



**+EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16**

**Regular Meeting - Minutes**

Monday, May 29, 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	Present

**Administrators**

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

**Guests**

Jean McClean	Principal, St. Thomas Aquinas	Present
Brad Wagner	Vice-Principal, St. Thomas Aquinas	Present
Adelia Gaydosch	Blessed Sacrament Teacher	Present
Kerry Frissell	Blessed Sacrament Teacher	Present

<b><u>Item</u></b>	<b><u>Content</u></b>	<b><u>Action</u></b>
I	<b><u>Opening Prayer</u></b> Opening Prayer – Trustee H. Loonen	<i>Trustee D. Klein</i>
	Next month (June) – Trustee D. Klein	
II	<b><u>Action Items</u></b> Chairman Ganser commenced the meeting at 4:05 p.m.	
III	<b><u>Consideration of the Agenda</u></b> Consideration of Agenda:  <b>Additions under New Business:</b> a) ATA Retirement Party b) Request from Francis Stang c) Inspire! d) Board Picnic  <b>Motion 2006- 54:</b> <i>Trustee C. Nichols moved to approve the agenda as presented. Motion carried.</i>	
IV	<b><u>Review of Previous Minutes</u></b>  <u>Minutes of April 24, 2006 Regular Board Meeting</u>  <b>Motion 2006- 55:</b> <i>Trustee M. Charlebois moved to approve the minutes of the April 24, 2006 Regular Meeting. Motion carried.</i>	
V	<b><u>Business Arising Out of Previous Minutes</u></b>  <b><u>BSS Chapel Doors</u></b> <ul style="list-style-type: none"> <li>▪ Davco is no longer taking part in the maintenance of the chapel doors.</li> <li>▪ Trustee H. Loonen provided architect G. Williams with contact information for Central Industries in Wainwright.</li> <li>▪ Trustee H. Loonen sent a letter to architect G. Williams, commenting on the lack</li> </ul>	

