

# Regular Board Meeting

## Meeting Minutes: Tuesday, October 16, 2018

**Date/time:** Tuesday, October 16, 2018 Started: 10:00 AM Ended: 4:00 PM  
**Location:** Holy Family Catholic Education and Conference Centre  
**Purpose/notes:** Regular scheduled meeting

**Chaired by:**  
**Minuted rec. by:** Carmen Doris  
**Status:** Minutes distributed

### Attendance

**Present:** Jody Bekevich, Carmen Doris, Gary Fisher, Aimee Hirtle, John Kuran, Carmelle Lizée, Margaret Michaud, John-Michael Pozniak, Betty Turpin, Kelly Whalen  
**Absent:** Jarrett Fulcher, Cora Ostermeier, Jim Taplin

### Meeting documents

13 documents attached to agenda items below

### Agenda

#### 1. CALL TO ORDER

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##### 1.1. Call To Order

Chair Whalen called the meeting to order at 10:00 a.m.

**Status:** Completed

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#### 2. PRAYER

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##### 2.1. Prayer

Chair Whalen led the meeting in a group prayer.

**Status:** Completed

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#### 3. ADOPTION OF AGENDA

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##### 3.1. Adoption of Agenda

**MOVED:** the Board adopt the agenda for the October 16, 2018, Regular Board Meeting as presented.

**Resolution #:** 51-10-2018

**Moved:** John Kuran

**Seconded:**

**Status:** Carried

**Vote:**

- Minutes-2018-09-19-v3.pdf



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## 4. ADOPTION OF MINUTES

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### 4.1. Adoption of Minutes

**MOVED:** the Board adopt the minutes of the September 19, 2018, Regular Board Meeting as presented.

**Resolution #:** 52-10-2018

**Moved:** Gary Fisher

**Seconded:**

**Status:** Carried

**Vote:**

- Minutes-2018-09-19-v4.pdf
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## 5. TRUSTEE REPORTS/ROUND TABLE

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### 5.1. Trustee Monthly Report

Trustees provided a verbal monthly report of their activities as Trustees in a round table discussion.

**Status:** Completed

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### 5.2. Board Meeting Evaluation Survey Responses for Last Meeting

The September 19, 2018, Board Meeting Evaluation Survey responses were reviewed and received for information.

**Status:** Completed

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## 6. Trustee Professional Development

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### 6.1. ACSTA Catholic Schools Legal Summit - September 28, 2018

Trustees who attended the ACSTA Catholic Legal Summit in Calgary provided a verbal report. Superintendent Turpin will provide trustees with the ACSTA PowerPoint when it becomes available.

**Status:** Completed

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### 6.2. Imperfect Board Member

The Board shared what resonated for them in the first Chapter of the Imperfect Board Member as a professional development exercise. Chapter 2 was assigned for the November Board Meeting.

**Status:** Deferred: 11/13/2018

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## 7. NEW BUSINESS

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### 7.1. Appointment of Superintendent Designate for 2018-2019

**MOVED:** the Board accept the Superintendent's recommendation and appoint Assistant Superintendent Jim Taplin as Superintendent designate for the 2018-2019 school year.

**Resolution #:** 53-10-2018

**Moved:** Carmelle Lizee

**Seconded:**

**Status:** Carried

**Vote:**

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## 7.2. Advance Poll for Grimshaw By-Election

**MOVED:** the Board ratify the Board polling of October 2, 2018, that the Board of Trustees of Holy Family Catholic Regional Division hold an advance poll for the By-Election in Grimshaw, Ward 4 Electoral Subdivision 2 on Friday, October 12, 2018, from 1:00 to 4:00 p.m. at the Holy Family School in Grimshaw, Alberta.

**Resolution #:** 54-10-2018

**Moved:** Gary Fisher

**Seconded:**

**Status:** Carried

**Vote:**

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## 7.3. Grimshaw Ward 4 Subdivision 2 By-Election Unofficial Results

The Board received the unofficial results for the By-Election in Grimshaw, Superintendent Turpin thanked the staff for an excellent job and for their professionalism. The new trustee will be sworn in at the November Board Meeting. A new trustee orientation will be scheduled as per Board Policy.

