

		<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 28, 2018, COMMENCING AT 6:01 P.M.</p> <p>BOARD Board Chair Judy Lane Vice Chair Bob Spitzig Trustee Pat Bremner Trustee Frances Cote Trustee Bryan Kranzler Trustee Philip Mack Trustee Keith McDonald Trustee Danny Ponjavic Trustee Ken Tratch</p> <p>ADMINISTRATION Superintendent of Schools Chris Smeaton Deputy Superintendent Brian Macauley Secretary-Treasurer Lisa Palmarin Recording Secretary Rhonda Kawa</p> <p>Board Chair Judy Lane called the November 28, 2018 Regular Board Meeting to order at 6:01 p.m. She 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 introduced the opening prayer provided by the Grades 3 - 4 classes of St. Teresa of Calcutta School.</p>
<p>CALL TO ORDER OPENING PRAYER</p>		
<p>Approval of Agenda</p>	<p>7533/1118 Ken Tratch</p>	<p>M/C That the agenda for the November 28, 2018 Board Meeting be approved, as amended.</p>
<p>Previous Minutes</p>	<p>7534/1118 Bryan Kranzler</p>	<p>The following agenda items were added to the November 28, 2018 Regular Board meeting:</p> <ul style="list-style-type: none"> • B.9: Board Work Plan 2018/2019 • B.10: Pincher Creek Early Learning Centre <p>M/C That the minutes of the October 24, 2018 Organizational Meeting of the Board be approved, as presented.</p>
<p>Business Arising from the Minutes</p>	<p>7535/1118 Pat Bremner</p>	<p>M/C That the minutes of the October 24, 2018 Regular Meeting of the Board be approved, as presented.</p>
<p>ACTION ITEMS</p>		
<p>Transfers to Operating and Capital Reserves for the 2017/2018 Fiscal Year</p>	<p>B.1</p>	<p>The following transfers were required before the 2017/2018 Audited Financial Statements could be approved.</p>
	<p>7536/1118 Bob Spitzig</p>	<p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$51,577 from the Board's instruction operating reserve to fund Board funded capital additions.</p>
	<p>7537/1118 Bob Spitzig</p>	<p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$90,173 from the Board's Operations and Maintenance operating reserve to fund Board funded capital additions.</p>
	<p>7538/1118 Bob Spitzig</p>	<p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$50,543 from the Board's Board and System Administration operating reserve to fund Board funded capital additions.</p>

- 7539/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$105,688 from the Board's Instruction capital reserve to fund Board funded capital additions.
Bob Spitzig
- 7540/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$105,687 from the Board's Board and System Administration capital reserve to fund Board funded capital additions.
Bob Spitzig
- 7541/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$38,181 from the Board's unrestricted surplus to Restricted Operating Reserves for Operations and Maintenance.
Bob Spitzig
- 7542/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$104,892 from the Board's unrestricted surplus to Restricted Operating Reserves for instruction.
Bob Spitzig
- 7543/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$128,755 from the Board's Restricted Operating Reserves for School Generated Funds to unrestricted surplus.
Bob Spitzig
- 7544/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$35,420 from the Board's Restricted Operating Reserves for Board and System Administration to unrestricted surplus.
Bob Spitzig
- 7545/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$52,689 from the Board's Restricted Operating Reserves for Transportation to unrestricted surplus.
Bob Spitzig
- 7546/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$164,875 from the Board's unrestricted surplus to Restricted Capital Reserves for Instruction.
Bob Spitzig
- 7547/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$266,012 from the Board's unrestricted surplus to Capital Reserves for Operations and Maintenance.
Bob Spitzig
- 7548/1118 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$94,690 from the Board's unrestricted surplus to Capital Reserves for Administration.
Bob Spitzig

Audited Financial Statement for the 2017/2018 Fiscal Year

B.2 The Board's auditor, Mark DeBlois, from KPMG, provided his audit opinion to the Board indicating that the financial statements present fairly and the Independent Practitioner's Reasonable Assurance Report also in their opinion meets required criteria, in all material respects, the financial position of the Holy Spirit Roman Catholic Separate Regional Division No.4 as at August 31, 2018, and the results of its operations, cash flows, change in net debt, and re-measurement gains and losses for the year ended August 31, 2018, in accordance with Canadian public sector accounting standards.

Secretary-Treasurer Lisa Palmarin presented the 2017/2018 Audited Financial Statements to the Board of Trustees.

- 7549/118 M/C That the Board of Trustees reviews and approves the Audited Financial Statements for the fiscal year ended in August 31, 2018,
Bob Spitzig
- AND FURTHER**, authorizes that these Audited Financial Statements be submitted to Alberta Education, according to the Government of Alberta's reporting format, and posted on the division's website.

