

# Regular Board Meeting

## Meeting Minutes: Tuesday, December 18, 2018

**Date/time:** Tuesday, December 18, 2018 Started: 10:00 AM Ended: 4:00 PM  
**Location:** Holy Family Catholic Education and Conference Centre  
**Purpose/notes:** Regular scheduled meeting  
**Chaired by:** Kelly Whalen  
**Minuted rec. by:** Carmen Doris  
**Status:** Minutes distributed

### Attendance

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

### Meeting documents

26 documents attached to agenda items below

### Agenda

## 1. CALL TO ORDER

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### 1.1. Call To Order

In the Board Chair's absence, Vice-Chair Fisher called the meeting to order at 10:07 a.m.

**Status:** Completed

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## 2. PRAYER

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### 2.1. Prayer

Vice-Chair Fisher 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 December 18, 2018, Regular Board Meeting, as presented.

**Resolution #:** 78-12-2018

**Moved:** Margaret Michaud

**Seconded:**

**Status:** Carried

**Vote:**

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## 4. ADOPTION OF MINUTES

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### 4.1. Adoption of November 13, 2018 Regular Board Meeting Minutes

**MOVED:** the Board adopt the minutes of the November 13, 2018, Regular Board Meeting, as presented.

**Resolution #:** 79-12-2018

**Moved:** Carmelle Lizee

**Seconded:**

**Status:** Carried

**Vote:**

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### 4.2. Special Board Meeting Minutes - November 22, 2018

**MOVED:** the Board adopt the minutes of the Special Board Meeting of November 22, 2018, as presented.

**Resolution #:** 80-12-2018

**Moved:** John Kuran

**Seconded:**

**Status:** Carried

**Vote:**

- Minutes-2018-11-22-v2.pdf
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## 5. TRUSTEE REPORTS/ROUND TABLE

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### 5.1. Trustee Monthly Report

Trustees reported on their monthly activities as Trustees.

**Status:** Completed

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### 5.2. November Board Meeting Evaluation Report

The November Board Meeting Evaluation Survey Responses were reviewed.

**Status:** Completed

- Board Meeting Evaluation Form (Responses) - Form Responses 1 (3).pdf
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## 6. Trustee Professional Development

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### 6.1. The Imperfect Board Member

The book study exercise for Chapter Three of the "*Imperfect Board Member*" was completed. Chapter Four was assigned for the January Board Meeting.

**Status:** Parked

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### 6.2. CASS First Nations, Métis and Inuit Gathering April 10-12, 2019

Superintendent Turpin informed the Board that the Division Indigenous Education Coordinator, as well as the school based Indigenous Education coordinators will attend the First Nations, Métis and Inuit Gathering in Edmonton on April 10 - 12,



2019. Trustees Kuran and Fisher will attend along with Superintendent Turpin. Registrations and accommodations will be made by Central Office.

**Status:** Deferred: 1/15/2019

- CASS First Nations Metis and Inuit Education Gathering.pdf
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### 6.3. Alberta Rural Education Symposium March 3 - 5, 2019

Chair Whalen, Vice-Chair Fisher, Trustees Lizée, Michaud, Kuran and Superintendent Turpin will attend the Alberta Rural Education Symposium in Edmonton, March 3-5, 2019. Registration and accommodations will be made by Central Office.

**Status:** Deferred: 1/15/2019

- Alberta Rural Ed Symposium March 3 - 5, 2019.pdf
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### 6.4. ASBA "The Learning Centre"

Vice-Chair Fisher noted the ASBA Learning Centre is a resource for trustees to access courses, reports and podcasts. Trustee Pozniak will review what is available and bring some suggestions at the January Board Meeting.

**Status:** Deferred: 1/15/2019

- ASBA Learning Centre Info.pdf
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### 6.5. ASBA Winter Leadership Academy Jan. 21 and 22, 2019

Information on the ASBA Winter Leadership Academy on January 21 and 22, 2019, was provided. The deadline for registration is January 11, 2019. If anyone is interested please let Central Office know.

