

		<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, NOVEMBER 23, 2016, COMMENCING AT 6:10 P.M.</p> <p>BOARD Board Chair Bryan Kranzler Vice Chair Pat Bremner Trustee Frances Cote Trustee Judy Lane 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>Regrets Trustee Terry O'Donnell</p> <p>Board Chair Bryan Kranzler called the November 23, 2016 Regular Board Meeting to order at 6:10 p.m. after acknowledging 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 Danny Ponjavic led the opening prayer, written by Michela Kroker from Father Leonard Van Tighem School.</p> <p>Approval of Agenda 7002/1116 M/C That the agenda for the November 23, 2016 Board Meeting be approved, as amended. Ken Tratch</p> <p>The following items were added to the November 23, 2016 Board Agenda:</p> <ul style="list-style-type: none"> • B.4: Lethbridge 51, "Canada 150 ICE Awards Scholarship Breakfast" • B.5: Committee for Division Environmental Sustainability • E.6: ACSTA / ASBA Fall General Meetings • E.7: Board Team Building <p>Previous Minutes 7003/1116 M/C That the minutes of the October 19, 2016 Organizational Meeting of the Board be approved, as presented. Bob Spitzig</p> <p>7004/1116 M/C That the minutes of the October 19, 2016 Regular Meeting of the Board be approved, as presented. Bob Spitzig</p> <p>Business Arising from the Minutes There was no business arising from the minutes.</p> <p>Presentation: CIP Quarterly Update Superintendent Chris Smeaton provided a quarterly update regarding the division's 2016-2019 Continuous Improvement Plan (CIP), reporting all actions taken thus far in the school year to address the priorities of the Board.</p> <p>ACTION ITEMS Board Annual Work Plan B.1 The Board reviewed the Annual Work Plan for the 2016/2017 school year, as developed during the November 8, 2016 Working Session.</p> <p>7005/1116 M/C That the Board of Trustees approves its Work Plan for the 2016/2017 school year, as presented. Pat Bremner</p> <p>AND FURTHER, that <i>Policy 2, Appendix A: Board Annual Work Plan</i> also be amended to include this updated Work Plan.</p>
--	--	--

November 23/16: page 2		
Council of School Council Meeting Agenda	B.2	The Board discussed what items should be added to the agenda for the upcoming meeting with the Council of School Council Chairs. It was also recommended that Allison Pike, President of the Alberta School Councils Association (ASCA), be invited to the meeting.
7006/1116 Bob Spitzig	M/C	That the Board of Trustees brings the following topics forward for discussion at the meeting with Council of School Council Chairs on November 28, 2016:
		<ul style="list-style-type: none"> • Staff members on School Council Executive • Update from ACSTA / ASBA Annual General Meetings • Budget Update • Appreciation for School Councils • Continuous Improvement Plan Quarterly Update
Teacher / Board Advisory Committee Meeting Agenda	B.3	The Board discussed what items should be added to the agenda for the upcoming meeting with the Teacher / Board Advisory Committee.
7007/1116 Danny Ponjavic	M/C	That the Board of Trustees brings the following topics forward for discussion at the meeting with the Teacher / Board Advisory Committee on November 30, 2016:
		<ul style="list-style-type: none"> • Alcohol on School Premises • Provincial Level Support for Catholic Education
Addition to the Special Board Meeting Agenda	B.4	During the October Regular Meeting of the Board, a Special Board Meeting was scheduled for November 28, 2016 to address financial reporting requirements that must be approved before November 30. It was further suggested that the Combined 2015/2016 Annual Education Results Report and 2016-2019 Three Year Education Plan also be added to the agenda of this Special Board Meeting.
7008/1116 Ken Tratch	M/C	That the Board of Trustees adds the approval of the Combined 2015/2016 Annual Education Results Report and 2016-2019 Three Year Education Plan to the agenda for the Special Board Meeting of November 28, 2016.
Lethbridge School District No. 51 "Canada 150 ICE Awards Scholarship Breakfast"	B.5	Trustee Ken Tratch brought forward information about the "Canada 150 ICE Awards Scholarship Breakfast" event, hosted by Lethbridge School District No. 51 and the Lethbridge Chamber of Commerce to raise scholarship funds for students who develop projects demonstrating innovation, creativity, and entrepreneurship (ICE).
7009/1116 Ken Tratch	M/C	That the Board of Trustees approves the purchase of one (1) table, at the cost of \$375, in support of the Lethbridge School District No. 51 "Canada 150 ICE Awards Scholarship Breakfast," to be held February 14, 2017 from 7:00-9:00 am at the Coast Plaza Hotel in Lethbridge.
Committee for Environmental Sustainability	B.6	Based on pending City of Lethbridge bylaws, as well as the call of our Catholic faith to be good stewards of the environment, Trustee Ken Tratch suggested that a committee be struck to review current waste management strategies in division schools and consider potential policy that will be required in the future.
7010/1116 Ken Tratch	M/C	That the Board of Trustees initiates the creation of a committee to explore best practices and expectations for environmental activities within the school division.
		Vice Chair Pat Bremner, Trustee Judy Lane, Trustee Ken Tratch, and Secretary-Treasurer Lisa Palmarin agreed to serve on this committee.
INFORMATION ITEMS		
Reminder – Special Board Meeting, November 28, 2016	C.1	The Board was reminded of the November 28, 2016 Special Meeting of the Board, which will begin at 5:30 p.m. at the St. Basil Catholic Education Centre to review and approve financial and educational reporting requirements.
Staff Appreciation Lunch Schedule	C.2	The Board reviewed the draft schedule for the Staff Appreciation Lunches to be hosted over the course of the 2016/2017 school year.