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	<p>of progress and gave him a deadline for June 19, 2006. If the project is not completed by the June 19 deadline, the board will make a decision at their next board meeting as to what their next step will be.</p> <p><b><u>Stettler Expansion</u></b></p> <ul style="list-style-type: none"> <li>▪ Have forwarded more requests for 4 x 4's to our consultant.</li> <li>▪ Trustee C. Nichols reviewed the newspaper articles with the board in regard to the formation of 4 x 4's in the Stettler area.</li> </ul> <p><b><u>Mother Teresa School</u></b></p> <ul style="list-style-type: none"> <li>▪ A letter was sent to Alberta Infrastructure requesting permission to demolish the north-end of Mother Teresa School along with the project of building a gym at Theresetta Catholic School.</li> <li>▪ Deputy Superintendent S. MacKenzie discussed with trustees the letter he received from Alberta Infrastructure in regard to the demolition matter.</li> </ul> <p><b><u>Mother Teresa Bus</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustee M. Ganser contacted Principal D. Woodland and informed him that the motion to provide Mother Teresa School with a bus was rescinded.</li> </ul> <p><b><u>Christ-King Letter</u></b></p> <ul style="list-style-type: none"> <li>▪ Superintendent V. Burgardt will inform Christ-King School Council Chair Circun O'Donnell that the school council can reply to the letter received from Alberta Infrastructure regarding the transfer of Waverly School if they so wish.</li> </ul> <p><b><u>Summer Maintenance</u></b></p> <ul style="list-style-type: none"> <li>▪ Deputy Superintendent S. MacKenzie will inform administrators through a memo that they are to proceed with their FAME projects but to exclude ones such as paving the parking lots.</li> <li>▪ Deputy Superintendent S. MacKenzie will look into contacting a company that will provide cocking to all the facilities within the division.</li> <li>▪ The heating at Blessed Sacrament School needs to be balanced and the motion censored water taps need to be fixed as well as the outside panels.</li> </ul>	<p><i>Superintendent V. Burgardt</i></p> <p><i>Deputy Superintendent S. MacKenzie</i></p> <p><i>Deputy Superintendent S. MacKenzie</i></p>
VI	<p><b><u>Adelia Gaydosh &amp; Kerry Frissell</u></b></p> <ul style="list-style-type: none"> <li>▪ BSS teachers A. Gaydosh and K. Frissell presented to the board their request to receive board approval for a high school trip to Europe in the 2006/2007 school year.</li> <li>▪ An informational meeting was held with 40 people in attendance at Blessed Sacrament School.</li> <li>▪ A. Gaydosh and K. Frissell have researched EF Tours and the insurance students and parents are required to obtain for participation on the trip.</li> <li>▪ The trip will consist of visiting England, Paris and Rome. The dates are tentatively set for April 5, 2007 to April 14, 2007.</li> <li>▪ The total student fee is \$3100, while parents will cost \$3409. Parent's fees are \$390 more because of double occupancy and some of the adult fees for the activities are higher than the student's fees. The cost for the trip can be paid over ten months.</li> <li>▪ EF Tours will fly two individuals to observe what they will be participating in on the student trip.</li> </ul> <p><b>Motion 2006-56:</b>  <i>Trustee H. Loonen moved that the board approve the EF Tours to Europe during the 2006/2007 school year for Grade 10 to 12 Blessed Sacrament students, provided risk management, insurance requirements and the field trip policy requirements are met. Motion carried.</i></p>	
VII	<p><b><u>Principal's Presentation</u></b></p> <ul style="list-style-type: none"> <li>▪ Principal J. McClean and Vice-Principal B. Wagner thanked the board for the opportunity to present.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Classes attend mass on Friday mornings throughout the year.</li> <li>▪ Sixteen shoeboxes were collected and shipped to Edmonton to be distributed for Christmas to children in the Ukraine.</li> <li>▪ There were 42 students out of 86 who were on the Honor Roll for the first term.</li> <li>▪ School awards were held on September 22.</li> <li>▪ On November 1, the Sr. girls' volleyball team hosted league playoffs. They became North Eastern Alberta League Champions.</li> <li>▪ The PPS and STA track meet was held on May 24. 89 students will be attending the ECACS Regional Track Meet on June 1, 2006 at Blessed Sacrament this year.</li> <li>▪ Staff and students contributed \$500 to former staff member Suzan Breunig who traveled to the region where hurricane Katrina hit. She offered assistance to those victims in the storm.</li> <li>▪ On October 5, students planted trees around the new soccer field in the town of Provost.</li> <li>▪ The Grade 3 class participated in the Provincial Music Festival in Edmonton.</li> <li>▪ Future plans for St. Thomas Aquinas School include creating a volunteer program which uses seniors as its main resource and offering career counseling, scholarship information and guidance to CALM students, as well as Grade 10 and 12 students.</li> </ul>	
VIII	<p><b><u>Superintendent's Report</u></b>  Superintendent Burgardt's report is attached.</p> <ul style="list-style-type: none"> <li>▪ Superintendent V. Burgardt informed the board that Employee #387 has submitted her resignation, Jack Kelly and Verna Hinch have submitted their retirement, Karley Hollman has been hired as the Grade 3 teacher for St. Thomas Aquinas and Employee #343 has been hired as vice-principal for St. Jerome's.</li> <li>▪ Alberta Education notified us that St. Thomas Aquinas, Theresetta, Blessed Sacrament School, and St. Jerome's School have been recognized as priority schools. Priority schools are ones that have improved each year for the past 3 years.</li> <li>▪ An advertisement will be done for each school promoting their achievement in regard to priority schools.</li> <li>▪ There needs to be improvement in the district with providing yearly faith development to all the staff and yearly inservice in religious instruction. It was decided amongst the board that the AISI/School Improvement/Religion Coordinator will be responsible for conducting organization in regard to that matter.</li> <li>▪ The board would prefer to see administration attend Blueprints every second year and that the teachers within the division be encouraged to attend SPICE on a rotational basis.</li> <li>▪ Presenters from Purdue University will provide training for teachers in our jurisdiction at Blessed Sacrament School on October 15 and 16, 2006.</li> <li>▪ Work is in progress for the 2006/2009 Three Year Education Plan. Trustees will receive a copy of it at the June board meeting and it will be submitted to Alberta Education the day following the board meeting.</li> </ul> <p><b>Motion 2006-57:</b>  <i>Trustee D. Klein moved that the board approve Policy 12 – Retirement Incentive Plan as amended. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ School of Hope has been provided with a letter of support from the superintendent endorsing it's participation in the Katimavik program for the 2006/2007 school year. The program requires board approval.</li> </ul> <p><b>Motion 2006-58:</b>  <i>Trustee L. Wasylik moved that the board approve School of Hope's participation in the Katimavik program for the 2006/2007 school year. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ The school calendars were reviewed by the board of trustees.</li> <li>▪ The 27<sup>th</sup> of June will be the last day for students within the North and South.</li> </ul>	<p style="text-align: right;"><i>Superintendent V. Burgardt</i></p>