**Status:** Completed

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## 7.4. School Council Chairs and Board Chairs Meeting - October 16, 2018

Review Agenda

The Board reviewed the school council meeting agenda and added the Three Year Education Plan Requirements and Division Budget.

**Status:** Completed

- 2018-10-16 SchoolCouncilChairsandBoardMeetingAgenda (1).pdf
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## 7.5. Board Self Evaluation Report - 2018-10-11

The Board reviewed the final report and made an amendment to the Abnormalities section of the report and reviewed the Areas of Emphasis for 2018-2019. The Board recommended that the format for the Board Self Evaluation and the Superintendent's Evaluation commencing next year be done over a period of two days; the Superintendent's Evaluation to be held in the afternoon and the Board's Evaluation the following morning allowing time for reflection.

**MOVED:** the Board approve the Board-Self Evaluation report, as developed at the facilitated workshop of October 11, 2018, with amendments, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

**Resolution #:** 55-10-2018

**Moved:** John Kuran

**Seconded:**

**Status:** Carried

**Vote:**



- Bd Self-Eval Report FINAL 2018.pdf
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## 8. OLD BUSINESS

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### 9. IN CAMERA

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#### 9.1. In Camera

**MOVED:** the meeting continue in camera at 11:20 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 the Superintendent's Evaluation, Personnel, Update on Minister's Review and Update on Expelled Students 2017-2018, and TEBA.

**Resolution #:** 56-10-2018

**Moved:** John-Michael Pozniak

**Seconded:**

**Status:** Carried

**Vote:**

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#### 9.2. In Public

**MOVED:** the meeting continue in public at 3:10 p.m.

**Resolution #:** 57-10-2018

**Moved:** John-Michael Pozniak

**Seconded:**

**Status:** Carried

**Vote:**

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#### 9.3. FOIP Request to Zone 1 School Boards and PSBAA

**MOVED:** the Board send a FOIP request to Public School Boards Association of Alberta members in Zone One requesting amounts paid to PSBAA from 2015 to present day, a description of the purpose of each payment, including but not limited to membership fees and any additional fees paid for promotional campaigns, and budgeted amounts to be paid to the PSBAA in the 2018-2019 school year and also to send a FOIP request to the Public School Boards Association of Alberta requesting budget the budgets for 2015, 2016, and 2017, the proposed budget for 2018-2019, their member fee schedule including any additional fees for promotional campaigns, a list of all amounts paid to their organization by their members with a description of the purpose of each payment and who the payments were each from and all communication (emails, letters, voicemails) to and from the Office of the Minister of Education from 2015 to present day.

**Resolution #:** 58-10-2018

**Moved:** Gary Fisher

**Seconded:**

**Status:** Carried

**Vote:**

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#### 9.4. Superintendent's Evaluation

**MOVED:** the Board approve the Superintendent Evaluation Report as developed during the evaluation workshop of October 11, 2018, as an accurate accounting of the Superintendent's performance for the period September 1, 2017 to August 31,



2018, and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.

**Resolution #:** 59-10-2018

**Moved:** Gary Fisher

**Seconded:**

**Status:** Carried

**Vote:**

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## 10. INFORMATION - SUPERINTENDENT'S REPORT

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### 10.1. Superintendent's Report

Superintendent Turpin highlighted the Catholic Leadership Academy and the hiring of two Behavior Specialists for the Division.

The Superintendent's Report was received for information.

The Board directed the Superintendent to provide the number of students participating in sacramental preparation at the school level.

**Status:** Completed

- Superintendent's Report October 16 2018.pdf
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### 10.2. NET Update

Superintendent Turpin informed the Board that the NET Ministries Team is working in our schools. A Meet and Greet supper was held on October 11, 2018.

