



+EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, March 27, 2006

Central Office

Board and Representatives:

Myron Ganser	Chair	Presiding
Harry Loonen	Vice-Chair	Present
Debra Klein	Trustee	Present
Larry Wasylik	Trustee	Present
Jim Brady	Trustee	Present
Mardy Charlebois	Trustee	Present
Chris Nichols	Trustee	Present
Rob Nichols	Trustee	Absent

Administrators

Valerie Burgardt	Superintendent	Present
Stephen MacKenzie	Deputy Superintendent	Present
Karrie Gau	Business Manager	Present
Chelse Hovde	Executive Assistant	Present

Guests

Mike Faught	Principal, Theresetta School	Present
Pat Calyniuk	FSL Representative	Present
Tom Koskie	Principal, Blessed Sacrament School	Present
Erinn Gallagher	Substitute Teacher, Brighter Beginnings	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I	<p><u>Call to Order</u> Chairman Ganser commenced the meeting at 4:05 p.m. Opening Prayer –Trustee D. Klein Next month (April) – Trustee C. Nichols</p>	Trustee C. Nichols
II	<p><u>Consideration of the Agenda</u> Consideration of Agenda:</p> <p>Additions under New Business:</p> <ul style="list-style-type: none"> a) Graduation Cards b) Meeting with Minister c) Community Use of Schools d) Theresetta Gym Proposal e) WCB/Volunteer Letter <p>Motion 2006-24: <i>Trustee D. Klein moved to approve the agenda as presented. Motion carried.</i></p>	
III	<p><u>Review of Previous Minutes</u></p> <p><u>Minutes of February 27, 2006 Regular Board Meeting</u></p> <p>Motion 2006-25: <i>Trustee L. Wasylik moved to approve the minutes of the February 27, 2006 Regular Meeting. Motion carried.</i></p>	
IV	<p><u>Business Arising Out of Previous Minutes</u></p> <p><u>BSS Chapel Door</u></p> <ul style="list-style-type: none"> ▪ Arrangements are still in place and repairs are expected to be completed during Easter break. <p><u>Stettler Expansion</u></p> <ul style="list-style-type: none"> ▪ The situation will be discussed in camera. 	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<p><u>Superintendent's Evaluation</u></p> <ul style="list-style-type: none"> ▪ Carried forward until scheduled to be done. <p><u>Bereavement Policy</u></p> <ul style="list-style-type: none"> ▪ Trustees reviewed the draft bereavement policy that Executive Assistant C. Hovde had prepared. ▪ Changes will be made to bullet 1.2 to read, "A donation in the memory of the departed in the amount of \$50 will be made to the school or school library at the discretion of the administration. <p>Motion 2006-26: <i>Trustee H. Loonen moved to approve Policy 20 – Acknowledgement of Deaths and Bereavements as amended. Motion carried.</i></p> <p><u>Open House</u></p> <ul style="list-style-type: none"> ▪ The Open House for Central Office will take place on Thursday, March 30, 2006 from 4:00 p.m. to 7:00 p.m., the opening ceremonies starting at 5:00 p.m. ▪ Trustees were asked to attend the Open House at 4:00 p.m. ▪ Superintendent V. Burgardt informed the trustees of the dignitaries who would be speaking at the Open House, including MLA Doug Griffiths and the Mayor of Wainwright. <p><u>Administrative Procedure 360</u></p> <ul style="list-style-type: none"> ▪ Trustees were informed of the changes that would be made to <i>Administrative Procedure 360 – Transportation of Students for Co/Extra-curricular Activities.</i> <p><u>Mother Teresa School</u></p> <ul style="list-style-type: none"> ▪ The school council has asked the board to help demolish the north-end of Mother Teresa School due to structural damage. ▪ Trustees discussed how to proceed. A letter will be sent to Mother Teresa School Council giving them first chance to salvage any of the equipment being stored in the damaged space. <p>Motion 2006-27: <i>Trustee C. Nichols moved that the board advertise for tender the north-end of Mother Teresa School. Motion carried.</i></p> <p><u>Presentation from BSS</u></p> <ul style="list-style-type: none"> ▪ Principal Tom Koskie of Blessed Sacrament School and Erinn Gallagher, a substitute teacher for Brighter Beginnings thanked the board for the opportunity to present. ▪ Erinn Gallagher discussed with the board her plan to develop a Junior Kindergarten for 3 and 4 year olds at Blessed Sacrament School. ▪ The program would include children learning through playing. ▪ Erinn Gallagher asked for financial support from the board for start up costs. This would include renovations for things such as a sink, coat hooks, tables, chairs and telephone service. <p>Motion 2006-28: <i>Trustee C. Nichols moved to move in camera. Motion carried.</i></p> <p>Motion 2006-29: <i>Trustee D. Klein moved to move out of camera. Motion carried.</i></p> <p>Motion 2006-30: <i>Trustee M. Charlebois moved that the board enter into a contract with Erinn Gallagher to establish a Junior Kindergarten in Blessed Sacrament School for 3 and 4 year olds. Motion carried.</i></p>	