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	<ul style="list-style-type: none"> <li>▪ Teaching days are equal at 199. There are 184 student days for the North and 185 for the South.</li> <li>▪ Remembrance Day falls on the weekend this year.</li> </ul> <p><b>Motion 2006-59:</b>  <i>Trustee J. Brady moved that the board approve each of the calendars in the following schools: Theresetta, Mother Teresa, Christ-King, St. Thomas Aquinas, St. Jerome's, School of Hope, Blessed Sacrament Outreach and Blessed Sacrament, taking into account the days that Mother Teresa requested off due to longer school days. Motion carried.</i></p>	
IX	<p><b><u>Deputy Superintendent's Report</u></b>  Deputy Superintendent's report is attached.</p> <ul style="list-style-type: none"> <li>▪ Deputy Superintendent S. MacKenzie informed trustees that maintenance on summer projects can begin. Finance Officer M. Trefiak will begin inputting project payments on FAME as they are processed.</li> <li>▪ The survey regarding Catholic Learning Community Days will go out the day after the board meeting.</li> </ul> <p><b>Motion 2006-60:</b>  <i>Trustee M. Charlebois moved that the board approve the LDC Religious Studies 15/25/35 (LDC 1460, LDC 2460, LDC 3460) for 3 and 5 credits to be offered at four high schools from September 2006 through to June 2009. Motion carried.</i></p> <p><b>Motion 2006-61:</b>  <i>Trustee H. Loonen moves that the board approve off-campus education as a course available to all high schools in accordance with ECACS #16 procedures for off-campus education to be offered at our high schools from September 2005 through to June 2007. Motion carried.</i></p> <p><b>Motion 2006-62:</b>  <i>Trustee M. Charlebois moved that the board approve RAP as a course available to all high schools in accordance with ECACS #16 procedures for off-campus education to be offered at our high schools from September 2005 through to June 2007. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Interviews for Technology Director will be held at Central Office on June 7, beginning at 1:00. Principals T. Koskie and R. Lindsay, along with Deputy Superintendent S. MacKenzie and Trustee M. Charlebois will be in attendance.</li> <li>▪ A bus will provide transportation to Blessed Sacrament Outreach, beginning the 2006/2007 school year.</li> <li>▪ Deputy Superintendent S. MacKenzie reviewed the Vermilion Outreach budget with trustees.</li> <li>▪ School boards are required to submit their three year Capital Plan by June 2, 2006.</li> <li>▪ Deputy Superintendent S. MacKenzie reviewed the Capital Plan with the board.</li> </ul> <p><b>Motion 2006-63:</b>  <i>Trustee J. Brady moved that the board approve the Capital Plan. Motion carried.</i></p>	
X	<p><b><u>Secretary-Treasurer's Report</u></b>  Acting as Secretary-Treasurer, K. Gau's report is attached.</p> <ul style="list-style-type: none"> <li>▪ Acting Secretary-Treasurer K. Gau reviewed the forecast which calculates the estimated surplus (deficit) for each individual school as well as the jurisdiction as a whole for the 2005/2006 school year.</li> <li>▪ Five of the eight schools within East Central Alberta Catholic School Division are forecasting a deficit for the 2005/2006 school year.</li> <li>▪ Six of the eight schools are currently budgeting for a deficit for the 2006/2007 school year.</li> <li>▪ School budgets have now been submitted by all administrators. Superintendent V. Burgardt, Deputy Superintendent S. MacKenzie and acting as Secretary-</li> </ul>	