A discussion was held on providing support to host families in the form of grocery gift cards.

**Status:** Completed

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#### 10.2.1. Support for NET Ministries Host Homes

**MOVED:** the Board provide NET Ministries host families support for grocery expenses while hosting the NET team members by providing grocery gift cards from Freson Brothers in the amount of \$50 per week per missionary for the two year duration of the program.

**Resolution #:** 60-10-2018

**Moved:** John-Michael Pozniak

**Seconded:**

**Status:** Carried

**Vote:**

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### 10.3. Director of Business Services Report - October 2018

The Director of Business Services' Report was provided for information.

**Status:** Completed



- DBO - Monthly Report - October 2018 (1).pdf
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## 11. INFORMATION - CORPORATE TREASURER'S REPORT

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### 11.1. Corporate Treasurer's Report

Corporate Treasurer Hirtle informed trustees of the tax changes related to Board remuneration. Presently a third of the trustee honoraria is non-taxable. Effective January 1, 2019, trustee honoraria will be 100% taxable.

A "*Key Management Personnel Form*" for the purpose of declaring there were no transactions between trustees and the Division was distributed to each trustee for their signature.

The Corporate Treasurer's Report was received for information.

**Status:** Completed

- 2017-18 Budget Status - Revenues - September 30, 2018.pdf
  - 2018-19 Budget Status - Expenses - September 30, 2018.pdf
  - Cheque Ratification - September.pdf
  - EFT Ratification - September.pdf
  - Summary of Cheque Listing - 2019.pdf
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## 12. INFORMATION - BOARD CHAIR'S REPORT

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### 12.1. Board Chair's Report

Chair Whalen reviewed the Board Calendar and the Board's Annual Work Plan.

In planning for the 2018-2019 School Facilities Tour by the Facilities Committee the following dates were suggested: November 29 and November 30. The Director of Business Services will send an all call to schools informing them of the dates.

Superintendent Turpin, Chair Whalen and Trustee Kuran will attend the ATA Induction/Retirement, ceremony on November 2, 2018.

**Status:** Completed

- ATA Induction Retirement.pdf
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## 13. STANDING COMMITTEE REPORTS

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### 13.1. Teacher-Board Advisory Committee Meeting Minutes - October 9, 2018

Trustee Lizée provided a verbal report of the October 9, 2018, Teacher-Board Advisory Committee meeting. The meeting minutes were accepted as presented.

**Status:** Completed

- Minutes-2018-10-09-v3.pdf
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### 13.2. Fort Vermilion Educational Services Agreement Committee Meeting - October 15, 2018

Superintendent Turpin provided a verbal report - the written report will be available in November.

**Status:** Completed

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## 14. ASSOCIATION BUSINESS

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## 15. OTHER COMMITTEES

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### 15.1. ACSTA Board of Directors - Key Messages - In Camera

This item was previously discussed in camera.

**Status:** Completed

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### 15.2. Grimshaw Joint Use Shared School Facility - October 22, 2018

Superintendent Turpin was informed that due to a lack of agenda items for the Grimshaw Joint-Use Shared School Facility Committee Meeting scheduled on October 22, 2018, it may be canceled. Superintendent Turpin will keep trustees informed.

**Status:** Completed

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## 16. BOARD MEETING EVALUATION SURVEY

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### 16.1. Board Meeting Evaluation Survey

Trustees were reminded to complete the Board Meeting Evaluation survey.

**Status:** Parked

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## 17. NEXT MEETING

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### 17.1. Next Meeting: Tuesday, November 13, 2018 at 10:00 AM

**Status:** Completed

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## 18. ADJOURNMENT

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### 18.1. Adjournment

**MOVED:** the meeting be adjourned at 4:30 p.m.

**Resolution #:** 61-10-2018

**Moved:** Gary Fisher

**Seconded:**

**Status:** Carried

**Vote:**

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Board Chair

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Holy Family  
Catholic Regional Division

Corporate Treasurer