



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, February 26, 2007

Central Office

Board and Representatives:

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

Administrators

| | | |
|-----------------|---------------------|---------|
| Steve MacKenzie | Superintendent | Present |
| Iva Paulik | Secretary/Treasurer | Present |
| Karrie Gau | Business Manager | Present |
| Chelse Hovde | Executive Assistant | Present |

Guests

| | | |
|----------------|------------------------------|---------------|
| Ron Lindsay | AISI Coordinator | Present |
| Michael Larson | Technology Directory | Present |
| Mike Faught | Principal, Theresetta School | Absent |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
|--------------------|---|--------------------------------|
| I. | <u>Opening Prayer</u> Opening Prayer – Trustee M. Charlebois Next month (March) – Trustee H. Loonen | Trustee H. Loonen |
| II. | <u>Action Items</u> Chairman Ganser commenced the meeting at 3:58 p.m. | |
| III. | <u>Consideration of the Agenda</u> Consideration of Agenda: Additions under New Business: Motion 2007- 009: <i>Trustee R. Nichols moved to approve the agenda as presented. Motion carried.</i> | |
| IV. | <u>Review of Previous Minutes</u> <u>Minutes of January 22, 2007 Regular Board Meeting</u> Motion 2007- 010: <i>Trustee D. Klein moved to approve the minutes of the January 22, 2007 Regular Meeting as presented. Motion carried.</i> | |
| V. | <u>Business Arising Out of Previous Minutes</u> <u>Theresetta Gym</u> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie and trustees M. Ganser and R. Nichols met with Theresetta School Parent Council and MLA Doug Griffiths on February 13, 2007 to discuss the Theresetta Gym project. ▪ Superintendent S. MacKenzie toured Mother Teresa School, Christ-King School and Theresetta School with Mike Walter and Laurel Cook to discuss facilities. ▪ A meeting will be arranged with Lloyd Snelgrove to discuss capital projects such as the Theresetta Gym and St. Jerome's School. ▪ Superintendent S. MacKenzie will be sending a letter to the Minister inquiring and explaining the history of Christ-King School by the end of this work week. ▪ Superintendent S. MacKenzie will visit the Town of Stettler office in regard to the | Superintendent S. MacKenzie |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
|-------------|---|---|
| | subdivision of the north and south halves of Stettler. | |
| | <p><u>BSS Chapel Doors</u></p> <ul style="list-style-type: none"> ▪ Trustee H. Loonen informed trustees after talking to architect G. Williams that the architects will no longer continue to work on the BSS Chapel Doors project. ▪ Trustee H. Loonen will be in contact with CAVAN to receive an opinion from the company on what could be done to fix the doors. ▪ Curriculum/Facilities Coordinator T. Koskie will research other architects and door companies for the project. ▪ ECACS will consider putting the project under FAME in the amount of approximately \$20,000. | <p><i>Superintendent S. MacKenzie</i></p> <p><i>Trustee H. Loonen</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> |
| | <p><u>Tenders for Washrooms at STA</u></p> <ul style="list-style-type: none"> ▪ Trustee M. Ganser informed the board that a complete renovation of the elementary boys and girls' washrooms at St. Thomas Aquinas School needs to be done. Dirt is clogging the pipes and there is currently no handicap access to the washrooms. ▪ Curriculum/Facilities Coordinator T. Koskie will be meeting with C. Murray to discuss options in regard to the project on March 7, 2007. | <p><i>Curriculum Facilities Coordinator T. Koskie</i></p> |
| | <p><u>Provincial Bargaining</u></p> <ul style="list-style-type: none"> ▪ Trustee M. Ganser informed the board that he was in contact with BTPS and informed the division that ECACS would not be a part of provincial bargaining. | |
| | <p><u>Canadian Foodgrains Bank</u></p> <ul style="list-style-type: none"> ▪ Trustee M. Ganser informed the board the he has been in contact with the representative for the Canadian Foodgrains Bank who is able to present to ECACS high schools. ▪ Trustee M. Ganser will be in contact with administration in regard to booking days to hold the presentation at their schools. | <p><i>Trustee M. Ganser</i></p> |
| | <p><u>St. Thomas Aquinas School Ski Trip</u></p> <ul style="list-style-type: none"> ▪ The St. Thomas Aquinas School ski trip to Table Mountain, North Battleford was postponed to March 28, 2007 due to cold weather. | |
| | <p>Motion 2007- 011: <i>Trustee C. Nichols moved that the board approve the change of date of the St. Thomas Aquinas School ski trip to Table Mountain, North Battleford to March 28, 2007. Motion carried.</i></p> | |
| VI. | <p><u>Principal's Presentation</u></p> <ul style="list-style-type: none"> ▪ Principal M. Faught of Theresetta Catholic School was unable to attend the board meeting. | |