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	<p>Treasurer, K. Gau will meet with each school individually to review their budgets.</p> <ul style="list-style-type: none"> <li>▪ The allocation model, particularly the allocation of Small School by Necessity and class Size Initiative funding, will need to be revisited for the 2007/2008 school year.</li> <li>▪ There will be no change for the 2006/2007 allocation model but administrators were advised that there will likely be changes for the 2007/2008 school year.</li> <li>▪ St. Jerome's Modernization Project is now considered complete by Alberta Infrastructure after receiving the final 10% of funding.</li> <li>▪ Schools are allotted a budget of \$1000 for SPICE and \$1000 for Blueprints, covering the costs of registration, mileage, meals, etc. The two budget allotments can be used in combination. Costs above \$2000 will be charged to travel/subsistence-principal professional development.</li> </ul>	
<p>XI</p>	<p><u>Accounts Payable</u></p> <p><b>Motion 2006-64:</b> <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"> <li>▪ Deputy Superintendent S. MacKenzie and Trustee L. Wasylik will be attending the ASBA Spring General Meeting on June 4 to 6, 2006.</li> </ul> <p><b>Motion 2006-65:</b> <i>Trustee C. Nichols moved that Trustee L. Wasylik is approved to pick up the ballots. Motion carried.</i></p> <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> <li>▪ Trustee L. Wasylik informed the board that Bonnie has resigned from her position at ACSTA, effective June 17, 2006. A farewell reception will be held on June 15, 2006 at noon. Please contact Lorraine before June 9, 2006 if attending. Contact number is 780.484.6209.</li> <li>▪ The Spring Conference for ACSTA will take place in Yellowknife on March 9 to 11, 2007. Will cost \$350 per person for airfare. Registration is due July 1, 2006. Trustees' airfare will be paid for, however, trustees were asked to submit a personal cheque for their spouses, to be paid to East Central Alberta Catholic School Division.</li> <li>▪ The next meeting for ACSTA is June 23, 2006.</li> </ul> <p><u>Negotiations</u></p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul>	<p><i>Executive Assistant C. Hovde</i></p>
<p>XII</p>	<p><u>New Business</u></p> <p><u>ATA Retirement Party</u></p> <ul style="list-style-type: none"> <li>▪ The ATA Retirement Party will take place on June 10, 2006 at the Prairie Rose in Wainwright, beginning at 5:00 p.m. Trustee L. Wasylik will attend along with his spouse.</li> </ul> <p><u>Request from Employee # 113</u></p> <ul style="list-style-type: none"> <li>▪ Employee #113 requested leave with pay to attend a conference. The board declined her request for reason of precedence.</li> </ul> <p><u>Inspire!</u></p> <ul style="list-style-type: none"> <li>▪ Trustees discussed their options in regard to supporting costs for the Inspire! Conference to take place in October at Blessed Sacrament School.</li> <li>▪ Schools are to cover the costs of accommodations and mileage.</li> </ul>	

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	<p><b>Motion 2006- 66:</b> Trustee C. Nichols moves that the board will pay the sub costs for 20 teachers to attend the Inspire! Conference on October 15 and 16, 2006. Motion carried.</p> <p><b><u>Board Picnic</u></b></p> <ul style="list-style-type: none"> <li>▪ Administration and Central Office staff are invited to attend the board picnic which will take place on Sunday, June 25, 2006, beginning at 2:00, at Shorncliffe Lake.</li> </ul>	
XIII	<p><b><u>In Camera Session</u></b></p> <p><b>Motion 2006- 67:</b> Trustee D. Klein moved to move in camera. Motion carried.</p> <p><b>Motion 2006- 68:</b> Trustee D. Klein moved to move out of camera. Motion carried.</p>	
XIV	<p><b><u>Information Items</u></b></p> <p><u>Correspondence</u> Chairman Ganser reviewed correspondence with trustees.</p> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> <li>▪ Deputy Superintendent S. MacKenzie and Trustee J. Brady attended the Vermilion Outreach graduation, as well as the School of Hope graduation. Both commented on the successfulness of the graduations.</li> <li>▪ Trustees H. Loonen and M. Charlebois attended the Blessed Sacrament Outreach graduation and felt it was a family orientated occasion.</li> </ul> <p><b><u>Future Business</u></b></p>	
XV	<p>Date of next regular meeting is Monday, June 26, 2006 in Wainwright at Central Office, beginning at 4:00 p.m.</p>	
XVI	<p><b><u>Adjournment</u></b> Meeting was adjourned at 11:35 p.m.</p>	

**Respectfully submitted:**

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Chelse Hovde, Executive Assistant

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Date

**Approved:**

\_\_\_\_\_  
Myron Ganser, Board Chair

\_\_\_\_\_  
Date