November 23/16: page 3	
Jurisdiction Technology Contact Event	C.3 A summary of the Jurisdiction Technology Contact Event was provided for Board information. It was noted that Superintendent Smeaton had led a video session during this event entitled, "Leadership Digital Footprint Bootcamp."
Public Health Act Amendments	C.4 Correspondence from Education Minister David Eggen indicates that potential amendments to the <i>Public Health Act</i> , "would allow Alberta Health to collect student enrolment information from Alberta Education to help identify students with missing or incomplete immunization records on a more proactive basis."
ATA Invitation to Advent Liturgy and Dinner	C.5 The Board received an invitation from the ATA to attend their annual Advent Liturgy and Dinner on December 6, 2016.
Director of Learning Update	C.6 Lorelie Lenaour, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	C.7 Joann Bartley, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
First Nations, Métis and Inuit Education Update	C.8 Joann Bartley, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.
Director of Support Services Update	C.9 Michelle Mackinnon, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
Holy Spirit Stars	C.10 The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	C.11 The Board received the division enrolment report for October 31, 2016.
POLICY REVIEW	
Policy 5: Role of the Board Chair	D.1 The Board reviewed <i>Policy 5: Role of the Board Chair</i> and determined that, to better align with current practice, a clause should be added to address the need to review the Superintendent's contract and compensation.
7011/1116 Frances Cote	M/C That the Board of Trustees accepts <i>Policy 5: Role of the Board Chair</i>, as amended.
Policy 6: Role of the Vice Chair	D.2 The Board reviewed <i>Policy 6: Role of the Vice Chair</i> and, similar to the suggestions make in <i>Policy 5</i> , determined that a clause should be added to align with the current practice of the Board Chair and Vice Chair reviewing the Superintendent's contract and compensation.
7012/1116 Pat Bremner	M/C That the Board of Trustees accepts <i>Policy 6: Role of the Vice Chair</i>, as amended.
Policy 7: Board Committees and Board Representation	D.3 The Board reviewed <i>Policy 7: Board Committees and Board Representation</i> . The following amendments were recommended: <ul style="list-style-type: none"> An addition to clause 2.2., including the fact that other senior administration may be invited to Audit Committees at the committee's request. The removal of clause 3.9, the C2 Committee, since the Framework Agreement under which the committee was struck has now expired. An addition to clause 3.8 noting that the Parent Inclusive Education Roundtable is suspended for the 2016/2017 school year, as per motion 5983/1016. The status of this committee will be reviewed again next year to determine if it should be re-established or removed, based on the needs and resources of the division.
7013/1116 Judy Lane	M/C That the Board of Trustees accepts <i>Policy 7: Board Committees and Board Representation</i>, as presented.

