



+EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, June 26, 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

Tom Koskie	Principal, Blessed Sacrament School	Present
Brian Boos	Vice-Principal, Blessed Sacrament School	Present
Ron Lindsay	Principal, Blessed Sacrament Outreach	Absent

<u>Item</u>	<u>Content</u>	<u>Action</u>
I	<u>Opening Prayer</u> Opening Prayer – Trustee D. Klein Next month (August) – Trustee C. Nichols	<i>Trustee C. Nichols</i>
II	<u>Action Items</u> Chairman Ganser commenced the meeting at 4:07p.m.	
III	<u>Consideration of the Agenda</u> Consideration of Agenda: Additions under New Business: a) ECACS Junior Golf Tournament Request b) 4 X 4 Request from Mother Teresa School Motion 2006- 69: <i>Trustee J. Brady moved to approve the agenda as presented. Motion carried.</i>	
IV	<u>Review of Previous Minutes</u> <u>Minutes of May 29, 2006 Regular Board Meeting</u> Motion 2006- 70: <i>Trustee D. Klein moved to approve the minutes of the May 29, 2006 Regular Meeting as amended. Motion carried.</i>	
V	<u>Business Arising Out of Previous Minutes</u> <u>BSS Chapel Door</u> <ul style="list-style-type: none"> ▪ Trustee M. Ganser read the letter received from ONPA in response to the letter Trustee H. Loonen sent regarding the maintenance of the doors. ▪ Trustee M. Ganser will respond to ONPA through a written response, forcefully explaining that ECACS expects the doors to be completed by the end of summer 2006. 	<i>Trustee M. Ganser</i>

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<p><u>2007 ACSTA Spring Conference</u></p> <ul style="list-style-type: none"> ▪ All trustees and their spouses, along with Deputy Superintendent S. MacKenzie and his spouse will be attending the 2007 ACSTA Spring Conference in March. ▪ Trustees provided Executive Assistant C. Hovde with cheques to pay for flight costs of their spouses to attend the conference in Yellowknife. ▪ Executive Assistant C. Hovde will register all those attending. <p><u>Balancing/Heating at BSS</u></p> <ul style="list-style-type: none"> ▪ Deputy Superintendent S. MacKenzie will look into hiring a company to fix the heating situation at both Blessed Sacrament School and St. Jerome's. 	<p><i>Executive Assistant C. Hovde</i></p> <p><i>Deputy Superintendent S. MacKenzie</i></p>
VI	<p><u>Principal's Presentation</u></p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt and Deputy Superintendent S. MacKenzie presented Principal R. Lindsay's report for Blessed Sacrament Outreach. ▪ Graduation was held on May 27, 2006 with 6 graduates. ▪ The Outreach staff attended the Annual Outreach Education Conference in Kananaskis at the end of September. ▪ A total of 120 students registered at the Outreach for the 2005/2006 school year. The majority are grade 12 students. 59 students are shared. ▪ Blessed Sacrament Outreach School shares facilities, equipment and teaching support with Portage College. A new 5 year lease agreement was just signed between the Outreach and Portage College. ▪ School of Hope is currently delivering Grade 12 English and Social courses to Outreach students. 	
VII	<p><u>Principal's Presentation</u></p> <ul style="list-style-type: none"> ▪ Principal T. Koskie and Vice Principal B. Boos thanked the board for the opportunity to present their report. ▪ The school currently has 17 new students enrolled for the 2006/2007 school year. ▪ In addition, there are approximately 48 to 50 children enrolled in the Little Steps Kindergarten program which will be provided by Erinn Gallagher, beginning in September. ▪ As well, Kindergarten enrollment for Blessed Sacrament School is currently sitting at 25. ▪ Blessed Sacrament School has a K-12 Mentorship program. It expanded in the 2005/2006 school year to include all grades within the school. Staff and parents have noticed the positive effect it has had on the students. 	
VIII	<p><u>Superintendent's Report</u></p> <p>Superintendent Burgardt's report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt provided trustees with a staffing update. Tim Pochylko has been hired as Principal for Blessed Sacrament School, Don Cameron will be Principal at Blessed Sacrament Outreach, and Ron Lindsay was hired as the AISI/School Improvement/Religion Coordinator. Holly Doram was hired as the Principal for Mother Teresa School in Halkirk and Employee #0170 will continue to replace a maternity leave at Christ-King School until June 2007. Employee #0841 requested an unpaid leave of absence which was approved. Michael Larson was hired as the new Technology Director and will start July 4, 2006. ▪ Janice Boiko from ASBIE will set up a meeting with Deputy Superintendent S. MacKenzie and Trustee M. Ganser to discuss and review field trip forms, as well as discuss concerns regarding facility user groups. ▪ Advertisements congratulating St. Jerome's and Blessed Sacrament School for being priority schools in Alberta were put in the Vermilion and Wainwright papers. ▪ Superintendent V. Burgardt reviewed the Fraser Institute Report with Trustees. Blessed Sacrament ranked 56 and St. Jerome's 239 out of 268. School of Hope, St. Thomas Aquinas and Blessed Sacrament Outreach were not included in the document. ▪ Teresa Haykowsky contacted Superintendent V. Burgardt, asking if the ECACS board would be interested in hiring her services to review its policies. Superintendent V. Burgardt will inform her that after careful consideration, the board 	<p><i>Superintendent V. Burgardt</i></p>

