



# HOLY SPIRIT CATHOLIC SCHOOLS BOARD MEETING BRIEFS



*Christ-centered  
learning communities  
where students  
are cherished  
and achieve  
their potential.*

## BOARD OF TRUSTEES

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

## EXECUTIVE TEAM

Superintendent  
Chris Smeaton

Deputy Superintendent  
Brian Macauley

Secretary-Treasurer  
Lisa Palmarin

## REGULAR BOARD MEETING - NOVEMBER 23, 2016

### ACTION ITEMS

#### Board Annual Work Plan

The Board reviewed and approved the Annual Work Plan, which will also be incorporated into *Policy 2, Appendix A*.

#### Council of School Council Chairs Agenda

The following items were added to the agenda for the Monday, November 28, 2016 meeting between School Council Chairs and the Board of Trustees:

- Staff members on School Council Executive
- Update from ACSTA/ASBA Meetings
- Budget Update
- Appreciation for School Councils
- Continuous Improvement Plan Update

#### Teacher/Board Advisory Council Agenda

The following items were added to the agenda for the Wednesday, November 30, 2016 meeting:

- Alcohol on School Premises
- Provincial Level Support for Catholic Education

#### Addition to Special Board Meeting Agenda

Approval of the Combined 2015/2016 Annual Education Results Report and 2016-2019 Three Year Education Plan was added to the agenda for the Special Board Meeting of November 28, 2016.

#### "Canada's 150 ICE Awards" Scholarship Breakfast

The Board purchased a table to attend this breakfast, 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).

#### Committee for Environmental Sustainability

Vice Chair Pat Bremner and Trustees Ken Tratch and Judy Lane agreed to serve on an environmental committee intended to explore best practices and expectations for environmental activities in the division.

### PRESENTATION

#### Continuous Improvement Plan

The Superintendent provided a quarterly update regarding the actions taken thus far to address the priorities of the Board

### INFORMATION ITEMS

#### Reminder: Special Board Meeting

A Special Board Meeting is called for November 28 at 5:30 p.m. at the St. Basil Catholic Education Centre to review financial and educational reporting.

#### Staff Appreciation Lunches

The Board received a draft schedule of the 2016/2017 staff appreciation lunches.

#### Jurisdiction Technology Contact Event

A summary of the workshop was provided for Board information. Superintendent Smeaton led a Video Session for this event entitled, "Leadership Digital Footprint Bootcamp."

#### Public Health Act Amendments

Correspondence was received from Minister Eggen regarding potential amendments to the *Public Health Act* that "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

The Board received an invitation from the local ATA to attend their annual Advent Liturgy and Dinner.

## REGULAR MEETING: POLICY REVIEW

A clause was added to both *Policy 5: Role of the Board Chair* and *Policy 6: Role of the Vice Chair* to address the current practice of reviewing the Superintendent's contract and compensation.

The following amendments were made to *Policy 7: Board Committees and Board Representation*:

- Clause 2.2.1 - A note was added indicating that other senior administration members may be invited to Audit Committees at the committee's request.
- Clause 3.8 - a reference to motion 5983/1016, indicating that the Parent Inclusive Education Roundtable has been suspended for the 2016/2017 school year was added. The status of this committee will be reviewed next year.
- Clause 3.9 - The C2 Committee was removed since the framework agreement under which the committee was struck has now expired.

## REGULAR MEETING: REPORTS

### Board Reports:

- Board Chair
- ASBA Zone 6
- Team Lethbridge
- Board Team Building
- Business and Education Committee
- Community and Social Development Committee
- ACSTA/ASBA Fall General Meetings

### Administrative Reports:

- Superintendent
- Secretary-Treasurer
- Director of Learning
- Director of Religious Education
- First Nations, Metis and Inuit Update
- Director of Support Services



**Cosimo Joy** (SFJH) - During the BMX Arizona State Finals, placed 3rd in 12 Novice Class.

**Kieran Bendfeld** (SFJH) - During the BMX Arizona State Finals, placed 2nd in 13 Intermediate Class.

**Calum Bendfeld** (SFJH) - During the BMX Arizona State Finals, placed 4th in 14 Intermediate Class. Went on to the BMX Fall Nationals in Lake Perris, California and placed 3rd overall.

ADVENT is a journey  
towards BETHLEHEM.  
May we LET ourselves be  
DRAWN by the LIGHT  
of GOD made MAN.  
- POPE FRANCIS

## SPECIAL MEETING OF THE BOARD - NOVEMBER 28, 2016

### Transfers to Operating and Capital Reserves

Before the 2015/2016 Audited Financial Statements could be approved, the following transfers to were ratified:

- \$261,883 - from instruction operating reserve to fund board capital additions.
- \$52,110 - from board and system administration operating reserve to fund board capital additions.
- \$66,567 - from board capital reserve to fund board capital additions.
- \$426,593 - from instruction operating reserves to unrestricted surplus.
- \$9,751 - from board and system administration operating reserve to unrestricted surplus.
- \$163,953 - from board transportation operating reserve to unrestricted surplus.
- \$28,388 - from unrestricted surplus to restricted operating reserves for operations and maintenance.
- \$47,208 - from unrestricted surplus to restricted operating reserves for transportation
- \$769,475 - from unrestricted surplus to capital reserves
- \$67,600 - from the capital reserve to fund the Xerox capital lease.

### Audited Financial Statements 2015/16

The Auditors issued a clear opinion of the division's Audited Financial Statements for the 2015/16 Fiscal Year. The Board approved the statements and directed that they be placed on the division website.

### Fall Budget Update 2016/17

The updated 2016/17 Fall Budget takes into consideration additional revenues and expenditures, as well as actual September 30, 2016 enrolment numbers. The Board approved the updated budget and directed that it be placed on the division website.

### 2015/16 AERR and 2016-2019 TYEP

The Board of Trustees approved the combined 2015/16 Annual Education Results Report (AERR) and 2016-2019 Three Year Education Plan (TYEP), which will be placed on the division website.