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V	<p><u>Principal's Presentation</u></p> <ul style="list-style-type: none"> ▪ Principal Mike Faught thanked the board for the opportunity to present. ▪ Principal Mike Faught displayed wood carvings that were created by students from Theresetta School. Wood carving is one of the classes held at Theresetta School. ▪ Principal Mike Faught reviewed Theresetta School's Mission Statement that was developed in 1996. ▪ Theresetta School holds such events as Awards Night, Seder Meal, Advent Activities, Lenten Activities and a Christmas Concert. ▪ Athletic classes at Theresetta School include volleyball, basketball, badminton and track and field. ▪ Principal Mike Faught and staff from Theresetta School have been participating in the Professional Learning Community which they feel has been a benefit for the school. 	
VII	<p><u>Superintendent's Report</u></p> <p>Superintendent Burgardt's report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt informed the trustees that they would be receiving a number of AERR Brochures to take to their parishes. Trustees are to distribute the brochures at the next Sunday Mass and read the prepared message that was emailed to them. ▪ Schools within the division have already received copies of the AERR Brochure, one to each staff member and one to each family within the school. ▪ Superintendent V. Burgardt brought to the trustee's attention the omission that was made with the results for SS 30 and SS 33 for Blessed Sacrament School. A notice to the stakeholder in regard to the editing error will be inserted in the copies of the AERR Brochure handed out to the public for Blessed Sacrament School. ▪ ASBA lawyers have recommended that we include a Harassment Policy and Anti-Bullying Procedure in our policy/administrative procedure manual. These additions will take place after the revision of all current policies has been completed. ▪ Superintendent V. Burgardt informed trustees that principals have been invited to attend a meeting on April 7, 2006 in Edmonton to discuss how ECACS schools can use CAA for measuring GLA in the 2006-2007 school year. Administration from Mother Teresa School and School of Hope will be attending the meeting. ▪ Adelia Gaydosh has been nominated for a 2006 Excellence in Teaching Award. In early April, 134 finalists will be announced and on May 6, 2006, 23 award recipients will be honored at the awards ceremony in Calgary. ▪ Superintendent V. Burgardt informed trustees that the AISI ad will be sent to schools since AISI funding is now in place for the 2006-2007 school year. ▪ Technology Director L. Calnek's contract concludes with ECACS as of July 2006, resulting in the need to advertise for Technology support. Before advertising is sent out, a needs assessment will be conducted at each school. ▪ Blessed Sacrament will be participating in its annual field trip at Birch Bay on June 9, 10, and 11, 2006. Superintendent V. Burgardt recommended that the board approves the 3 day field trip to Birch Bay. <p>Motion 2006-31: <i>Trustee H. Loonen moved to approve the field trip to Birch Bay for 39 grade 7 students, along with 19 parents and 3 teachers of Blessed Sacrament School on June 9 to 11, 2006, provided that the field trip policy requirements are met. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Students in grades 11 and 12 from St. Thomas Aquinas School will be attending a High School Adventure Education Program at HeLa Ventures, located 24 km west of Rocky Mountain House. Superintendent V. Burgardt recommended that the board approves the 3 day field trip to HeLa Ventures. <p>Motion 2006-32: <i>Trustee C. Nichols moved to approve the field trip to HeLa Ventures for grade 11 and 12 students of St. Thomas Aquinas School on June 5 to 7, 2006, provided that the field trip policy requirements are met. Motion carried.</i></p>	

