



EDMONTON
CATHOLIC SCHOOLS

Board of Trustees

Public Board Meeting Agenda

2011-2012: #5

Date: November 1, 2011

Time: 4:00 p.m.

Location: Room 206, Catholic Education Services
9807-106 Street, Edmonton AB T5K 1C2

Phone: 780 441-6002

Web: www.ecsd.net

1. Call to Order 5 Min

- 1.1 Opening Prayer D. Engel
- 1.2 Roll Call
- 1.3 Comments from the Public
- 1.4 Consent Agenda
- 1.5 A. Death of Staff Member, Wendy Babcock L. Pelkie
- 1.5 Agenda

2. Minutes 5 Min

- 2.1 Minutes of the Previous Meeting
 - A. October 5, 2011
 - B. October 18, 2011 Special
- 2.2 A. Matters Arising from the Minutes

3. Business of the Meeting

- 3.1 **Administrative Business**
 - A. **Reports for Information**
 - B. **Reports Requiring Action**
- 3.2 **Board Business**
 - A. **Reports for Information**

BOARD OF TRUSTEES

Becky Kallal, Ward 71
Larry Kowalczyk, Ward 72

Cindy Olsen, Ward 73
Debbie Engel, Ward 74
John Acheson, Ward 75

Marilyn Bergstra, Ward 76
Laura Thibert, Ward 77

SUPERINTENDENT

Joan Carr

3.2 Board Business Continued

B. Reports Requiring Action

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|--------|-------|--|-------------------|
| 10 Min | (i) | Consideration for the Closure of St. Mark School | J. Carr, B. Radyo |
| 10 Min | (ii) | Board Priorities Committee | B. Kallal |
| 10 Min | (iii) | Dissolve Board Committees | B. Kallal |
| 10 Min | (iv) | Amendment to GP#11, Trustee Remuneration and Expenses | B. Kallal |
| 5 Min | (v) | Endorsement – Trustee Acheson for ACSTA Vice-President | C. Olsen |

3.3 New Business

| | | | |
|-------|----|---|-------------------|
| 5 Min | A. | School Names | J. Carr, B. Radyo |
| 5 Min | B. | “God’s Calling...Forming and Transforming Through Catholic Education” | L. Thibert |
| 5 Min | C. | Sister’s Legacy Project | B. Kallal |

4. Adjournment

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| 4.1 | Closing Prayer | D. Engel |
| 4.2 | Motion to Adjourn | |

BOARD OF TRUSTEES

Becky Kallal, Ward 71
Larry Kowalczyk, Ward 72

Cindy Olsen, Ward 73
Debbie Engel, Ward 74
John Acheson, Ward 75

Marilyn Bergstra, Ward 76
Laura Thibert, Ward 77

SUPERINTENDENT

Joan Carr

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November 1, 2011 Public Board Meeting 1.3A

October 4, 2011

TO: Board of Trustees

FROM: Joan Carr
Superintendent

ORIGINATOR: Laurie Pelkie, Assistant Superintendent
Human Resource Services

SUBJECT: Death of Wendy Babcock

We regret to advise the Board of the death of Wendy Babcock on September 29, 2011. Wendy commenced employment on September 28, 1999 and was working as an Admin Support at Fresh Start. Wendy began her career with Edmonton Catholic Schools at St. Basil School in 1999. She also served at Archbishop MacDonald High School for many years.

Wendy was a devoted wife to Art, mother to Lauren (Cedrick) and Blake, and grandmother to Amber and Olivia. She was full of life and energy. Her infectious laughter will be missed by her family and colleagues.

An expression of sympathy has been sent by the Administration to her husband on behalf of the Board.

:sph

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|  <p>EDMONTON CATHOLIC SCHOOLS</p> | <p><i>Board of Trustees</i></p> <p>Special Public Board Meeting Minutes 2011-2012: #3</p> <p>Date: October 5, 2011 Time: 12:00 p.m. Location: Room 206, Catholic Education Services 9807-106 Street, Edmonton AB T5K 1C2 Phone: 780 441-6002 Web: www.ecsd.net</p> |
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1. Call to Order

Board Chair Engel called the meeting to order at 12:01 p.m.

Trustee Bergstra began the meeting with the Opening Prayer.

Vice-Chair Kallal assumed the Chair.