<p>November 28/18: page 3</p> <p>2018/2019 Finalized Budget</p> <p>Presentation: Continuous Improvement Plan Quarterly Review</p> <p>Combined 2017/2018 Annual Education Results Report and 2018-2021 Three Year Education Plan</p> <p>Council of School Council Meeting Agenda</p> <p>International Student Tuition and Fees</p> <p>S-Endorsement Certification for Activity Bus Drivers</p>	<p>B.3</p> <p>7550/1118 Danny Ponjavic</p> <p>B.4</p> <p>7551/1118 Bryan Kranzler</p> <p>B.5</p> <p>7552/1118 Pat Bremner</p> <p>B.6</p> <p>7553/1118 Ken Tratch</p> <p>B.7</p> <p>7554/1118 Pat Bremner</p>	<p>Secretary-Treasurer Lisa Palmarin presented the 2018/2019 Finalized Budget, which takes into consideration additional revenues and expenditures, as well as the actual enrolment numbers reported on September 30, 2018. A summary document was also provided for Board information, which will also be shared with division stakeholders.</p> <p>M/C That the Board of Trustees approves the 2018/2019 Finalized Budget for Holy Spirit Roman Catholic Separate Regional Division No. 4;</p> <p>AND FURTHER, authorizes that this 2018/2019 Finalized Budget be submitted to Alberta Education, according to the Government of Alberta's reporting format.</p> <p>A brief recess was called at 7:16 p.m. The Board reconvened at 7:30 p.m.</p> <p>Superintendent Chris Smeaton provided a quarterly review of the Board's Continuous Improvement Plan and highlighted the ongoing work of our Senior Administrative Leadership Team.</p> <p>A draft version of the Combined 2017/2018 Annual Education Results Report and 2018-2021 Three Year Education Plan was presented for Board consideration.</p> <p>M/C That the Board of Trustees approves the Combined 2017/2018 Annual Education Results Report and 2018-2021 Three-Year Education Plan, authorizing the Board Chair to make any incidental corrections, as necessary;</p> <p>AND FURTHER, that the Combined 2017/2018 Annual Education Results Report and 2018-2021 Three-Year Education Plan be submitted to Alberta Education by the November 30, 2018 deadline and posted on the division's website.</p> <p>The Board discussed what items should be added to the agenda for the upcoming meeting with the Council of School Council Chairs.</p> <p>M/C That the Board of Trustees brings the following topics forward for discussion at the meeting with Council of School Council Chairs on December 3, 2018: and that these agenda items be sent in advance to the School Councils:</p> <ul style="list-style-type: none"> • School Council Advocacy and Effective Communication • School Council's Responsibility toward Trustee Advocacy • GrACE • New Curriculum • Updated Fall 2018/2019 Budget • 2017/2018 Annual Education Results Report Summary <p>The Board reviewed the draft International Student Fee Schedule for the 2019/2020 school year information received from French and International Education Consultant, Wendy Urquhart, noting that there have been no changes made to the fees.</p> <p>M/C That the Board of Trustees approves the 2019/2020 International Student Fee Schedule, as presented.</p> <p>Secretary Treasurer Lisa Palmarin presented to the Board the new requirements legislated by the Government of Alberta for Activity Bus Drivers. S-Endorsement certification is to be completed by July 31, 2019. This is a requirement for any driver that transports students.</p> <p>M/C That the Board of Trustees directs the Board Chair to write a letter to the Ministers of Education and Transportation requesting an extension of the deadline to September 1, 2021 in order to ensure full compliance for S-Endorsement Certification of Holy Spirit Catholic School Division Activity Bus Drivers.</p>
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Lethbridge School District No. 51 Scholarship Breakfast	B.8	Lethbridge School District No. 51 is hosting a scholarship breakfast on February 14, 2019. The proceeds for this fundraiser will be used to support the district's "Innovation Creativity Entrepreneurship Awards," which are given to students whose work exemplifies innovation with the potential to impact a field of study, business, industry or the community at large.
	7555/1118 Frances Cote	M/C That the Board of Trustees purchase 2 tickets to attend the Lethbridge School District No. 51 Scholarship Breakfast.
		Chris Smeaton and Ken Tratch will attend. Keith McDonald will attend as an alternate if necessary.
Board Annual Work Plan	B.9	The Board reviewed the Annual Work Plan for the 2018/2019 school year.
	7556/1118 Ken Tratch	M/C That the Board of Trustees approves its Work Plan for the 2018/2019 school year, as presented;
		AND FURTHER, that <i>Policy 2, Appendix A: Board Annual Work Plan</i> also be amended to include this updated Work Plan.
Pincher Creek Daycare	B.10	The Town of Pincher Creek has approached Holy Spirit Catholic School Division about leasing land adjacent to St. Michael's School, Pincher Creek to increase necessary daycare space in the community. The Board discussed the potential benefits and concerns regarding this request.
	7557/1118 Ken Tratch	M/C That the Board of Trustees supports, in principle, the transfer of an agreed upon portion of Holy Spirit Catholic School Division's surplus land to the Pincher Creek Community Early Learning Centre Ltd. for the purpose of constructing a daycare and before/after school care facility.
INFORMATION ITEMS		
ATA Invitation to Advent Liturgy and Dinner	C.1	The ATA Local #5 has invited the Board to attend an Advent Liturgy and Dinner on Tuesday, December 4, 2018. Mass is at 4:30 p.m. at Assumption Church followed by dinner at Country Kitchen.
Playground Pilot Program	C.2	The Minister of Education has asked the Board to identify our 5 highest priorities in terms of playground construction or replacement within our division. The deadline for submissions is November 30, 2018.
	7558/1118 Bob Spitzig	M/C That the Board of Trustees convenes to the Committee of the Whole at 8:15 p.m.
	7559/1118 Bob Spitzig	M/C That the Board of Trustees reconvenes to the Regular Meeting at 8:20 p.m.
Education Minister's Classroom Size Requirements	C.3	The Board was informed that the Minister of Education has updated the class size survey requirements for Alberta. It will now include an additional reporting template to capture how jurisdictions have allocated class size funding to their schools. The survey deadline is January 15, 2019.
Director of Learning Update	C.4	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.5	Joann Bartley, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	C.6	Michelle MacKinnon, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Metis, and Inuit Education Update	C.7	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.

