



Holy Family

CATHOLIC REGIONAL DIVISION #37

Peace River - Grimshaw - Manning - McLennan - High Prairie - Valleyview

Regular Board Meeting

Date : Tuesday, January 19, 2016

Start time : 10:00 AM

Location : Catholic Education and Conference Centre, Peace River, AB

Minutes

- CALL TO ORDER** Chair Lavoie called the Regular Board Meeting to order at 9:58 a.m. in Peace River, Alberta.
- ATTENDANCE** Present were: **Board Chair** D. Lavoie; **Vice-Chair** K. Whalen; **Trustees** C. Lizée, F. Cailliau, G. Fisher, M. Michaud, R. David and V. Gayton, **Superintendent** B. Turpin; **Assistant Superintendents** J. Taplin and N. McCarthy; **Corporate-Treasurer** H. Diaz; **Communications Coordinator** J. Bekevich and **Recording Secretary** C. Doris.
Absent: **Trustee** B. Wright.
- PRAYER** Trustee David led the meeting in a group prayer.
- ADOPTION OF AGENDA** **Resolution #RB20160119.1001**
Moved By: Ryk David
MOVED: the Board adopt the agenda for the (2016/01/19) Regular Board Meeting, with the amendment of reordering the in camera session to the beginning of the meeting.
Carried
- Trustee Cailliau declared a conflict of interest and excused herself from the in camera discussion.
- In Camera**
(IN CAMERA) **Resolution #RB20160119.1002**
Moved By: Kelly Whalen
MOVED: the meeting continue **In-Camera**, at 10:14 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to TEBA.
Carried

Resolution #RB20160119.1003

Moved By: Kelly Whalen

MOVED: the meeting continue in public at 11:40 a.m.

Carried

Vice-Chair Whalen left the meeting at 11:30 a.m.

Chair Lavoie left the meeting at 11:40 a.m. to attend the Chamber of Commerce meeting in Grimshaw.

Trustee Gayton assumed the Chair at 11:41 a.m.

Resolution #RB20160119.1004

Moved By: Ryk David

MOVED: the Board set a Negotiations Committee Meeting on Friday, January 22, 2016, at 12:00 noon to review the Collective Agreement.

Carried

Resolution #RB20160119.1005

Moved By: Kelly Whalen

MOVED: the Board appoint Trustee Fisher to the Negotiations Committee, in the absence of Trustee Wright.

Carried

ADOPTION OF MINUTES

Resolution #RB20160119.1006

Moved By: Gary Fisher

MOVED: the Board adopt the minutes of the (2015/12/15) Regular Board Meeting, as presented.

Carried

The meeting was recessed at 11:44 a.m.

The meeting was reconvened at 12:29 p.m.

Truth and Reconciliation - Education for Reconciliation Recommendation
(BOARD PD (Division Level))

As the Director on the ACSTA Board of Directors, Trustee Cailliau has been tasked to report back to the ACSTA Board of Directors what Holy Family Catholic Regional Division No. 37 is doing as a Division to support the Truth and Reconciliation Recommendation Education for Reconciliation Recommendation #64 which states "*to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.*"

Superintendent Turpin will bring this item for discussion at Principals Meeting on January 21, 2016, and will provide a report for Trustee Cailliau to present at the ACSTA Board of Directors' Meeting on February 11 and 12, 2016. She also asked Trustee Cailliau to inquire if the ACSTA Board of Directors could provide some Provincial guidance to Catholic School Divisions and direction to address Recommendation 64.

Google Email Migration for HFCRD

Assistant Superintendent Taplin provided a PowerPoint on the Google E-Mail Migration Plan and provided the rationale on the switch over to

Google Apps for Education. He also provided a timeline for the switch over and assured the Board that training will be provided to staff and trustees prior to the migration. The date has been set for May 19, 2016.

Chair Gayton thanked Assistant Superintendent Taplin for his presentation.

Chair Lavoie returned to the meeting and assumed the Chair.

Board/Superintendent Evaluations

(REGULAR BUSINESS)

The Board and Superintendent Evaluation date has been confirmed for Feb 2, 2016, at 10:00 a.m. with Terry Gunderson. Trustees Cailliau and Gayton will be unable to attend. Trustees were reminded to ensure completion and return of the pre-evaluation assignment to Terry Gunderson by January 26, 2016.

