9. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Mary School in Taber.
10. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Michael's School in Bow Island.
11. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Michael's School in Pincher Creek.
12. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Patrick Fine Arts Elementary School in Lethbridge.
13. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Patrick School in Taber.
14. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Paul Elementary School in Lethbridge.
15. Moved by _____, that _____ be appointed to serve as the Board liaison for St. Teresa of Calcutta School in Lethbridge.