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<p>decided against having her review their policies and may look at it sometime again in the years to come.</p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt reviewed the 2006/2009 Three Year Education Plan with trustees. Executive Assistant C. Hovde will email and mail the final document to Alberta Education on June 27, 2006 after the board has approved it. ▪ A template will be sent to each school by the end of June. 	<p><i>Executive Assistant C. Hovde</i></p>
	<p>Motion 2006-71: <i>Trustee J. Brady moved that the board approve the 2006/2009 Three Year Education plan as presented. Motion carried.</i></p>	
	<p>Motion 2006-72: <i>Trustee C. Nichols moved that the board approve Deputy Superintendent S. MacKenzie approach Group2 for preliminary drawings of modernizations of Christ-King School. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ ECACS has declined to sponsor refreshments at the fundraiser for Rainbow of Hope. Deputy Superintendent S. MacKenzie will reply to George Bunz. 	<p><i>Deputy Superintendent S. MacKenzie</i></p>
	<p>Motion 2006-73: <i>Trustee L. Wasylik moved to approve the minutes of the special meeting on April 30, 2006. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt presented a Threat Assessment Procedure to the board for their consideration. Superintendent V. Burgardt and Deputy Superintendent S. MacKenzie will put it into place in the administrative procedures and it will be presented at the August administration meeting. 	<p><i>Superintendent V. Burgardt and Deputy Superintendent S. MacKenzie</i></p>
IX	<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 that the Capital Plan was submitted electronically and the summer maintenance projects have been approved. ▪ Registration for Catholic Learning Community Days has started and will continue until June 30, 2006. Teachers may register for any of the sessions anywhere in the jurisdiction, as well as have the choice of enrolling in sessions concerning technology. Teachers still have the choice of choosing one day of rest. ▪ Deputy Superintendent S. MacKenzie informed the board of BTPS's board motion regarding transportation. 	
	<p>Motion 2006-74: <i>Trustee D. Klein moved to approve the cross-jurisdiction transportation request for Cody Thompson be approved for the 2006/2007 school year and that East Central Alberta Catholic Separate School Regional Division No. 16 be required to pay any transportation shortfall should there be a shortfall incurred while transporting Cody Thompson, to be reviewed on a yearly basis. Motion carried.</i></p>	
X	<p><u>Secretary-Treasurer's Report</u> Acting as Secretary-Treasurer, K. Gau's report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt and acting Secretary-Treasurer K. Gau met individually with each school between June 12 and 16 to review their budgets. Each school then received letters explaining the changes made to their budgets, the resulting surplus (deficit) and then fact that their 2006/2007 budget had been approved. ▪ Acting Secretary-Treasurer K. Gau would like to continue to visit the schools to allow for regular review of financial results. ▪ Acting Secretary-Treasurer K. Gau reviewed the Budget Report with trustees. As a division, ECACS will submit a deficit budget of \$110,462 for the 2006/2007 school year. Total budgeted revenue from Alberta Education is \$16,940,872 and includes funding for instruction, system administration, AISI and special needs transportation. Alberta Infrastructure and Transportation revenue of \$1,093,417 	

