

<p>CALL TO ORDER OPENING PRAYER</p> <p>Approval of Agenda</p> <p>Previous Minutes</p> <p>Business Arising from the Minutes</p> <p>Retirement of Trustee Terry O'Donnell</p> <p>Presentation: ASBOA President's Plaque</p> <p>ACTION ITEMS</p> <p>Administrative Procedure 510: School Fees</p> <p>Letter to the Minister of Education</p>	<p>7193/0917 Ken Tratch</p> <p>7194/0917 Danny Ponjavic</p> <p>7195/0917 Bob Spitzig</p> <p>B.1</p> <p>7196/0917 Pat Bremner</p> <p>B.2</p>	<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO. 4, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, SEPTEMBER 27, 2017, COMMENCING AT 6:04 P.M.</p> <p>BOARD Board Chair Bryan Kranzler Vice Chair Pat Bremner Trustee Frances Cote Trustee Judy Lane Trustee Terry O'Donnell Trustee Danny Ponjavic Trustee Bob Spitzig Trustee Ken Tratch</p> <p>ADMINISTRATION Superintendent of Schools Chris Smeaton Deputy Superintendent Brian Macauley Secretary-Treasurer Lisa Palmarin Recording Secretary Anisha Gatner</p> <p>Board Chair Bryan Kranzler called the September 27, 2017 Regular Board Meeting to order at 6:04 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Bob Spitzig then led the opening prayer, provided by St. Paul Elementary School in Lethbridge.</p> <p>M/C That the agenda for the September 27, 2017 Board Meeting be approved, as presented.</p> <p>M/C That the minutes of the June 28, 2017 Regular Meeting of the Board be approved, as presented.</p> <p>M/C That the minutes of the August 31, 2017 Special Meeting of the Board be approved, as presented.</p> <p>There was no business arising from the minutes.</p> <p>The Board took a moment to recognize Trustee Terry O'Donnell, during his last Board Meeting, for his ten years of service to the Holy Spirit Catholic School Division Board of Trustees.</p> <p>Christine Lee, Associate Superintendent of Business Affairs with Lethbridge School District No. 51, came to present the ASBOA President's Plaque to Secretary-Treasurer Lisa Palmarin, in recognition of her past work with the association.</p> <p>In response to <i>Bill 1: An Act to Reduce School Fees</i>, all provincial school jurisdictions were required to forward their respective policies and procedures to the Minister of Education in June 2017. The Board reviewed email correspondence received by the Minister's office, acknowledging receipt of this document and requesting specific changes be made to <i>Administrative Procedure 510: School Fees</i>. Though Administrative Procedures do not generally require Board approval, as per the Minister's instructions, the Board is asked to ensure compliance of the document's revision and forward it to the Minister of Education.</p> <p>M/C That the Board of Trustees forwards the revised <i>Administrative Procedure 510: School Fees</i> to the Minister of Education.</p> <p>The Board reviewed a letter forwarded by the Minister of Education to School Council Chairs in the province.</p>
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<p>Bishop's Dinner</p>	<p>7197/0917 Ken Tratch</p> <p>B.3</p>	<p>Though the Minister's desire to consult with parents directly is admirable, this particular letter fails to consider the protocol of also including school board officials, who are elected by parents and community members to advocate for education in this precise fashion.</p> <p>M/C That the Board of Trustees directs the Board Chair to pen a letter to the Minister of Education expressing concern with the lack of communications protocols used in this matter.</p> <p>The Bishop's Dinner is scheduled for 6:00 p.m. on October 19, 2017 at the Commonwealth Centre in Calgary, Alberta. The theme is "Youth & Vocations – their Faith, the Church." Funds raised will be used to support: One Rock 2018; Office of Vocations, Discernment Retreats; Leadership Builders such as Youth Central, the Medicine Hat Youth Action Society, and Lethbridge Youth Foundation.</p>
<p>Staff Appreciation Lunches</p>	<p>7198/0917 Bob Spitzig</p> <p>B.4</p>	<p>M/C That the Board of Trustees approves the purchase of two (2) tables to attend the Bishop's Dinner on October 19, 2017.</p> <p>Board Chair Bryan Kranzler, Vice Chair Pat Bremner, Trustee Frances Cote, Trustee Judy Lane, Trustee Danny Ponjavic, Trustee Bob Spitzig, Superintendent Chris Smeaton, and Deputy Superintendent Brian Macauley all agreed to attend the event on behalf of the Board of Trustees.</p> <p>It has been the practice of the Board to provide an annual staff appreciation lunch at all schools within the division, as well as the St. Basil Catholic Education Centre.</p>
<p>Holy Spirit Archiving</p>	<p>7199/0917 Judy Lane</p> <p>B.5</p>	<p>M/C That the Board of Trustees provides a staff appreciation lunch to each school within the division, as well as the St. Basil Catholic Education Centre, over the 2017/2018 school year;</p> <p>AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to coordinate and schedule these staff appreciation lunches.</p> <p>Trustee Ken Tratch recommended that time and an appropriate budget be set aside to document, record and display the cumulative history of the Holy Spirit Catholic School Division, from inception into the future. The Board discussed how best this accumulated material might be displayed or made available to the public.</p>
<p>St. Basil's Catholic Education Centre Signage</p>	<p>7200/0917 Ken Tratch</p> <p>B.6</p>	<p>M/C That the Board of Trustees approves hanging pictures of board members and administration (if possible) from Holy Spirit Catholic School Division's inception to the present;</p> <p>AND FURTHER, that a committee of 2 to 3 Trustees be struck after the October 16, 2017 election to determine what route might be taken to preserve the history of Holy Spirit Catholic School Division in the future.</p>
<p>St. Basil's Catholic Education Centre Signage</p>	<p>7201/0917 Danny Ponjavic</p> <p>B.6</p>	<p>M/C That the Board of Trustees approves the addition of \$10,000 to its Community Relations budget to fund the cost of this project.</p> <p>During the June 28, 2017 Regular Meeting, the Board deferred the following motion until alternative designs for the St. Basil's Catholic Education Centre sign could be pursued for further reflection.</p> <p><i>7177/0617 That the Board of Trustees approves the transfer of funds from administration reserves to purchase a sign for the exterior of the St. Basil Catholic Education Centre.</i></p> <p>This item was brought forward to continue discussion regarding an appropriate and acceptable sign concept to identify the Board office.</p>
	<p>7202/0917 Ken Tratch</p>	<p>M/C That the Board of Trustees strikes a committee after the October 16, 2017 election to further consider sign designs that reflect the historical nature of the St. Basil Catholic Education Centre.</p>