Present

Debbie Engel, Board Chair
John Acheson
Marilyn Bergstra
Becky Kallal, Vice-Chair
Cindy Olsen
Laura Thibert

Absent

Larry Kowalczyk

Comments from the Public

There were no comments from the public.

Consent Agenda

There were no Consent Agenda items.

Agenda

Trustee Bergstra moved that the Board of Trustees approves the agenda of the October 5, 2011 Public Board Meeting with the removal of item 3.2B (i) Board Committee Structure.

Carried

Board Chair Engel assumed the chair.

2. Minutes

2.1 Minutes of the Previous Meeting

A. September 13, 2011

Trustee Olsen moved that the Board of Trustees approves the minutes of the September 13, 2011 Public Board meeting as circulated.

Carried

B. September 13, 2011

Trustee Bergstra moved that the Board of Trustees approves the minutes of the September 20, 2011 Public Board meeting as circulated.

Carried

2.2 A. Matters Arising from the Minutes

There were no matters arising from the minutes.

3. Business of the Meeting

3.1 Administrative Business

A. Reports for Information

(i) Provincial Achievement Test Results 2010-2011

Trustee Kallal moved that the Board of Trustees receives as information the Provincial Achievement Test Report for the 2010-2011 school year.

Carried

(ii) Grade XII Diploma Exam Results 2010-2011

Trustee Bergstra moved that the Board of Trustees receives as information the Provincial Diploma Examination Report for the 2010-2011 school year.

Carried

The chair called a recess at 12:34 p.m.

The meeting reconvened at 12:40 p.m.

(iii) Accountability Pillar

Trustee Olsen moved that the Board of Trustees receives as information Edmonton Catholic Schools Accountability Pillar Report for October, 2011.

Carried

B. Reports Requiring Action

(i) District Calendar 2012-2013

Trustee Olsen moved that the Board of Trustees approves the 2012-2013 District School Year Calendar.

Carried

Opposed: J. Acheson

Trustee Olsen moved that the Board of Trustees receives as information the 2012-13 Year Round School Calendar.

Carried

3.2 Board Business

A. Reports for Information

There were no items scheduled.

B. Reports Requiring Action

(i) Board Committee Structure

This item was removed from the agenda.

(ii) Nutritional Guidelines

Trustee Bergstra moved that the Board of Trustees affirms Administrative Policy and Regulations 134 respectively on Nutrition, and commends the District for providing on-going leadership in the area of health and nutrition.

Carried

3.3 New Business

There were no items scheduled.

4. Adjournment

Trustee Bergstra said the Closing Prayer.

Trustee Thibert moved that the meeting adjourn at 1:39 p.m.

Carried

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|  <p>EDMONTON CATHOLIC SCHOOLS</p> | <p><i>Board of Trustees</i></p> <p>Special Public Board Meeting Minutes 2011-2012: #4</p> <p>Date: October 18, 2011 Time: 10:30 a.m. Location: Room 206, Catholic Education Services 9807-106 Street, Edmonton AB T5K 1C2 Phone: 780 441-6002 Web: www.ecsd.net</p> |
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1. Call to Order

Board Chair Engel called the meeting to order at 10:40 a.m. and invited Trustee Olsen to say the opening prayer.

Present

D. Engel, Chair
J. Acheson
M. Bergstra
B. Kallal
C. Olsen
L. Thibert

Absent

L. Kowalczyk

Agenda

Trustee Olsen moved that the Board of Trustees approves the agenda as circulated. **Carried**

2. Business of the Meeting

2.1 Proposed Parameters for a Tripartite Framework Agreement

Trustee Kallal moved that the Board of Trustees agrees to have the Alberta School Boards Association represent our board's interests in discussions with the Government of Alberta and the Alberta Teachers' Association with the aim of concluding a provincial framework agreement addressing: term (of contract), school board funding, teacher salaries and a dispute resolution mechanism.

Carried

3. Adjournment

Trustee Olsen said the closing prayer.

Trustee Bergstra moved the meeting adjourn at 11:07 a.m.

Carried

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November 1, 2011 Public Board Meeting 1.3A

October 4, 2011

TO: Board of Trustees

FROM: Joan Carr
Superintendent

ORIGINATOR: Laurie Pelkie, Assistant Superintendent
Human Resource Services

SUBJECT: Death of Wendy Babcock

We regret to advise the Board of the death of Wendy Babcock on September 29, 2011. Wendy commenced employment on September 28, 1999 and was working as an Admin Support at Fresh Start. Wendy began her career with Edmonton Catholic Schools at St. Basil School in 1999. She also served at Archbishop MacDonald High School for many years.

