

<p><b>CALL TO ORDER</b> <b>OPENING PRAYER</b></p> <p>Approval of Agenda</p> <p>Previous Minutes</p> <p>Business Arising from the Minutes</p> <p><b>ACTION ITEMS</b></p> <p>Transfers to Operating and Capital Reserves for the 2016/2017 Fiscal Year</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, NOVEMBER 29, 2017, COMMENCING AT 6:00 P.M.</p> <p><b>BOARD</b>  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><b>ADMINISTRATION</b>  Superintendent of Schools Chris Smeaton  Deputy Superintendent Brian Macauley  Secretary-Treasurer Lisa Palmarin  Recording Secretary Anisha Gatner</p> <p>Board Chair Judy Lane called the November 29, 2017 Regular Board Meeting to order at 6:00 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 Bryan Kranzler led in prayer provided by St. Teresa of Calcutta School in Lethbridge.</p>
	<p>7281/1117 Ken Tratch</p> <p>7282/1117 Pat Bremer</p> <p>7283/1117 Bryan Kranzler</p> <p>B.1</p> <p>7284/1117 Bob Spitzig</p> <p>7285/1117 Bob Spitzig</p> <p>7286/1117 Bob Spitzig</p> <p>7287/1117 Bob Spitzig</p>	<p>M/C That the agenda for the November 29, 2017 Board Meeting be approved, as presented.</p> <p>M/C That the minutes of the October 25, 2017 Organizational Meeting of the Board be approved, as presented.</p> <p>M/C That the minutes of the October 25, 2017 Regular Meeting of the Board be approved, as presented.</p> <p>There was no business arising from the minutes.</p> <p>The following transfers were required before the 2016/2017 Audited Financial Statements could be approved:</p> <p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$97,565 from the Board's instruction operating reserve to fund Board funded capital additions.</p> <p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$448,615 from the Board's Instruction capital reserve to fund Board funded capital additions.</p> <p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$115,750 from the Board's Board and System Administration capital reserve to fund Board funded capital additions.</p> <p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$95,496 from the Board's Operations and Maintenance capital reserve to fund Board funded capital additions.</p>

7288/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$11,802 from the Board's Transportation capital reserve to fund Board funded capital additions.
7289/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$812,799 from the Board's unrestricted surplus to Restricted Operating Reserves for School Generated Funds.
7290/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$103,852 from the Board's Restricted Operating Reserves for Instruction to unrestricted surplus.
7291/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$210,589 from the Board's unrestricted surplus to Restricted Operating Reserves for Operations and Maintenance.
7292/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$214,143 from the Board's Restricted Operating Reserves for Operations and Maintenance to unrestricted surplus.
7293/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$53,604 from the Board's unrestricted surplus to Restricted Operating Reserves for Board and System Administration.
7294/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$38,194 from the Board's Restricted Operating Reserves for Transportation to unrestricted surplus.
7295/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$455,319 from the Board's unrestricted surplus to Restricted Capital Reserves for Instruction.
7296/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$87,380 from the Board's unrestricted surplus to Capital Reserves for Administration.
7297/1117 Bob Spitzig	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$74,581 from the Board's capital reserve to fund the Xerox capital lease.
Audited Financial Statement for the 2016/2017 Fiscal Year	B.2	Secretary-Treasurer Lisa Palmarin presented the 2016/2017 Audited Financial Statements to the Board of Trustees.
		The Board's auditor, Mark DeBlois, from KPMG, provided his audit opinion to the Board indicating that the financial statements present fairly, in all material respects, the financial position of the Holy Spirit Roman Catholic Separate Regional Division No.4 as at August 31, 2017, and the results of its operations, cash flows, change in net debt, and re-measurement gains and losses for the year ended August 31, 2017, in accordance with Canadian public sector accounting standards.
7298/1117 Bob Spitzig	M/C	That the Board of Trustees reviews and approves the Audited Financial Statements for the fiscal year ended August 31, 2017;  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.
2017/2018 Fall Budget Update	B.3	Secretary-Treasurer Lisa Palmarin presented the 2017/2018 Fall Budget Update, which takes into consideration additional revenues and expenditures, as well as the actual enrolment numbers reported on September 30, 2017. A summary document was also provided for Board information, which will also be shared with division stakeholders.