Lethbridge Community Foundations, "Friends of the Foundation Dinner"

B.7

Lethbridge Community Foundations help fund many community and education based endeavours in southern Alberta. As seen in the attached invitation, to support their work, they are hosting a "Friends of the Foundation Dinner" on Thursday, September 28, 2017 at the Lethbridge Lodge.

**7203/0917
Judy Lane**

M/C That the Board of Trustees purchases a minimum of two (2) tickets to attend the Lethbridge Community Foundation's, "Friends of the Foundation Dinner," on Thursday, September 28, 2017.

Trustee Ken Tratch agreed to attend the event on behalf of the Board of Trustees.

Stakeholder Engagement Consultation Written Submission

B.8

On September 21 and 22, 2017, Alberta Education held consultation sessions around proposed changes to the *School Act*. Holy Spirit Catholic School Division was represented at this session. Superintendent Chris Smeaton has prepared a written submission of the school division's position with which to follow up with Alberta Education.

**7204/0917
Frances Cote**

M/C That the Board of Trustees directs the Superintendent of Schools to submit the Holy Spirit Catholic School Division's written submission for the Stakeholder Engagement Consultation to Alberta Education.

Emergent ASBA AGM Motion: Telecommunications Towers near Schools

B.9

Lethbridge School District Board has approached Holy Spirit Catholic School Board about jointly sponsoring an emergent policy position for the ASBA's Fall AGM. The proposal pertains to the ASBA advocating for legislation that would bring telecommunications providers to the municipal planning table, enabling them to proactively identify sites for tower placement that would ensure public safety and keep towers away from schools, minimizing student exposure. A similar resolution was also forwarded by the City of Lethbridge to AUMA, in which both Lethbridge School District and Holy Spirit were identified as being supporters.

To move forward, the attached proposal would need to be sent to the ASBA 35 days in advance of the meeting, on October 13, 2017.

**7205/0917
Ken Tratch**

M/C That the Board of Trustees of the Holy Spirit Catholic School Division jointly sponsors an emergent policy position, alongside Lethbridge School District No. 51, calling on the ASBA to advocate for legislation that would see telecommunications providers included in municipal planning processes to ensure that the placement of future towers is in areas that ensures public safety and minimizes exposure to students at school sites.

Notice of Intent to Reappoint the Superintendent / Superintendent Contract

B.10

In keeping with Section 114 (2) of the School Act:

If a board intends to reappoint a superintendent named in a contract referred to in subsection (1) the board shall, not less than 6 months before the contract ends, give to the Minister, in the form and containing the information required by the Minister, notice of its intention to reappoint the superintendent.

Based on the positive evaluation conducted for the Superintendent of Schools in June 2017, and recognizing that a new contract will need to be negotiated before August 2018, it is recommended that the Board makes a formal request to the Minister of Education to reappoint the Superintendent, via Form 5.

**7206/0917
Bob Spitzig**

M/C That the Board of Trustees notifies the Minister of Education, via Form 5, of its intention to reappoint Mr. Chris Smeaton as the Superintendent of Schools/CEO for the Holy Spirit Roman Catholic Separate Regional Division No. 4, effective August 31, 2017.

AND FURTHER, that the Board of Trustees directs the Board Chair and Vice Chair to negotiate a new contract of employment with the Superintendent.