**Status:** Completed

- Holy Family Catholic Regional Division No. 37 Mail - Winter Leadership Academy 2019.pdf
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## 7. NEW BUSINESS

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### 7.1. Holy Family CRD Shop Addition

Superintendent Turpin provided background information on the proposed addition of a Maintenance Shop next to the Holy Family Catholic Education and Conference Centre. She noted that the Division does not have a location to store overflow of items from the schools and that at the moment, the Division is renting space that is at a cost to the Division. Discussion was held on what options would best serve the Division.

**MOVED:** the Board approve the proposal to build a maintenance shop for the Holy Family Catholic Regional Division, as presented, and proceed to the tendering process.

**Resolution #:** 81-12-2018

**Moved:** John Kuran

**Seconded:**

**Status:** Carried

**Vote:**

- 1848 181106 Holy Family Shop Addition\_Preliminary Elevations & Rendering... (2).pdf
  - Facilities Shop.pdf
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## 7.2. Glenmary Trip to Europe 2021

The Board reviewed the request from Glenmary School for an educational trip to Europe, with Explorica Canada, for a group of grades 9 - 12 students, April 1 - 9, 2021.

**MOVED:** the Board approve, in principle, the request from Glenmary School for an educational trip to Europe, from April 1 - 9, 2019.

**Resolution #:** 82-12-2018

**Moved:** Brian Hill

**Seconded:**

**Status:** Carried

**Vote:**

- 2018-11-23 Letter of Intent - GM Trip to Europe 2021 (1).pdf
  - GM Trip - Canadian Battlefields Quote.pdf
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## 7.3. Appraisal for Fort Vermilion Teacherages

Superintendent Turpin shared with the Board the Appraisal done by Plant & Associates on the teacherages in Fort Vermilion owned by Holy Family Catholic Regional Division. The appraisal was done for potential marketing purposes in the future.

**Status:** Completed

- Appraisal for Fort Vermilion Teacherages.pdf
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## 7.4. Grade Configuration at École Providence

Five years ago École Providence was reconfigured from a K - 9 to a K - 6 school. Superintendent Turpin reported that parents have approached the Principal to see if there could be a possibility to have a grade 7 class so that their children could remain at the school. The enrolment would sustain the salary of a teacher. Reconfiguring the school would require Ministerial approval.

**MOVED:** the Board meet with the parents of the Grade 4, 5 and 6 students of École Providence in the New Year to discuss the viability of reconfiguring the school.

**Resolution #:** 83-12-2018

**Moved:** Margaret Michaud

**Seconded:**

**Status:** Carried

**Vote:**

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## 7.5. Joint Board Meeting with PRSD Invitation

**MOVED:** the Board accept the invitation from Peace River SD No. 10 to a joint board meeting on May 16, 2019.

**Resolution #:** 84-12-2018

**Moved:** Margaret Michaud

**Seconded:**



**Status:** Carried

**Vote:**

- 2018-11-15 Joint Board Meeting with PRSD Invitation.pdf
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#### 7.6. ASBA Questions about Board Autonomy

Superintendent Turpin will prepare a google doc with the ASBA Questions on Board Autonomy and share it with trustees so they can add their responses to the document which will be reviewed at the January Board Meeting prior to being submitted to the ASBA.

**Status:** Completed

- 2018-11-22 ASBA FGM2018 Questions about Board autonomy.pdf
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#### 7.7. 2018-12-11 Request from Peace River School Division re Treaty 8 Flag Installation

Superintendent Turpin reviewed the December 11, 2018 request from Peace River School Division regarding raising a Treaty 8 Flag at the joint school entrance to the Grimshaw Shared School Facility. Superintendent Turpin provided additional information regarding the request. Trustee Hill noted there is an extra flag pole at Holy Family School and therefore it would be at no additional cost to the Division. Trustee Fisher noted there should be a representative from Holy Family CRD on the planning committee for the ceremony/event.