<p><b>Combined 2016/2017 Annual Education Results Report and 2017-2020 Three Year Education Plan</b></p>	<p>7299/1117 Ken Tratch</p>	<p>M/C <b>That the Board of Trustees approves the 2017/2018 Fall Budget Update for Holy Spirit Roman Catholic Separate Regional Division No. 4;</b>  <b>AND FURTHER, authorizes that this 2017/2018 Fall Budget Update be submitted to Alberta Education, according to the Government of Alberta’s reporting format.</b></p>																		
<p><b>Council of School Council Meeting Agenda</b></p>	<p>B.4</p>	<p>A draft version of the Combined 2016/2017 Annual Education Results Report and 2017-2020 Three Year Education Plan was presented for Board consideration.</p>																		
<p><b>Board Annual Work Plan</b></p>	<p>7300/1117 Bryan Kranzler</p>	<p>M/C <b>That the Board of Trustees approves the Combined 2016/2017 Annual Education Results Report and 2017-2020 Three-Year Education Plan, authorizing the Board Chair to make any incidental corrections, as necessary;</b>  <b>AND FURTHER, that the Combined 2016/2017 Annual Education Results Report and 2017-2020 Three-Year Education Plan be submitted to Alberta Education by the November 30, 2017 deadline and posted on the division’s website.</b></p>																		
<p><b>Wood’s Homes 14<sup>th</sup> Annual Children’s Benefit Dinner</b></p>	<p>B.5</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><b>International Student Tuition and Fees</b></p>	<p>7301/1117 Bob Spitzig</p>	<p>M/C <b>That the Board of Trustees brings the following topics forward for discussion at the meeting with Council of School Council Chairs on December 4, 2017:</b></p> <ul style="list-style-type: none"> <li>• Threats to Catholic Education</li> <li>• Bill 24: An Act to Support Gay-Straight Alliances</li> <li>• Recognition of Holy Spirit Stars</li> <li>• Updated Fall 2017/2018 Budget</li> <li>• 2016/2017 Annual Education Results Report</li> </ul>																		
<p><b>International Student Tuition and Fees</b></p>	<p>B.6</p>	<p>The Board reviewed the Annual Work Plan for the 2017/2018 school year, as developed during the November 6, 2017 Working Session. The plan was further amended to include support for Lethbridge School District No. 51’s “2<sup>nd</sup> Annual Canada 150 ICE Scholarship Breakfast” in February and participation in ASBA Zone 6 Meetings in May and June.</p>																		
<p><b>International Student Tuition and Fees</b></p>	<p>7302/1117 Frances Cote</p>	<p>M/C <b>That the Board of Trustees approves its Work Plan for the 2017/2018 school year, as amended.</b>  <b>AND FURTHER, that Policy 2, Appendix A: Board Annual Work Plan also be amended to include this updated Work Plan.</b></p>																		
<p><b>International Student Tuition and Fees</b></p>	<p>B.7</p>	<p>Wood’s Homes is a multi-service and community-owned organization that supports Lethbridge children and their families. The organization’s annual fundraiser will be held on March 24, 2018 at the Coast Hotel.</p>																		
<p><b>International Student Tuition and Fees</b></p>	<p>7303/1117 Philip Mack</p>	<p>M/C <b>That the Board of Trustees purchases a minimum of two (2) tickets to attend Wood’s Homes 14th Annual Children’s Benefit Dinner on March 24, 2018.</b></p> <p>Trustee Kranzler and Superintendent Smeaton agreed to attend the event on behalf of the Board.</p>																		
	<p>B.6</p>	<p>The Board reviewed information received from International Student Coordinator, Wendy Urquhart, comparing tuition rates between Alberta school jurisdictions for the current and upcoming school years. The Board then reviewed the DRAFT International Student Fee Schedule for the 2018/2019 school year, noting a \$50 increase to the Application Fee.</p> <table border="1" data-bbox="656 1717 1446 1942"> <thead> <tr> <th></th> <th>1 Semester (5 Months)</th> <th>1 Year (10 Months)</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td>\$ 250</td> <td>\$ 250</td> </tr> <tr> <td>Tuition</td> <td>\$ 5,500</td> <td>\$11,000</td> </tr> <tr> <td>Student Services</td> <td>\$ 700</td> <td>\$ 700</td> </tr> <tr> <td>Insurance (Mandatory)</td> <td>\$ 250</td> <td>\$ 500</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$ 6,700</b></td> <td><b>\$12,450</b></td> </tr> </tbody> </table>		1 Semester (5 Months)	1 Year (10 Months)	Application Fee	\$ 250	\$ 250	Tuition	\$ 5,500	\$11,000	Student Services	\$ 700	\$ 700	Insurance (Mandatory)	\$ 250	\$ 500	<b>TOTAL</b>	<b>\$ 6,700</b>	<b>\$12,450</b>
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<b>TOTAL</b>	<b>\$ 6,700</b>	<b>\$12,450</b>																		