The Board commended Superintendent Smeaton for his continued good work.

A brief recess was called at 7:10 p.m. The Board reconvened at 7:30 p.m.

INFORMATION ITEMS

<p>New Trustee Orientation</p>	<p>C.1</p>	<p>Mr. Jim Gibbons, ASBA Senior Education Advisor, has agreed to facilitate a New Trustee Orientation Session for the Holy Spirit Catholic School Division Board of Trustees on Monday, October 30, 2017 from 9:00 a.m. until 4:00 p.m.</p>
<p>ACSTA – Request for Music for the Fall General Meeting</p>	<p>C.2</p>	<p>The ACSTA AGM & Convention Planning committee has invited Holy Spirit Catholic School Division to provide a 5 to 8-minute video of a student performance that would be shown during this year’s Awards Banquet. The choirs from St. Francis Junior High School and Catholic Central High School have agreed to collaborate and present three songs for the event.</p>
<p>Clear Sky Radio’s “Music in Schools” Campaign Donation</p>	<p>C.3</p>	<p>For the second consecutive year, Clear Sky Radio has kindly donated \$1,500 to Holy Spirit Catholic School Division through its, “Music in Schools,” project. These funds are to be used specifically to purchase musical instruments. St. Michael’s School in Pincher Creek is being offered use of this donation for the 2017/2018 school year.</p>
<p>Official Languages in Education Protocol (OLEP) Final Report</p>	<p>C.4</p>	<p>The Board reviewed the division’s Official Languages in Education Protocol (OLEP) Final Report and highlights document, prepared and submitted by Wendy Urquhart, the division’s French Language and International Education Consultant, in compliance with Alberta Education requirements.</p>
<p>Director of Learning Update</p>	<p>C.5</p>	<p>Lorelie Lenaour, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.</p>
<p>Director of Religious Education Update</p>	<p>C.6</p>	<p>Joann Bartley, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education and First Nations, Métis, and Inuit Learning.</p>
<p>Director of Support Services Update</p>	<p>C.7</p>	<p>Michelle Mackinnon, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.</p>
<p>Holy Spirit Stars</p>	<p>C.8</p>	<p>The Board reviewed the activities and achievements of the division’s students and staff over the past month.</p>
<p><u>POLICY REVIEW</u></p>		
<p>Policy Review Schedule for 2017/2018</p>	<p>D.1</p>	<p>The Board examined the Policy Review Schedule for the 2017/2018 school year.</p>
	<p>7207/0917 Bob Spitzig</p>	<p>M/C That the Board of Trustees reviews the Policy Review Schedule for the upcoming 2017/2018 school year.</p>
<p>Policy 1: Board Mandate, Mission, Values and Goals</p>	<p>D.2</p>	<p>The Board reviewed <i>Policy 1: Board Mandate, Mission, Vision, Values and Goals</i> and determined that no changes were required.</p>
	<p>7208/0917 Pat Bremner</p>	<p>M/C That the Board of Trustees accepts <i>Policy 1: Board Mandate, Mission, Vision, Values and Goals</i>, as presented.</p>
<p><u>BOARD REPORTS</u></p>		
<p>Board Chair’s Report</p>	<p>E.1</p>	<p>Board Chair Bryan Kranzler provided a report about recent correspondence, planning and events, and activity.</p>
	<p>7209/0917 Frances Cote</p>	<p>M/C That the Board of Trustees receives and files the Board Chair’s Report for September 27, 2017.</p>
<p>ACSTA Report</p>	<p>E.2</p>	<p>Trustee Judy Lane, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities. The Board expressed appreciation to ACSTA Executive Director, Dean Sarnecki, for attending the Catholic Roundtable, held September 25, 2017.</p>
	<p>7210/0917 Judy Lane</p>	<p>M/C That the Board of Trustees receives and files the ACSTA Report for September 27, 2017.</p>