**MOVED:** the Board support the installation of the Treaty 8 Flag at the Grimshaw Shared School Facility with the proviso that it be held on an alternate date.

**Resolution #:** 85-12-2018

**Moved:** John Kuran

**Seconded:**

**Status:** Carried

**Vote:**

- 2018-12-11 Request from PRSD re Installation of Treaty 8 Flag at Shared School Facility.pdf
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#### 7.8. Grimshaw Facility in Action Call for Presentation

Superintendent Turpin informed the Board that the Town of Grimshaw, Peace River School Division and Holy Family Catholic Regional Division have been invited to do a presentation on the Shared Facility in Grimshaw at the Rural Education Symposium in March 2019. Communications Coordinator Bekevich will do a video clip with Trustee Hill for the presentation.

**MOVED:** that Chair Whalen and Superintendent Turpin participate in the presentation on the Grimshaw Shared Facility at the Rural Education Symposium in March 2019 with Town of Grimshaw CAO, Brian Allen, and Peace River SD Board Chair Kuester and Superintendent Bennett.

**Resolution #:** 86-12-2018

**Moved:** Kelly Whalen

**Seconded:**

**Status:** Carried

**Vote:**

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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 12:55 p.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 Personnel, Central Negotiations, Update on Expelled Students, Superintendent's Compensation, and Teacher Contracts and Catholicity Clause.

**Resolution #:** 87-12-2018

**Moved:** John-Michael Pozniak

**Seconded:**

**Status:** Carried

**Vote:**

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### 9.2. In Public

**MOVED:** the meeting continue in public at 3:24 p.m.

**Resolution #:** 88-12-2018

**Moved:** John-Michael Pozniak

**Seconded:**

**Status:** Carried

**Vote:**

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### 9.3. Superintendent's Compensation

**MOVED:** the Board increase the Superintendent's compensation by 6% to be applied to salary and/or RRSP contributions for the 2018-2019 school year.

**Resolution #:** 89-12-2018

**Moved:** Kelly Whalen

**Seconded:**

**Status:** Carried

**Vote:**

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## 10. INFORMATION - SUPERINTENDENT'S REPORT

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### 10.1. Superintendent's Report

The Superintendent's report was received for information. Chair Whalen requested the new and withdrawn students report be grouped by school. The January reports will be amended to reflect this request.

**Status:** Completed

- Superintendent's December Report.pdf
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### 10.2. Director of Business Services and Operations Report

The Director of Business and Operations' report was received for information.



Superintendent Turpin answered a question raised by Vice-Chair Fisher regarding adults wearing helmets while volunteering at school skating activities. Superintendent Turpin responded that OH &S requires students to wear helmets for skating but it is not mandatory for adults to wear helmets at this time. This item will be referred to the Division's OH & S Committee to investigate.

**Status:** Completed

- DBO - Monthly Report - December 2018.pdf
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### 10.2.1. Old Holy Family School Options

The Board reviewed the list of options of whether to sell or demolish the Old Holy Family School with a list of pros and cons. The Director of Business and Operations is exploring the possibility that funds might be available through Alberta Infrastructure for demolition.

The Board directed administration to provide a value of the land only.

The Board tabled this item until further information is received regarding possible funding for demolition.

**Status:** Deferred: 1/15/2019

- Old Holy Family School Options.pdf
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### 10.3. Net Ministries Update

Superintendent Turpin provided positive feedback on the community activities of the Net Ministries. Trustee Lizée also provided positive feedback from the High Prairie community. She noted the Parish Priest participated in family night and there was a good turn out of families attending. Trustee Pozniak also noted the Net Team has been well received in the Valleyview community.

**Status:** Completed

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## 11. INFORMATION - CORPORATE TREASURER'S REPORT

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### 11.1. Corporate Treasurer's Report

The Corporate Treasurer's report attachments will be provided at a later date.