Homestay fees, assuming a 1-month homestay accommodation of \$800 per month, saw the addition of a \$450 Custodian Fee for the 2018/2019 school year:

	1 Semester (5 Months)	1 Year (10 Months)
Homestay Finding Fee	\$ 450	\$ 450
Custodian Fee	\$ 450	\$ 450
Homestay Accommodation	\$ 4,000	\$ 8,000

7304/1117  
Bob Spitzig

**M/C That the Board of Trustees approves the 2018/2019 International Student Fee Schedule, as presented.**

A brief recess was called at 7:30 p.m. The Board reconvened at 7:40 p.m.

#### **INFORMATION ITEMS**

**Staff Appreciation  
Lunch Schedule**

**C.1** The Board reviewed a draft schedule for Staff Appreciation Lunches to be hosted over the 2017/2018 school year.

**ATA Invitation to Advent  
Liturgy and Dinner**

**C.2** The Board received an invitation from the ATA to attend their annual Advent Liturgy and Dinner on December 5, 2017.

**Catholic Education  
Roundtable Results  
Overview**

**C.3** A document summarizing the feedback received from the Catholic Education Roundtable, held on September 25, 2017, was provided for Board review.

7305/1117  
Bob Spitzig

**M/C That the Board of Trustees approves the creation of an *ad hoc* committee made up of Vice Chair Bob Spitzig, Trustee Pat Bremner, and Trustee Danny Ponjavic to review the data from the Catholic Education Roundtable and develop a plan to further advocate for Catholic Education.**

**Continuous  
Improvement Plan  
Quarterly Review**

**C.4** The Continuous Improvement Plan Quarterly Review was provided for Board information.

**Sheldon Kennedy Child  
Advocacy Centre**

**C.5** The Board received a newly developed document from the Sheldon Kennedy Child Advocacy Centre entitled, "A School's Role in Keeping Our Kids Safe: Guide to Conversation."

**Joint Meeting with  
Kainai Board of  
Education and Local  
School Divisions**

**C.6** A meeting with the Kainai Board of Education and local school divisions working collaboratively on educational service agreements has been set for Wednesday, December 6, 2017. A blanket exercise will be led by Annette Bruised Head. All Holy Spirit School Division Trustees indicated that they plan to be present.

**Bill 28: School  
Amendment Act**

**C.7** Superintendent Chris Smeaton prepared a memorandum regarding the recent introduction of *Bill 28: School Amendment Act*.

**Director of Learning  
Update**

**C.8** 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.9** 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.

**Director of Support  
Services Update**

**C.10** 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.11** The Board reviewed the activities and achievements of the division's students and staff over the past month.

**Enrolment Data Update**

**C.12** The Board received the division enrolment report for October 31, 2017.

#### **POLICY REVIEW**

**Policy 5:  
Role of the Board Chair**

**D.1** The Board reviewed *Policy 5: Role of the Board Chair* and determined that no changes were required at this time.