Item	Content	Action
	<p>represents funding for plant operations and maintenance. The Alberta Finance revenue of \$61,123 represents interest on debenture debt. The budgeted deficit does not consider any additional CEU funding which may be received by schools.</p> <ul style="list-style-type: none"> ▪ The Bus Maintenance Committee met on June 19, 2006 to discuss a request made by Blessed Sacrament School for reimbursement of major bus repairs, a total of \$19,383.45. The Committee will reimburse Blessed Sacrament School for two invoices amounting to \$12,701.93 for the replacement engine and turbo and labor hours. <p>Motion 2006-75: <i>Trustee H. Loonen moved to approve the Budget Report for the 2006/2007 school year as presented. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Acting Secretary-Treasurer K. Gau informed trustees that 26 teacher names were submitted for Inspire and only 19 of those need substitute teachers. Sub costs for all 19 teachers will be covered. Any additional teachers that sign up from hereon will have sub costs charged to their school. ▪ East Central Alberta Catholic School Division No. 16 will be the banker for FSL beginning this fall. ▪ ECACS signed a new Lease Agreement with Portage College in June to sub-let space for Blessed Sacrament Outreach. ▪ ECACS also finalized a Lease and Facility Use Agreement with Erinn Gallagher to operate the Little Steps Kindergarten program at Blessed Sacrament School. 	
XI	<p><u>Accounts Payable</u></p> <p>Motion 2006-76: <i>Trustee M. Charlebois moved to approve the payment of all bills. Motion carried.</i></p>	
XII	<p><u>ASBA Representative</u></p> <ul style="list-style-type: none"> ▪ Trustee C. Nichols attended the reception that Zone 2/3 held on Friday, June 23 to honor the Edwin Parr recipients, one who was from Fort McMurray Catholic Schools and the other from Northern Lights School Division. ▪ Trustee C. Nichols attended a presentation in regard to eco balancing. The company does international studies on your jurisdiction's ecostudies, which results in utility savings. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ The fall convention for ACSTA will take place from November 17 to 19. ▪ Executive Assistant C. Hovde will book rooms for the trustees and administration attending the 2007 ACSTA Spring Conference in Yellowknife at the Explorer Hotel. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ The committee presented Deputy Superintendent S. MacKenzie with a contract for Superintendent. Deputy Superintendent S. MacKenzie and Trustee M. Ganser will meet to finalize it. 	<p><i>Executive Assistant C. Hovde</i></p>
XIII	<p><u>New Business</u></p> <p><u>ECACS Junior Golf Tournament Request</u></p> <ul style="list-style-type: none"> ▪ Brad Wagner requested financial support from the board for prizes for the ECACS Junior Golf Tournament that will take place in Wainwright on September 15. ▪ The boys will participate in 18 holes, while the girls will do 9 holes. It will cost approximately \$15 per student. <p>Motion 2006-77: <i>Trustee H. Loonen moved that the board support the ECACS Junior Golf Tournament and provide financial support of \$250 to cover the costs of prizes. Motion carried.</i></p>	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<p><u>4x4 Request from Mother Teresa School</u></p> <ul style="list-style-type: none"> ▪ Superintendent V. Burgardt will provide Vince Ackerman with information regarding the request from Mother Teresa School for a 4 x 4 expansion. <p>Motion 2006-78: <i>Trustee J. Brady moved to accept the letter of request for 4 x 4 expansions from Alisa Glasier for Mother Teresa School and the decision to have Vince Ackerman proceed with the expansion upon completion of the Stettler 4 x 4. Motion carried.</i></p>	<p><i>Superintendent V. Burgardt</i></p>
<p>XIV</p>	<p><u>In Camera Session</u></p> <p>Motion 2006- 79: <i>Trustee D. Klein moved to go in camera. Motion carried.</i></p> <p>Motion 2006- 80: <i>Trustee M. Charlebois moved to come out of camera. Motion carried.</i></p> <p>Motion 2006-81: <i>Trustee H. Loonen moved to accept the request from Employee #0008 upon submission of the employee's resignation by July 7, 2006. Motion carried.</i></p> <p>Motion 2006-82: <i>Trustee C. Nichols moved to research and consider the contract to become the banker board for Tri-Partite SHIP. Motion carried.</i></p> <p>Motion 2006-83: <i>Trustee D. Klein moved that 12% of Employee #0018's salary be covered by Religion/Curriculum due to teaching in the division through video conferencing. Motion carried.</i></p>	
<p>XV</p>	<p><u>Information Items</u></p> <p><u>Correspondence</u> Chairman Ganser reviewed correspondence with trustees.</p> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> ▪ Trustees thanked acting Secretary-Treasurer K. Gau for the work she completed on the 2006/2007 Budget Report. ▪ Trustees L. Wasylik and C. Nichols wished everyone a good summer. ▪ Trustee H. Loonen thanked Superintendent V. Burgardt for her work and wished her a great retirement. <p><u>Future Business</u></p>	
<p>XVI</p>	<p>Date of next regular meeting is Monday, August 21 in Wainwright at Central Office, beginning at 4:00 p.m.</p>	
<p>XVII</p>	<p><u>Adjournment</u> Meeting was adjourned at 11:12 p.m.</p>	

Respectfully submitted:

Chelse Hovde, Executive Assistant

Date

Approved:

Myron Ganser, Board Chair

Date