1. Cheque Ratification - November 2018
2. EFT Ratification - November 2018
3. Budget Status - Revenue Report - November 2018
4. Budget Status - Expense Report - November 2018
5. Summary of Cheque Listing - November 2018

The Corporate Treasurer's report was received for information. The in-service on the electronic trustee expense claim form will be provided at the next Board Meeting.

**Status:** Completed

- 2018-19 Budget Status - Expenses - November 30, 2018.pdf
  - 2018-19 Budget Status - Revenues - November 30, 2018.pdf
  - Cheque Ratification - November.pdf
  - EFT Ratification - November.pdf
  - Summary of Cheque Listing - 2019 (3).pdf
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## 12. INFORMATION - BOARD CHAIR'S REPORT

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### 12.1. Board Chair's Report

The Board reviewed the Areas of Emphasis for 2018-2019 that was developed at the Board's Self Evaluation. Superintendent Turpin will investigate the cost of installing the Treaty 8 Flags at each Division School and will bring information back to the January Board Meeting.

The Board Calendar and Annual Work Plan was reviewed.

The Board will hold a Board Retreat in the Fall of 2019 with Jamie MacNamara. Possible dates September 9, 10, 11 and 12, 2019. The Board suggested the following topics for the Retreat:

- continue on the Board Governance;
- keeping Catholicity in governance;
- providing assistance/brainstorming ideas to put strategies in place in the areas of emphasis.

**Status:** Completed

- Board Self Evaluation 2018-19 Areas of Emphasis.pdf
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## 13. STANDING COMMITTEE REPORTS

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### 13.1. Facilities Committee Meeting - December 3 and 4, 2018

Committee Chair Kuran provided a summary of the school tours on December 3 and 4, 2018. It was noted by the Committee that a few items of priority were not added to the IMR Priorities to be approved.

Administration recommended that the Facilities Committee meet again to review the list of priorities before it is approved by the Board. The Facilities Committee will meet On January 10, 2018 at 10:00 a.m. to amend and review the 2017-2018 IMR Priorities.

**Status:** Completed

- FAC Minutes-2018-12-04-v3.pdf
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## 14. ASSOCIATION BUSINESS

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### 14.1. ACSTA AGM - November 16-18, 2018

ACSTA Strategic Plan will be discussed in camera at the January Board Meeting. Kelly thanked all the trustees for their help and support with his campaign for Vice-Chair in the ACSTA Executive election.

**Status:** Completed

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### 14.2. ASBA FGM - November 18 - 20, 2018

Verbal reports were provided by attendees.

**Status:** Completed

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## 15. OTHER COMMITTEES

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### 15.1. Archdiocesan Pastoral Committee





The Archdiocesan Pastoral Council Meeting Notables of November 24, 2018, were received for information.

Superintendent Turpin reported the trustee representative of Holy Family CRD, Vice-Chair Fisher, does an excellent job representing the Division.

**Status:** Completed

- 18-11-24 - One-pager.pdf
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## 15.2. ASBA Zone 1 Meeting - November 14, 2018

The Verbal report of Trustee Pozniak was received for information. Chair Whalen and Trustees Pozniak and Hill will attend the ASBA Zone Meeting Jan. 9, 2019, in Grande Prairie. The agenda will be available this week, prior to the Christmas break.

**Status:** Completed

- Zone One ASBA Roundtable\_ Nov. 14.pdf
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## 16. BOARD MEETING EVALUATION SURVEY

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### 16.1. Board Meeting Evaluation Survey - December 18, 2018

Vice-Chair Fisher reminded trustees to please take a minute to complete the Board Meeting Evaluation Survey for today's meeting.

**Status:** Parked

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## 17. NEXT MEETING

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### 17.1. Next Meeting: January 15, 2019

**Status:** Completed

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## 18. ADJOURNMENT

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### 18.1. Adjournment

**MOVED:** the meeting adjourned at 4:28

**Resolution #:** 90-12-2018

**Moved:** Kelly Whalen

**Seconded:**

**Status:** Carried

**Vote:**

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Board Chair

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Corporate Treasurer



Holy Family  
Catholic Regional Division