Wendy was a devoted wife to Art, mother to Lauren (Cedrick) and Blake, and grandmother to Amber and Olivia. She was full of life and energy. Her infectious laughter will be missed by her family and colleagues.

An expression of sympathy has been sent by the Administration to her husband on behalf of the Board.

:sph

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November 1, 2011 Public Board Meeting 3.2B(ii)

To: The Board of Trustees

From: Becky Kallal
Trustee

Re: Board Governance & Priorities Committee

Resolution

That the Board of Trustees of Edmonton Catholic Schools strikes a Governance and Priorities Committee, effective immediately, and that its first order of business be to develop a terms of Reference for the Committee.

Rationale

At the recent Board Retreat, our guest presenter on the topic of Perspectives on Governance, Mr. George Cuff, recommended the establishment of a Governance and Priorities Committee as a vehicle for Trustees to be able to regularly discuss one or two governance issues and/or Board priorities in a setting that is more informal than a Public Board Meeting.

Apart from Public Board meetings, our Board currently meets regularly in Planning Meetings; however, over the past year, Trustees have expressed frustration with not having sufficient time to have discussions on governance issues and Board priorities at these meetings. The establishment of a Governance and Priorities Committee could be used to address these concerns. Planning Meetings could be held less often, with more items on Consent agendas, another established practice of effective governance. This Committee would be a Committee of the Whole.

The first meeting of a Governance and Priorities Committee would be called and chaired by the Board Chair, and its first order of business would necessarily be to establish terms of reference for itself.

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November 1, 2011 Public Board Meeting **3.2B(iii)**

To: The Board of Trustees

From: Becky Kallal
Trustee

Re: Redesigning of Board Committee Structure, Committees of the Board

Resolution

That the Board of Trustees of Edmonton Catholic Schools immediately dissolves the following standing Committees of the Board:

- Board Advocacy Committee
- Board Development Committee
- Board Policy Development and Review Committee
- Board Public Engagement Committee

Rationale:

At the recent Board retreat/symposium, trustees discussed finding ways to govern that would help the Board to do its work in the most productive and efficient manner.

The Board Committee Structure currently consists of five categories:

1. Committees of the Whole
2. Provincial Committees
3. Committees of the Board
4. District Committees
5. External Organizations

This motion addresses only 'Committees of the Board.'

It is my belief that this Board's productivity and efficiency could be enhanced by the elimination of these four committees as formal committees of the Board.

The governance roles of these committees can be accomplished in Board Planning and/or Public meetings and/or in a Board Governance and Priority Committee meeting. For example, through discussion in such a meeting, the Board can identify an issue that it wishes to advocate for, an issue over which it wishes to engage the public, or a topic for its own development that it wishes to pursue. In fact, it is my observation that this is the usual practice of this Board.

In terms of an example related to Board policy, any trustee who wishes can bring to the Board for consideration both new policy and policy revisions. As well, when the Board Corporate wishes to have a policy developed or revised, an ad hoc committee can be struck to generate or revise it, as appropriate. The practice of involving General Council in the development of policy and policy revisions would be continued.

In the materials provided for the Board Retreat/Symposium by the Board Development Committee it was also recommended that:

“...over the coming months, consideration should be given to reducing the Board committee structure to three standing committees:

Planning Committee

Audit Committee

Teacher Transfer Committee” (Note: This committee is pursuant to *School Act* Requirements and cannot be changed other than through legislation)

Richard Chiat, a leading authority in the area of non-profit governance, notes in his book *Governance as Leadership* that boards should rely more on ad hoc committees in order to address “strategy-driven, time-specific, outcomes-oriented” tasks, such as the development of a specific policy or the determination of a specific advocacy topic, and should only maintain standing committees to deal with on-going fiduciary functions, such as those accomplished by our Planning Committee and Audit Committee, and if the Board chooses to create it, a Governance and Priorities Committee.

In the past, a number of the administrative functions of these four committees have been attended to by the trustees sitting on them. I suggest that these should and can be rightly done by our administration. Examples include participating in the logistics planning aspects of Public Engagement functions. One of the functions that could best be accomplished by administration is the tracking of changes to, for example, a Governance Policy that would affect the Organizational Bylaw. In this way, nothing would be missed or lost, and the tracking of such changes should not fall into the trustee realm of governing.