Inquiry from St. Rita's Parish

(REGULAR BUSINESS)

The Board reviewed the inquiry from St. Rita's Parish regarding the possibility of entering into a joint-use agreement with St. Stephen's School.

Superintendent Turpin asked Trustee Cailliau to provide the contact information of the individuals to Assistant Superintendent McCarthy who will investigate what their intentions and needs are.

Trustee David also noted that Sturgeon Lake has a church and facilities available for use.

International Travel Insurance

(REGULAR BUSINESS)

Assistant Superintendent McCarthy provided the Board with further information on International Travel Insurance Costs.

The Policy for Travel Accident and Trip Cancellation Coverage offered by ASBIE is a cost item. Cost is determined on a case by case basis dependent on the particulars of the trip undertaken, the age of the students and other factors.

Kidnap and Ransom Insurance recommended by ASBIE in the November 30, 2015, Bulletin is a conflict of interest. Though the projected cost of \$9,000 to \$13,000 remains consistent, their ability to cover without a policy conflict of interest has not yet been resolved. We await the ASBIE update.

Assistant Superintendent McCarthy also provided further information on the Consent for Participation, Risk Acknowledgement, Waiver and Indemnity for International Field Trip Form and reported that amending the form does not impact the Board's insurance coverage. The Board may also add a "force majeure" which would list "terrorism".

The Board tabled the discussion and directed administration to bring further information for clarification at a future board meeting.

Chair Lavoie thanked administration for all the work they have done in researching and providing information to assist the Board in making their decisions on International Travel.

**Joint-Use Agreement
- McLennan**

(REGULAR BUSINESS)

Assistant Superintendent McCarthy met with the Town of McLennan to review the Joint-Use Agreement and explained the amendment to "Schedule B".

Resolution #RB20160119.1007

Moved By: Gary Fisher

MOVED: the Board approve the amendment to schedule "B" of the McLennan Joint-Use Agreement and clause #4, as presented.

Carried

Borrowing Resolution

(REGULAR BUSINESS)

Corporate Treasurer Diaz noted the Borrowing Resolution is required by the Alberta Treasury Branches in the event that the Division needs to borrow money from time to time.

Resolution #RB20160119.1008

Moved By: Carmelle Lizée

MOVED: the Board approve the Borrowing Resolution for the Division - Current Expenditures for the year commencing September 1, 2015, as presented.

Carried

**Board Email
Addresses**

(REGULAR BUSINESS)

Superintendent Turpin informed trustees that the SNS Technologist has recommended trustees be assigned an HFCRD email address to conduct board business and to discontinue the use of personal email addresses as it poses a risk to the Division and trustees. This recommendation will be put in place on May 19, 2016, when the Division migrates to Google Apps for Education.

**Alberta Education's
Guidelines for Best
Practices: Creating
Learning
Environments that
Respect Diverse
Sexual Orientations ...**

(REGULAR BUSINESS)

The Board discussed Alberta Education's Guidelines for Best Practices: Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions. Superintendent Turpin noted that this item will be discussed at the CCSSA Issues Forum on February 19th. Superintendent Turpin will report back to trustees after the Forum. Administrative Procedure 160 Safe and Caring Schools will be reviewed by Senior Administration. School Divisions have been asked to forward their procedure to the Alberta Education Field Services Manager by the end of March 2016.

**Superintendent's
Report - January 2016**

(SUPERINTENDENT'S REPORT)

The Superintendent's Report was received for information.

**Corporate-Treasurer's
Report - January 2016**

(CORPORATE TREASURER'S
REPORT)

The Corporate Treasurer's report was received for information.

**Assistant
Superintendent of**

The Assistant Superintendent of Business Services' Report was received for information.

**Business Services'
Report - January 2016**
(ASSISTANT SUPERINTENDENT
OF BUSINESS SERVICES)

Assistant Superintendent McCarthy provided the Board with an update on the Addendum to the Transfer and Lease Agreement - St. Charles School between the Village of Nampa and Holy Family CRD No.37.