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Holy Spirit Stars	C.8	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	C.9	The Board received the division enrolment report for October 2018.
<u>POLICY REVIEW</u>		
Policy 2: Role of the Board	D.1	The Board reviewed <i>Policy 2: Role of the Board</i> , and associated appendices. Two incidental corrections were made, and the Board Annual Work Plan was updated as per Board motion 7557/1118. Ken Tratch suggested that the Board of Trustees include the following item under Political/Advocacy: 8.7 Advocate on the importance of the role of locally elected boards and trustees
	7560/1118 Bob Spitzig	M/C That the Board of Trustees accepts <i>Policy 2: Role of the Board</i> and associated appendices, as amended.
Policy 3: Role of the Trustees	D.2	The Board reviewed <i>Policy 3: Role of the Trustees</i> , and associated appendices and determined that no changes were required at this time.
	7561/1118 Danny Ponjavic	M/C That the Board of Trustees accepts <i>Policy 3: Role of the Trustees</i>, as presented.
Policy 4: Trustee Code of Conduct	D.3	The Board reviewed <i>Policy 4: Trustee Code of Conduct</i> , and associated appendices and determined that no changes were required at this time.
	7562/1118 Bryan Kranzler	M/C That the Board of Trustees accepts <i>Policy 4: Trustee Code of Conduct</i>, as presented.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	The Board Chair provided a report about recent correspondence, planning and events, and activity.
	7563/1118 Pat Bremner	M/C That the Board of Trustees receives and files the Board Chair's Report for November 28, 2018.
ACSTA Report	E.2	Trustee Pat Bremner, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
	7564/1118 Pat Bremner	M/C That the Board of Trustees receives and files the ACSTA Report for November 28, 2018.
ASBA Report	E.3	Trustee Bryan Kranzler, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
	7565/1118 Bryan Kranzler	M/C That the Board of Trustees receives and files the ASBA Report for November 28, 2018.
<u>ADVOCACY</u>		
ACSTA Annual General Meeting Follow Up	F.1	Trustees discussed follow up activities to undertake in response to the ACSTA Annual General Meeting.
Individual Trustee Advocacy	F.2	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.
	7566/1118 Bob Spitzig	M/C That the Board of Trustees extends the November 28, 2018 Regular Meeting past 9:00 p.m.

**ADMINISTRATIVE
REPORTS**

Superintendent's Report

G.1

The Board reviewed the Superintendent's November 28, 2018 Report.

7567/1118
Bryan Kranzler

M/C

That the Board of Trustees receives and files the Superintendent's Report for November 28, 2018.

**Deputy Superintendent's
Report**

G.2

The Board reviewed the Deputy Superintendent's November 28, 2018 Report.

7568/1118
Frances Cote

M/C

That the Board of Trustees receives and files the Deputy Superintendent's Report for November 28, 2018.

ADJOURNMENT

7569/1118
Bob Spitzig

M/C

That the Board of Trustees convenes to the Committee of the Whole at 8:57 p.m.

7570/1118
Bryan Kranzler

M/C

That the Board of Trustees reconvenes into the Regular Meeting at 9:32 p.m.

7571/1118
Bob Spitzig

M/C

That the Board of Trustees adjourns the Regular Board Meeting of November 28, 2018 at 9:32 p.m.

Board Chair

Secretary-Treasurer