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November 1, 2011 Public Board Meeting 3.2B(iv)

To: The Board of Trustees

From: Becky Kallal
Trustee

Re: Amendment to GP#11, Trustee Remuneration & Expenses

Resolution

That the Board of Trustees gives first reading to the amendments to GP#11, Trustee Remuneration & Expenses (1st reading) as follows:

Effective January 01, 2012, the Board of Trustees of Edmonton Catholic Schools revises the basic framework of Governance Policy 11 such that:

- Attendance Honoraria, as described in Schedule II, are eliminated
- Trustees' Basic Honoraria is increased by an amount equal to the current Attendance Honoraria annual allocation, and
- all other changes that are required to reconcile this revision throughout Governance Policy 11, as indicated in the attached copy of GP11, are also made, and that
- the basic honoraria for the Vice-Chair and the basic honoraria for the Chair of the Board Planning Committee be identical and that they be based on that of the Chair of the Board Planning Committee

Rationale

This revision does **not** translate into an increase in remuneration for trustees. The intention of this motion is not to change the overall remuneration of trustees, but rather to merge the two schedules of honoraria into one. Benefits of implementing this change include achieving greater transparency of the remuneration schedule, bringing the remuneration of trustees on the Edmonton Catholic Board more in line with the way that remuneration is dealt with in other metro Boards, and allowing for more efficient recordkeeping, thereby streamlining processes for the Board Office. As well, this change

would take the responsibility of approving every attendance honoraria of every trustee off of the Board Chair and Vice-Chair. More importantly, it places the onus of appropriate attendance at meetings and events on the individual trustees, according to each trustee's own schedule and ability to participate.

As trustees can see from the attached copy of GP#11, the changes that would be required to reconcile this revision throughout the policy are fairly minimal; the most significant being the adjustment to the wording in the schedule for trustee remuneration upon end of service. Again, please note that this change will **not** result in a gross or net increase in any part of trustee remuneration.

In regards to the final bullet of this motion, currently when the two components of Basic Honoraria and Attendance Honoraria are added together, the difference is marginal. The change reflects the requirement of the Vice-Chair having to assume the role of the Chair or the Chair of the Board Planning Committee at any given time.

Should the Board give first and second reading at this meeting, the Board may, upon unanimous approval give third and final reading at the November 1st Public Board Meeting.

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November 1, 2011 Public Board Meeting **3.2B(v)**

To: Board of Trustees

From: Cindy Olsen
Trustee

Re: Endorsement of John Acheson's Candidacy for ACSTA Vice-President

The Alberta Catholic School Trustees' Association holds its elections for officers of the Board of Directors at the Annual General Meeting in November. Earlier this year, the Board endorsed the candidacy of Trustee Debbie Engel for Vice-President of the ACSTA; however, since that time, Debbie indicated that she will not be putting her name forward.

Subsequently, Trustee John Acheson announced that he will be running for the position of Vice-President of the ACSTA. John brings to the table a wealth of experience in education having 37 years of experience as a teacher and as a member of the senior administration of Edmonton Catholic Schools. Following his career with our District, John's portfolio was enhanced in the rural setting when he served the Hinton Catholic School jurisdiction as Superintendent. His broad experience with rural, urban and metro boards will be an asset with John in the position of Vice-President.

It is with pleasure that I endorse the candidacy of Trustee John Acheson for the position of Vice-President of the Alberta Catholic School Trustees' Association at the upcoming Annual General Meeting in November of 2011 and I invite the Board to formally endorse his candidacy at the November 1, 2011 Public Meeting of the Board.

Recommendation

That the Board of Trustees endorses the candidacy of Trustee John Acheson for the position of Vice-President of the Alberta Catholic School Trustees' Association at the upcoming Annual General Meeting in November of 2011.

September 30 , 2011

To: Board of Trustees

From: Joan Carr
Superintendent

Originators: Boris Radyo
Assistant Superintendent, Educational Planning

Joe Naccarato
Assistant Superintendent, Learning Services Enhancement

RE: Change of School Names

Several schools administered by Learning Services Enhancement have undergone a change in location or other circumstances which require a change in school name.

1. Current School Name: Lifelong Learning

Recommended Name: Alternative Education

Reason for change: This school is no longer referred to as Lifelong Learning. Staff only refer to this school as Alternative Education.