**Village of Nampa -
Lease Agreement**
(ASSISTANT SUPERINTENDENT
OF BUSINESS SERVICES)

Resolution #RB20160119.1009

Moved By: Margaret Michaud

MOVED: the Board approve the Addendum to the Transfer and Lease Agreement of St. Charles School between the Village of Nampa and the Holy Family Catholic Regional Division No. 37 for a further term up to and including August 31, 2016, to allow the Board to repay outstanding debentures on the property.

Carried

**Chair's Report -
January 2016**
(CHAIR'S REPORT)

The Board Chair's report was received for information.

A Committee of the Whole Meeting was scheduled on February 8, 2016, at 9:30 a.m. to review the Alberta Education Draft Inclusive Education Policy Framework and the ASBA Strategic Planning. Assistant Superintendent Taplin will also attend.

Chair Lavoie provided a verbal report on the Chamber of Commerce meeting she attended in Grimshaw on January 19, 2016.

**Grimshaw Shared
School Facility**
(STANDING COMMITTEE
REPORTS)

Assistant Superintendent of Business Services McCarthy provided an update on the Grimshaw Shared School Facility.

The letter from the Minister of Education regarding Funding for Grimshaw Shared School Facility was provided for information.

The Grimshaw Joint Use Committee met on January 20th, 2016. Holy Family has begun a process for gathering feedback on color and design for the Facility. Holy Family and PRSD met with ASBIE to discuss implications of shared schools insurance on the Facility in December.

On December 18th, 2015, 90% review comments from bridging consultants were received as per the request for information made by Superintendent Turpin at the Grimshaw December construction meeting. Comments have been reviewed by the Assistant Superintendent of Business Services and the Facilities and Operations Manager and responded to in advance of the construction meeting scheduled for February 4th, 2016.

The Grimshaw Joint-Use Operational Committee met on January 18th in order to formulate recommendations for a number of items:

- Alignment of Video Surveillance Policies
- Recommendations on shared costs such as custodial arrangements
- Technology integration with phones, public address system, lockdown, fire and security in the building site both camera and keypass

- Technology wireless and network use

The Library Joint Use Committee deferred its next meeting to April 25th, 2016, where continued discussions on the agreement will be pursued.

The Playground Committee was struck with attendance of both Superintendents on January 15th, 2016.

The Technology Committee met in order to make recommendations to the Operational Committee in advance of the meeting on the January 18th, 2016 in order to finalize recommendations for issues such as WIFI and housing of server rooms. Access points and power have been mapped for shared space as well as for our School. Holy Family will manage infrastructure for the WIFI system. January 19th, 2016 the committee will be meeting to begin the requirement list for RFPs and purchasing of equipment.

The PE recreational sub committee last met October 21st, 2015. Recommendations were made including:

- Joint Use Agreement – Access to Town Facilities (MZRM), Priority of Use, Supervision, Booking Procedures, Property Damage, Joint Use Facilities
- Change required to - Availability & Fees: All agreed that “after school hours” in this section should end at 7pm, not 6pm as currently in the document.
- Change required to - Priority of Use: “Senior League Games” should be changed to “School Games”

**Facilities Committee
Tours - January 7 &
14, 2016**

(STANDING COMMITTEE
REPORTS)

Assistant Superintendent of Business Services McCarthy provided a report on the Facilities Tours of January 7 and 14, 2016.

Resolution #RB20160119.1010

Moved By: Gary Fisher

MOVED: the Board adopt the minutes of the Facilities Committee Meeting of January 14, 2016, as presented.

Carried

Resolution #RB20160119.1011

Moved By: Margaret Michaud

MOVED: the Board approve the recommendations of the Facilities Committee for the following IMR Priorities for the 2015-2016 school year:

St. Stephen's

1. Tender and undertake the St. Stephen's ventilation and cooling project.

St. Andrew's

1. Remove brick finishing above door frame which is cracking and replace with proposed finishing system.
2. Cooling solution for rooms in CTS wing.
3. Roofing for final sections of St. Andrew's - Section MB and Portables.
4. Glass block replacement project for SE corner rooms to be replaced

with new all system and large windows.