| VII. | <p><u>AISI Coordinator's Report</u></p> <ul style="list-style-type: none"> ▪ AISI Coordinator R. Lindsay thanked the board for the opportunity to present. ▪ Funding for AISI is set year to year. ECACS is currently working with \$128 per student based on the September 30 enrolments from the previous year. ▪ AISI is currently in Cycle 3 (2006-2009). ▪ ECACS has a budget of \$398,000 for AISI and currently has 4 projects approved. ▪ The School of Hope project, Increase Achievement and Participation Rates in School of Hope priority areas focuses on grade 6 to 9 math and language arts. There are 3 School of Hope teachers splitting the lead role in this project. The teachers will participate in professional development sessions to learn the theory and practice of differentiated learning, as well as collaborate in subject area meetings to develop curricula on online courses. ▪ The Elementary Math Project, Increase Student Understanding of Math Concepts, includes all of ECACS elementary brick and mortar schools. The lead teachers will act as a mentor for teachers within their schools. Lead teachers are trained using First Steps in Mathematics Professional Development. Round one has been completed. | |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
|--------------|--|---------------|
| | <ul style="list-style-type: none"> ▪ Career and Technology Studies and Careers Project, Enhancing Learning Opportunities via Community, includes the four brick and mortar high schools with lead teachers in the area of CTS. The goal of the project is to increase the available courses in fine arts, CTS and CTR courses that are available for students. ▪ Improving Comprehension and Communication Skills Project includes all of ECACS elementary brick and mortar schools where lead teachers will learn comprehension and writing techniques through district PD, Learning Network PD opportunities and out of district PD. ▪ AISI Coordinator R. Lindsay will oversee and coordinate the projects and PD for AISI, as well as manage the budget with the help of Secretary/Treasurer I. Paulik and Business Manager K. Gau. | |
| VIII. | <p><u>Technology Report</u></p> <ul style="list-style-type: none"> ▪ Technology Director M. Larson presented the five year technology plan to the board. The goal is for technology to be reliable, stable, quick and transparent. ▪ Technology Director M. Larson is currently in the process of standardizing the Server Operating System, Microsoft Office 2003 Professional and Internet Browsing Content Filtering. ▪ Other ongoing projects consist of Project Alpha, System Backups, Imaging Technologies and eW@ll E-mail SPAM Filtering. The technology plan is expected to be completed by September 2008. ▪ The goal is to also have email services centralized for staff with ECACS. Therefore, everyone within ECACS will have an @ecacs16.ab.ca email address. <p>Motion 2007- 012: <i>Trustee J. Brady moved that the board use unrestricted net assets to cover the Project Alpha, System Backups and Imaging Technologies estimated at \$130,000. Motion carried.</i></p> | |
| IX. | <p><u>Secretary/Treasurer's Report</u></p> <p>The Secretary/Treasurer's Report is attached.</p> <ul style="list-style-type: none"> ▪ The Budget Committee met on February 16, 2007 where the goals and objectives of the committee were discussed. ▪ The Small School by Necessity and Class Size Initiative grants allocation, Contingency Pool, System Instructional Support, Professional Development and the Severe Disability Pool were all reviewed during the meeting. ▪ Secretary/Treasurer I. Paulik informed the board that the goal of the Budget Committee is to review and improve the divisional funding allocation model. ▪ The next Budget Committee meeting is tentatively scheduled for March 20 or 21, where a proposed allocation of SSBN and CSI to schools will be reviewed. ▪ Secretary/Treasurer I. Paulik provided trustees with a copy of the draft Deferred Salary Leave Plan administrative procedure. The draft procedure was also faxed to the employee who is interested in participating in it. ▪ Secretary/Treasurer I. Paulik reviewed the changes that were made to the Deferred Salary Leave Plan with the board. Changes include the definition of an eligible employee and the enforcement of an administration fee. ▪ Secretary/Treasurer provided trustees with information that includes important dates in regard to the Trustee's Election in the fall. | |
| X. | <p><u>Superintendent's Report</u></p> <p>The Superintendent's Report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie informed trustees that ECACS received the Ministerial Order for the formation of Laketon and Scales. ▪ The By-Law for the ward name change will be sent to Alberta Education after being signed. ▪ Superintendent S. MacKenzie supplied trustees with information regarding the school calendar. BTPS has a tentative schedule for the 2007/2008 school year. Clearview does not yet have a draft calendar. ▪ Trustees were provided binders that included copies of the 2005/2006 AERR and the 2006/2009 Three Year Education Plan. Superintendent S. MacKenzie reviewed | |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