2. Current School Name: Guardian Angel Program South

Recommended Name: Fresh Start Millwoods

Reason for change: When Fresh Start began a new program in Millwoods, the Guardian Angel Program South school code was used for this site. The Guardian Angel Program South, which was located at the Fresh Start Millwoods site, no longer exists. Currently the only program at this Millwoods site is Fresh Start Millwoods.

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November 1, 2011 Public Board Meeting **3.3B**

October 17, 2011

To: The Board of Trustees

From: Laura Thibert
Trustee

Re: "God's Calling....Forming and Transforming through Catholic Education"

"God's Calling...Forming and Transforming Through Catholic Education in Edmonton Catholic Schools" was created by Superintendent Joan Carr in response to a need to have the following information in an easily accessible format:

- Our Purpose
- Our Catholic Identity
- Our Foundation
- Our Distinctiveness

The Board and the Administration extends a heartfelt thank you to Archbishop Smith, Bishop Motiuk, Father Mike Mireau, Board Chair Debbie Engel, District staff members, and parents for sharing their thoughtful reflections about Catholic education.

Commendation is extended to the District's Community Relations Services for producing this useful document.

Recommendation

That the Board of Trustees commends the Superintendent for the production of the document *"God's Calling...Forming and Transforming Through Catholic Education in Edmonton Catholic Schools"* in which our purpose, our Catholic identity, our Foundation and our distinctiveness as a Catholic school jurisdiction is clearly and easily defined.

Attachment

- 3. Current School Name:** Fresh Start Inner City
- Recommended Name:** Fresh Start Northwest
- Reason for change:** The Fresh Start Inner City program moved to the St. Andrew School site several years ago. This Fresh Start site serves students in Northwest Edmonton.
- 4. Current School Name:** Partners For Youth Junior High
- Recommended Name:** Partners for Youth
- Reason for change:** This school now serves both junior and senior high school students.
- 5. Current School Name:** AADAC Youth Treatment Residential Program
- Recommended Name:** Alberta Health Services Residential Treatment Youth Program
- Reason for change:** This program is now administered by Alberta Health Services which has assigned the recommended name.

Recommendation:

That the Board of Trustees approves the following school name changes:

1. Lifelong Learning to Alternative Education (School Code 8412)
2. Guardian Angel Program South to Fresh Start Millwoods (School Code 1318)
3. Fresh Start Inner City to Fresh Start Northwest (School Code 8415)
4. Partners For Youth Junior High to Partners for Youth (School Code 8419)
5. AADAC Youth Treatment Residential Program to Alberta Health Services Residential Treatment Youth Program (School Code 1174)

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November 1, 2011 Public Board Meeting **3.3C**

October 17, 2011

To: The Board of Trustees

From: Becky Kallal
Vice-Chair

Re: The Catholic Sisters' Legacy Recognition Project

On September 28, 2011 the people of Alberta paid tribute to the Catholic Sisters with the installation and unveiling of a permanent piece of art on the grounds of the Alberta Legislature – a bronze statue of a Sister holding the symbols of our faith entitled “Service Through Christ.” Alberta’s Catholic Sisters are being honoured for their pioneering contributions in education, health care and in social welfare over the past 150 years.

Since the first Sisters arrived in Alberta in 1859, their accomplishments have been remarkable. The various orders of Sisters established 44 hospitals, 67 schools and 62 social services including soup kitchens, clothes for children, immigrant services, orphanages, care for the elderly, and many more.

Religious missions played a key role in the founding of 49 towns and cities in Alberta. The Sisters have entrusted us with their legacy and they continue to inspire us to answer the call to serve all Albertans with compassion and courage.

Edmonton Catholic Schools has vowed to keep the good work that the Sisters started alive in our schools. Superintendent Joan Carr made the following statement:

"On behalf of Catholic schools, we promise to carry on the Sisters' work of formation, in helping our children develop to their full potential, in nurturing their intellectual, emotional and spiritual development, in helping our young people take responsibility for creating tomorrow's future and boldly saying "yes" to God's call in their lives. We commit to carry forward the legacy of service through Christ you have faithfully witnessed."

This commitment has been placed on a plaque that will be displayed in the Board Room of Catholic Education Services of Edmonton Catholic Schools.

Recommendation:

That the Board of Trustees endorses the commitment made by Superintendent Joan Carr to the Alberta Catholic Sisters and agrees to carry out its responsibility in ensuring that this commitment continues to be lived out.