5. Directional Drilling an Manhole solution to eliminate water from ECS wing.

Good Shepherd

1. Install pressure reducing valves for water services both fire and water service.

2. Complete server room air conditioning.

3. Complete partition.

Rosary School

1. Reroof and repair enclosure for air inlet system.

2. Art room reroof solution.

3. Re-insulate duct work on the roof.

4. Repair student entrance at Portables.

5. Heating system solution - Thermal Engineering Report, Mechanical Engineering report and repairs and upgrades as recommended by same.

Carried

The Board directed the Superintendent to request a portable, for Good Shepherd School, in order to accommodate for the conversion of the present kindergarten to double six (6) stall bathrooms and a new boot room allowing for a supplemental exit and prepare costing for renovation in 2016-2017 for the Facilities Committee to review.

P2 Committee Report

(STANDING COMMITTEE REPORTS)

Resolution #RB20160119.1012

Moved By: Vivianne Gayton

MOVED: the Board adopt the minutes of the P2 Committee Meeting of January 8, 2016, as presented.

Carried

The P2 report was tabled to the February Board Meeting.

C2 Committee Meeting - January 12, 2016

(STANDING COMMITTEE REPORTS)

Trustee Gayton reported on the C2 Committee Meeting of January 12, 2016. Communications Coordinator Bekevich will email the minutes to Trustees.

Teacher-Board Advisory Committee and C2 will be discussed at the February Board Meeting. The next C2 Committee meeting will be held on April 13, 2016. Assistant Superintendent Taplin attended the meeting on January 12, 2016, and remarked that it was a very good meeting.

Glenmary Modernization - Update

(STANDING COMMITTEE REPORTS)

Assistant Superintendent McCarthy provided an update on the Glenmary Modernization Project.

Assistant Superintendent McCarthy reported that he met with Cliff Salaguit to pursue costing and drawings of both options. Architect Salaguit reported that he would be forwarding his recommendations and preliminary drawings for costing Option D to Alberta Infrastructure.

Mechanical, Electrical and Structural Engineers have visited and sent reports in December and early January. Responses to these reports were prepared by the Assistant Superintendent of Business Services and the Facilities and Operations Manager in order to ensure that the maximum number of deficiencies are addressed in the modernization.

**TEBA Meeting -
January 18, 2016**
(OTHER COMMITTEES)

The TEBA meeting attended by Chair Lavoie on January 18, 2016, was discussed previously in camera.

**ASBA Zone 1 Meeting
- January 13, 2016**
(OTHER COMMITTEES)

Chair Lavoie provided an update on the January 13, 2016, ASBA Zone 1 meeting she attended in Grande Prairie. The next meetings will be in Grande Prairie on, March 9, 2016, and St. Isidore on May 11, 2016. The meeting notes were received as information.

**Next Archdiocesan
Pastoral Council
Meeting - February
27, 2016**
(OTHER COMMITTEES)

The next Archdiocesan Pastoral Council will be held on February 27, 2016. Trustee Fisher will be unable to attend. Trustee Gayton will attend as the alternate.

**ACSTA Board of
Directors' Meeting -
Feb. 11 & 12, 2016**
(OTHER COMMITTEES)

The next meeting is scheduled on February 11 and 12, 2016, in Edmonton.

**High Prairie School
Division's Request to
Access Religious
Studies 15/25/35**
(ASSOCIATION BUSINESS)

The Board directed the Superintendent to have a discussion with Trustee Cailliau, Living Waters School Division and the ACSTA Executive Director regarding the request from High Prairie School Division No. 48 to access Religious Studies 15/25/35.

**2016-01-19 Board
Monthly Evaluation
Form**
(BOARD MEETING EVALUATION
FORM)

Trustees were reminded to complete the Board Monthly Evaluation form.

CLOSING PRAYER

Chair Lavoie closed the meeting with a prayer.

ADJOURNMENT

Resolution #RB20160119.1013

Moved By: Ryk David

MOVED: the meeting be adjourned at 4:28 p.m.

Carried

CHAIR

ASSISTANT SUPERINTENDENT OF
BUSINESS SERVICES