	<p>7306/1117 Frances Cote</p>	<p>M/C     <b>That the Board of Trustees accepts <i>Policy 5: Role of the Board Chair</i>, as presented.</b></p>
<p><b>Policy 6: Role of the Vice Chair</b></p>	<p>D.2</p>	<p>The Board reviewed <i>Policy 6: Role of the Vice Chair</i> and determined that no changes were required at this time.</p>
	<p>7307/1117 Pat Bremner</p>	<p>M/C     <b>That the Board of Trustees accepts <i>Policy 6: Role of the Vice Chair</i>, as presented.</b></p>
<p><b>Policy 7: Board Committees and Board Representation</b></p>	<p>D.3</p>	<p>The Board reviewed <i>Policy 7: Board Committees and Board Representation</i>. In order to align with both current practices and provincial requirements, it was recommended that:</p> <ul style="list-style-type: none"> <li>• Clause 3.8, the Parent Inclusive Education Roundtable, be removed.</li> <li>• A new clause 3.8 be added for the Health and Wellness Committee.</li> <li>• A new clause 4.2 be added for the Teacher Employers' Bargaining Authority.</li> </ul>
		<p>Discussion ensued about whether or not the Parent Inclusive Education Roundtable should be kept or removed from <i>Policy 7</i>.</p>
	<p>7308/1117 Danny Ponjavic</p>	<p>M/C     <b>That the Board of Trustees accepts <i>Policy 7: Board Committees and Board Representation</i>, as amended.</b>  <i>(A record of the vote was requested. There were eight (8) in favour and one (1) opposed.)</i></p>
<p><b>BOARD REPORTS</b></p>		
<p><b>Board Chair's Report</b></p>	<p>E.1</p>	<p>Board Chair Judy Lane provided a report about recent correspondence, planning and events, and activity.</p>
	<p>7309/1117 Bob Spitzig</p>	<p>M/C     <b>That the Board of Trustees receives and files the Board Chair's Report for November 29, 2017.</b></p>
<p><b>ACSTA Report</b></p>	<p>E.2</p>	<p>Trustee Pat Bremner, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.</p>
	<p>7310/1117 Pat Bremner</p>	<p>M/C     <b>That the Board of Trustees receives and files the ACSTA Report for November 29, 2017.</b></p>
<p><b>ASBA Zone 6 Report</b></p>	<p>E.3</p>	<p>Trustee Bryan Kranzler, Board representative to the ASBA Zone 6, provided a report to the Board regarding recent business, events, and activities.</p>
	<p>7311/1117 Bryan Kranzler</p>	<p>M/C     <b>That the Board of Trustees receives and files the ASBA Zone 6 Report for November 29, 2017.</b></p>
<p><b>Team Lethbridge</b></p>	<p>E.4</p>	<p>Trustee Ken Tratch and Trustee Danny Ponjavic provided a brief verbal report to the Board regarding recent Team Lethbridge business, events and activities. A more extensive report is expected after the group debriefs on December 8, 2017.</p>
	<p>7312/1117 Ken Tratch</p>	<p>M/C     <b>That the Board of Trustees receives and files the Team Lethbridge Report for November 29, 2017.</b></p>
<p><b>ADVOCACY</b> <b>Individual Trustee Advocacy</b></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><b>ADMINISTRATIVE REPORTS</b> <b>Superintendent's Report</b></p>	<p>G.1</p>	<p>The Board reviewed the Superintendent's November 29, 2017 Report.</p>
	<p>7313/1117 Pat Bremner</p>	<p>M/C     <b>That the Board of Trustees receives and files the Superintendent's Report for November 29, 2017.</b></p>

**Deputy Superintendent's Report**

**G.2**

The Board received the Deputy Superintendent's November 29, 2017 Report.

7314/1117  
Bryan Kranzler

**M/C That the Board of Trustees receives and files the Deputy Superintendent's Report for November 29, 2017.**

**Secretary Treasurer's Report**

**G.3**

The Board received the Secretary-Treasurer's November 29, 2017 Report.

7315/1117  
Pat Bremner

**M/C That the Board of Trustees receives and files the Secretary Treasurer's Report for November 29, 2017.**

**ADJOURNMENT**

7316/1117  
Bryan Kranzler

**M/C That the Board of Trustees adjourns the Regular Board Meeting of November 29, 2017 at 8:38 p.m.**

\_\_\_\_\_  
**Board Chair**

\_\_\_\_\_  
**Secretary-Treasurer**