BOARD REPORTS

<p>Board Chair's Report</p>	<p>E.1</p>	<p>Board Chair Bryan Kranzler updated the Board about recent correspondence, planning and events, and activity.</p>
	<p>7014/1116 Frances Cote</p>	<p>M/C That the Board of Trustees receives and files the Board Chair's Report for November 23, 2016.</p>
<p>ASBA Zone 6 Report</p>	<p>E.2</p>	<p>Trustee Bob Spitzig, Board representative to the ASBA Zone 6, provided a report to the Board regarding recent business, events, and activities.</p>
	<p>7015/1116 Bob Spitzig</p>	<p>M/C That the Board of Trustees receives and files the ASBA Zone 6 Report for November 23, 2016.</p>
<p>Business and Education Committee Report</p>	<p>E.3</p>	<p>Trustee Ken Tratch, Board representative to the Business and Education Committee, provided a report to the Board regarding recent business, events, and activities. He noted that feedback regarding the "Adopt a Citizen" program has been sought to make the program more viable.</p>
	<p>7016/1116 Ken Tratch</p>	<p>M/C That the Board of Trustees receives and files the Business and Education Committee Report for November 23, 2016.</p>
<p>Community and Social Development Committee Report</p>	<p>E.4</p>	<p>Trustee Ken Tratch, Board representative to the Community and Social Development Committee, provided a report to the Board regarding recent business, events, and activities.</p>
	<p>7017/1116 Ken Tratch</p>	<p>M/C That the Board of Trustees receives and files the Community and Social Development Committee Report for November 23, 2016.</p>
<p>Team Lethbridge Report</p>	<p>E.5</p>	<p>Trustees Ken Tratch and Danny Ponjavic, Board representatives to Team Lethbridge, provided a report to the Board regarding recent business, events, and activities.</p>
	<p>7018/1116 Ken Tratch</p>	<p>M/C That the Board of Trustees receives and files the Team Lethbridge Report for November 23, 2016.</p>
<p>ACSTA/ASBA Fall General Meetings</p>	<p>E.6</p>	<p>The Board collectively reviewed the ACSTA and ASBA conferences. It was determined that, in years to come, a Strategic Working Session should be scheduled in October to review resolutions in advance of the Annual General Meetings.</p>
<p>Board Team Building</p>	<p>E.7</p>	<p>The Board discussed upcoming opportunities for team building.</p>
<p><u>ADVOCACY</u> Individual Trustee Advocacy</p>	<p>F.1</p>	<p>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.</p>
<p><u>ADMINISTRATIVE REPORTS</u></p>		
<p>Superintendent's Report</p>	<p>G.1</p>	<p>The Board reviewed the Superintendent's November 23, 2016 Report.</p>
	<p>7019/1116 Bob Spitzig</p>	<p>M/C That the Board of Trustees receives and files the Superintendent's Report for November 23, 2016.</p>
<p>Secretary-Treasurer's Report</p>	<p>G.2</p>	<p>The Board received the Secretary-Treasurer's November 23, 2016 Report.</p>
	<p>7020/1116 Frances Cote</p>	<p>M/C That the Board of Trustees receives and files the Secretary-Treasurer's Report for November 23, 2016.</p>
<p>ADJOURNMENT</p>	<p>7021/1116 Ken Tratch</p>	<p>M/C That the Board of Trustees adjourns the Regular Board Meeting of November 23, 2016 at 8:13 p.m.</p>

Board Chair

Secretary-Treasurer