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	<ul style="list-style-type: none"> ▪ Grade 3 students from St. Thomas Aquinas are participating in their annual field trip in Stettler on May 25, 2006. On May 26, 2006, they will be representing the Provost Music Festival Association at the Provincial Music Festival competition held in downtown Edmonton. Superintendent V. Burgardt recommended that the board approves that the children be taken directly from Stettler after their field trip to Edmonton, where they will stay overnight and compete the next morning at 9:00 a.m. at All Saints Sanctuary. <p>Motion 2006-33: Trustee C. Nichols moved to approve the overnight field trip to Edmonton for grade 3 students from St. Thomas Aquinas School on May 25, 2006, provided that the field trip policy requirements are met. Motion carried.</p> <ul style="list-style-type: none"> ▪ The grade 5 class from St. Thomas Aquinas will be participating in their annual field trip to Birch Bay Ranch. They will conduct a lakeside wetland ecosystem study and some character building and team work activities. Superintendent V. Burgardt recommended that the board approve the Grade Five annual field trip to Birch Bay Ranch. <p>Motion 2006-34: Trustee M. Charlebois moved to approve the overnight field trip to Birch Bay Ranch for grade 5 students from St. Thomas Aquinas School on June 12 to 13, 2006, provided that the field trip policy requirements are met. Motion carried.</p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt will condense the field trip and FOIP forms. ▪ CET Canada has requested permission to place exchange students within schools. For an exchange student to be placed in one of ECACS' schools, their school fees must be paid up front and all health and liability insurance provided at no cost to the board. <p><u>FSL Representative's Report</u></p> <ul style="list-style-type: none"> ▪ FSL Representative Pat Calyniuk thanked the board for the opportunity to present. ▪ FSL Representative P. Calyniuk informed trustees of the importance of having a Threat Assessment Policy and an Anti-Bullying Administrative Procedure. FSL has provided an outline to help ECACS develop both. ▪ Both the Threat Assessment Policy and Anti-Bullying Administrative Procedure would require training for staff and students of schools. ▪ Further research will be conducted to develop a policy and administrative procedure for Threat Assessment and Anti-Bullying. 	<p style="text-align: right;">Superintendent V. Burgardt</p>
VIII	<p><u>Deputy Superintendent's Report</u> Deputy Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ Deputy Superintendent S. MacKenzie informed trustees of the progress with FAME. The data that is currently on the FAME database will be used to plan for projects as well as allocate funds for projects. ▪ Dents and scratches on the walls in Central Office will be touched up in the near future. ▪ Deputy Superintendent S. MacKenzie will procure chair railing for the Superintendent's office, as well as his, to protect the walls. ▪ At the next board meeting, a decision will be made regarding the west wall of the board room. There is a possibility of hanging a cross or putting the school logos along the perimeter. ▪ Deputy Superintendent will visit the staff meetings at St. Thomas Aquinas, Christ-King, Blessed Sacrament and Blessed Sacrament Outreach. In April a survey will be sent to schools and from that, a plan will be developed for next years Professional Developments days. ▪ Deputy Superintendent informed trustees that Second Language Instruction will not be mandated for grades 4 to 9. ▪ The Special Education Committee will be meeting at the CASS Alberta Education 	<p style="text-align: right;">Deputy Superintendent S. MacKenzie</p> <p style="text-align: right;">Deputy Superintendent S. MacKenzie</p>