ASBA Zone 6 Report

E.3

Trustee Bob Spitzig, Board representative to the ASBA Zone 6, provided a report to the Board regarding recent business, events, and activities.

7211/0917
Bob Spitzig

M/C That the Board of Trustees receives and files the ASBA Zone 6 Report for September 27, 2017.

Joint City / School Boards Committee Report

E.4

Board Chair Bryan Kranzler and Trustee Ken Tratch, Board representatives to the Joint City/ School Board Committee, provided a report to the Board regarding recent business, events, and activities.

7212/0917
Ken Tratch

M/C That the Board of Trustees receives and files the Joint City / School Boards Committee Report for September 27, 2017.

Team Lethbridge

E.5

Trustee Ken Tratch and Trustee Danny Ponjavic will provide a report to the Board regarding recent Team Lethbridge business, events, and activities.

7213/0917
Danny Ponjavic

M/C That the Board of Trustees receives and files the Team Lethbridge Report for September 27, 2017.

ADVOCACY

Individual Trustee Advocacy

F.1

Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.

ADMINISTRATIVE REPORTS

Superintendent's Report

G.1

The Board reviewed the Superintendent's September 27, 2017 Report.

7214/0917
Frances Cote

M/C That the Board of Trustees receives and files the Superintendent's Report for September 27, 2017.

Deputy Superintendent's Report

G.2

The Board received the Deputy Superintendent's September 27, 2017 Report.

7215/0917
Terry O'Donnell

M/C That the Board of Trustees receives and files the Deputy Superintendent's Report for September 27, 2017.

Secretary Treasurer's Report

G.3

The Board received the Secretary-Treasurer's September 27, 2017 Report.

7216/0917
Pat Bremner

M/C That the Board of Trustees receives and files the Secretary Treasurer's Report for September 27, 2017.

ADJOURNMENT

7217/0917
Ken Tratch

M/C That the Board of Trustees convenes to the Committee of the Whole at 8:04 p.m.

7218/0917
Ken Tratch

M/C That the Board of Trustees reconvenes to the Regular Board Meeting at 8:10 p.m.

7219/0917
Bob Spitzig

M/C That the Board of Trustees adjourns the Regular Board Meeting of September 27, 2017 at 8:10 p.m.

Board Chair

Secretary-Treasurer