|--|---|---|
| | <p>results from the AERR with the board.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie attended the AISI Conference in Calgary on February 11 to 13. ▪ A CLC planning meeting was held on February 1, 2007. Superintendent S. MacKenzie reviewed the current CLC plan with trustees. CLC Days will include Mission and Ministry Day, a PLC Institute day, an Interest PLC and a School PLC day. ▪ Superintendent S. MacKenzie will reply to an ECACS teacher's request to participate in the Early Retirement Plan. | <p><i>Superintendent S. MacKenzie</i></p> |
| <p>XI. <u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2007- 013: <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 J. Brady informed the board of a presentation by Elk Island Catholic School Division that took place at the previous ASBA meeting in regard to Issues Based Bargaining. He provided information to trustees who can also research it on Google. ▪ Trustee J. Brady will find further information regarding the Issues Based Bargaining and bring it to the March board meeting. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ Trustee L. Wasylik reminded trustees attending the Yellowknife Conference in March to be at the Edmonton International Airport at 6:30 p.m. ▪ Trustee M. Ganser informed the board that he may not be able to attend the conference and someone within Central Office is welcome to take his spot. ▪ A special levy of \$2,154 was recently paid to ACSTA to cover ongoing constitutional legal fees as approved at the 2004 ACSTA AGM. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. | | <p><i>Trustee J. Brady</i></p> |
| <p>XII. <u>New Business</u></p> <p><u>Governance Review</u></p> <ul style="list-style-type: none"> ▪ Trustees are to review and complete the Participant Workbook from ASBA in regard to the governance review. ECACS will complete their copy at the March board meeting and then submit it to ASBA. <p><u>Resignation</u></p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie informed the board that Employee #0158 has submitted her resignation, effective June 30, 2007. <p><u>AUMA/ASBA Agreement</u></p> <ul style="list-style-type: none"> ▪ Trustee M. Ganser informed trustees of the 7 year agreement AUMA and ASBA have together. The agreement deals with taxation issues. ▪ Trustees can access a conference call concerning the issue if they so wish. <p><u>Election of Trustees By-Law</u></p> <ul style="list-style-type: none"> ▪ By-Law No. 1/2007, A Bylaw of the Board of Trustees of the East Central Alberta Catholic Separate Schools Regional Division No. 16 to Provide for the Election of Trustees by Wards was read to the Board of Trustees three times by Secretary/Treasurer I. Paulik. The first reading was passed unanimously by the Board of Trustees. The second reading was passed unanimously by the Board of Trustees. The third reading was passed unanimously by the Board of Trustees. | | |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
|--------------|---|---------------|
| | <p><u>Donation Request</u></p> <ul style="list-style-type: none"> ▪ Trustees provided a donation individually to go to teachers from St. Joseph School in Yellowknife as a result of their school fire. | |
| XIII. | <p><u>In Camera Session</u></p> <p>Motion 2007- 014: <i>Trustee D. Klein moved to go in camera. Motion carried.</i></p> <p>Motion 2007- 015: <i>Trustee C. Nichols moved to come out of camera. Motion carried.</i></p> | |
| XIV. | <p><u>Information Items</u></p> <p><u>Correspondence</u> Chairman Ganser reviewed correspondence with trustees.</p> <p><u>Staff Recognition</u></p> <p>Motion 2007- 016: <i>Trustee M. Charlebois moved that the board recognize Michelle Folk for her nomination in Excellence in Teaching award. Motion carried.</i></p> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> ▪ Trustee D. Klein wished everyone a nice trip to Yellowknife in March for the ACSTA Spring Conference. ▪ Trustee M. Charlebois informed trustees that lunch was provided to teachers at Blessed Sacrament School in recognition of Teacher Appreciation Week. ▪ Trustee M. Ganser informed the board that administrators have been asked to keep their presentations down to a maximum of 15 minutes to help keep the board meeting from running late. | |
| XV. | <p><u>Future Business</u></p> <p>Date of the next regular meeting is Monday, March 26, 2007 at Central Office beginning at 2:00 p.m.</p> | |
| XVI. | <p><u>Adjournment</u></p> <p>Meeting was adjourned at 10:43 p.m.</p> | |

Respectfully submitted:

Chelse Hovde, Executive Assistant

Date

Approved:

Myron Ganser, Board Chair

Date