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	<p>Special Education Symposium in May to discuss IPP's and the possible options for its use in the division.</p> <ul style="list-style-type: none"> ▪ ECACS is not expected to receive a draft copy of Clearview school calendar until the end of April. ▪ Deputy Superintendent S. MacKenzie commented on how informative the AISI conference and 2006 Catholic Conference were. ▪ Deputy Superintendent S. MacKenzie, Principal D. Woodland, Vice Principal T. Pochylko and AISI Coordinator D. Cameron all attended the CASS Curriculum Symposium in March. ▪ Trustees were informed of the discussion that took place during the administration meeting in regard to ROE's adjustment requests. 	
IX	<p><u>Secretary-Treasurer's Report</u> Acting as Secretary-Treasurer, K. Gau's report is attached.</p> <ul style="list-style-type: none"> ▪ Acting Secretary-Treasurer K. Gau has received estimated student enrollment numbers from most of the schools and informed trustees that she would therefore begin budgeting for the 2006-2007 school year. ▪ K. Gau also informed the board that a budget meeting took place on March 21, 2006 after the administration meeting. It was decided to follow the same allocation methods as last year. ▪ Secretary-Treasurer I. Paulik and acting Secretary-Treasurer, K. Gau will be preparing the budget during the months of April and May. ▪ Trustees were informed that our current balance of deferred IMR funding is \$455,873. It may be possible for IMR funding to be used for such things as expansion, rightsizing, demolition and revitalization in the future. ▪ The Statement of Final Costs for the St. Jerome's Modernization Project has been submitted to Alberta Infrastructure and Transportation, therefore allowing ECACS to be eligible for the remainder of funding on this project. Due to the slow processing of paperwork, ECACS will receive 90% of the funding now and the final 10% upon final approval. ▪ Acting Secretary-Treasurer, K. Gau informed trustees that ECACS had received the Jubilee Insurance Payout in the amount of \$24,538.05 in November 2005. ▪ Trustees approved the board room furniture so that the Secretary-Treasurer can process the payment tomorrow. <p><u>Accounts Payable</u></p> <p>Motion 2006-35: <i>Trustee M. Charlebois moved to approve the payment of all bills. Motion carried.</i></p> <p><u>ASBA Representative</u></p> <ul style="list-style-type: none"> ▪ Trustee M. Ganser attended the Zone 2/3 meeting on behalf of trustee C. Nichols. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ Trustee L. Wasylik distributed examples of Catholic Tax brochures that are now available on the ACSTA website. Divisions will be informed in the future when a poster will be available. Executive Assistant C. Hovde will make copies of the brochures for trustee C. Nichols. ▪ Catholic Dimension will be ready by April 18, 2006 to be distributed at Blueprints and SPICE. ▪ St. Mary's University will now be offering a Bachelor of Education in Catholic Education. ▪ Trustees informed trustee L. Wasylik of recommendations regarding the 2006 Catholic Conference that he will take to the ACSTA board meeting in June. ▪ May 25, 2006 is World Catholic Education Day. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Nothing to Report <p><u>New Business</u></p>	<p><i>Secretary-Treasurer I. Paulik & Business Manager K. Gau</i></p> <p><i>Acting Secretary- Treasurer K. Gau</i></p> <p><i>Executive Assistant C. Hovde</i></p>
X		

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	<u>Graduation Cards</u> <ul style="list-style-type: none"> ▪ Trustees decided on graduation cards to be handed out to graduates within ECACS. Executive Assistant C. Hovde will have the correct number of graduation cards printed out for each graduating class for the April board meeting. Trustees can sign the cards for their ward at the next board meeting so the cards can be distributed in time for graduation. 	Executive Assistant C. Hovde
	<u>Meeting with Minister</u> <ul style="list-style-type: none"> ▪ Board Chairs had an informative discussion with the Minister of Education on March 24, 2006. 	Superintendent V. Burgardt & Deputy Superintendent S. MacKenzie
	<u>Community Use of Schools</u> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt and Deputy Superintendent S. MacKenzie will draft a letter to be sent to ASBIE in regard to the concern ECACS has with insurance dictating our business procedures. 	Superintendent V. Burgardt & Deputy Superintendent S. MacKenzie
	<u>Theresetta Gym Proposal</u> <ul style="list-style-type: none"> ▪ The proposal from Group2 was presented to the board. 	
	<u>WCB/Volunteer Letter</u> <ul style="list-style-type: none"> ▪ Trustee M. Ganser informed the board that volunteers may fill out a form if they so wish to file for WCB. The form is not compulsory. 	
XI	<u>In Camera Session</u>	
	Motion 2006-36: <i>Trustee C. Nichols moved to move in camera. Motion carried.</i>	
	Motion 2006-37: <i>Trustee D. Klein moved to move out of camera. Motion carried.</i>	
	Motion 2006-38: <i>Trustee H. Loonen moved to accept the Early Retirement Incentive Plan requests from employees #91, #143 and #71 and the one in principle. Motion carried.</i>	
	Motion 2006-39: <i>Trustee M. Charlebois moved to amend the Retirement Incentive Plan, Policy #12, clause #8 to state that teachers will have the incentive bonus pro-rated to correspond with the average FTE taught with the board in their last 5 years of employment. Motion carried.</i>	
XII	<u>Information Items</u>	
	<u>Correspondence</u> Chairman Ganser reviewed correspondence with trustees.	
	<u>Trustee Concerns</u> <ul style="list-style-type: none"> ▪ Trustee L. Wasylik informed the board that the high school girls basketball team from St. Jerome's won bronze in provincials. 	
	<u>Future Business</u> Date of next regular meeting is Monday, April 24, 2006 in Wainwright at Central Office, beginning at 4:00 p.m.	
XIV	<u>Adjournment</u> Meeting was adjourned at 11:01 pm.	

Respectfully submitted:

Chelse Hovde, Executive Assistant

Date

Approved:

Myron Ganser, Board Chair

Date