



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

**Regular Meeting - Minutes**

Monday, March 26, 2007

Central Office

**Board and Representatives:**

Myron Ganser	Chair	Presiding
Jim Brady	Vice-Chair	Present
Debra Klein	Trustee	Present (@ 4:15)
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**

Don Cameron	Principal, Blessed Sacrament Outreach	Present
Tom Koskie	Curriculum/Facilities Coordinator	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 Next month (April) – Trustee C. Nichols	Trustee C. Nichols
II.	<b><u>Action Items</u></b> Chairman Ganser commenced the meeting at 3:21 p.m.	
III.	<b><u>Consideration of the Agenda</u></b> Consideration of Agenda:  <b>Additions under New Business:</b> a) Field Trip Request from St. Thomas Aquinas b) Bussing in Case of Strike c) Foreign Students d) Bullying Conference  <b>Motion 2007- 019:</b> <i>Trustee R. Nichols moved to approve the agenda as presented. Motion carried.</i>	
IV.	<b><u>Review of Previous Minutes</u></b>  <u>Minutes of February 26, 2007 Regular Board Meeting</u>  <b>Motion 2007- 020:</b> <i>Trustee L. Wasylik moved to approve the minutes of the February 26, 2007 Regular Meeting as presented. Motion carried.</i>	
V.	<b><u>Business Arising Out of Previous Minutes</u></b>  <b><u>Governance Review</u></b>  <b>Motion 2007- 021:</b> <i>Trustee M. Charlebois moved to approve the School Board Focus Group Report to be forwarded to ASBA. Motion carried.</i>  <b><u>Theresetta Gym</u></b> ▪ Superintendent S. MacKenzie informed the board that nothing can be done with	

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	<p>capital projects until the budget has been announced on April 19.</p> <p><b><u>BSS Chapel Doors</u></b></p> <ul style="list-style-type: none"> <li>▪ Curriculum/Facilities Coordinator T. Koskie received a breakdown of how the doors were made from CAVAN and forwarded it on to Trustee D. Klein's son who is an architectural technologist for review.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie will research other manufacturers and costs.</li> <li>▪ Trustee H. Loonen, Curriculum/Facilities Coordinator T. Koskie, and Blessed Sacrament Principal T. Pochylko will meet with architectural technologist S. Klein to discuss what options are available to fix the BSS Chapel doors.</li> </ul> <p><b><u>Tenders for Washrooms at St. Thomas Aquinas</u></b></p> <ul style="list-style-type: none"> <li>▪ Curriculum/Facilities Coordinator T. Koskie sent renovation specifications to three architectural firms. As of now, he has met with Cliff Murray from John Murray Architectural Associates who has provided two solutions.</li> <li>▪ The first solution is to fix the pipes at the cost of approximately \$30,000. The second solution would be to fix the pipes and complete a modernization of the washrooms which would include a handicap washroom, with a cost of approximately \$160,000.</li> <li>▪ Trustees discussed with Curriculum/Facilities Coordinator T. Koskie other options and stated that the project should be completed by this summer.</li> <li>▪ Trustees also indicated that Curriculum/Facilities Coordinator T. Koskie should try to get 2 more quotes from the other architectural firms.</li> </ul> <p><b><u>Curriculum/Facilities Coordinator's Report</u></b></p> <p><b>Motion 2007- 022:</b>  <i>Trustee H. Loonen moved to accept the tender from Citadel for balancing the heating system at School of Hope. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Curriculum/Facilities Coordinator T. Koskie informed the board of the Occupational Health and Safety form he created that schools are to complete four times a year. To complete the form, each school is to have a committee of staff members that will review the school facilities and report any hazards that need to be fixed. A copy of the form will be kept at Central Office in the school's binder.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie will be attending a local SHIP meeting that will deal with internal conflicts between Mental Health, FSL and Child Services.</li> </ul> <p><b>VI. <u>Principal's Presentation</u></b></p> <ul style="list-style-type: none"> <li>▪ Blessed Sacrament Outreach Principal D. Cameron provided trustees with an update of the school.</li> <li>▪ The Blessed Sacrament Outreach School is the smallest school in East Central Alberta Catholic School Division. It is open during the week, two evenings during the week and holds labs on Saturdays and Sundays for the students.</li> <li>▪ The Blessed Sacrament Outreach School building is shared with Portage College.</li> <li>▪ Principal D. Cameron explained to trustees that the Outreach School is an alternate place for students that don't fit in regular classroom settings.</li> <li>▪ Most kids who attend Blessed Sacrament Outreach School are 15 or 16 years in age.</li> <li>▪ Merit Construction, Wright Construction, Boston Pizza, Crabapples, Showtime Video, Star News and CFB Wainwright are just a few of the businesses in Wainwright that provide work experience for students at Blessed Sacrament Outreach.</li> <li>▪ Principal D. Cameron informed trustees that the school has a direct line to the RCMP and a RCMP officer visits the school once a week.</li> </ul> <p><b>VII. <u>Secretary/Treasurer's Report</u></b>  The Secretary/Treasurer's Report is attached.</p> <ul style="list-style-type: none"> <li>▪ The Budget Committee met for the second time on March 20. The allocation of</li> </ul>	<p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p>

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	<p>Small School by Necessity and Class Size Initiative grants was finalized.</p> <ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Paulik informed trustees that a transition one-time grant of approximately \$42,000 and \$22,000 will be provided to Theresetta School and Christ-King School respectively in 2007/2008 to minimize the financial impact of the new allocation.</li> <li>▪ Schools will be provided with their revenue allocations in the next couple of weeks.</li> <li>▪ The provincial budget will be announced on April 19.</li> <li>▪ A 5-year contract has been signed between ECACS and Telus. This includes a Telus Local Business Contract and a Long Distance Business Contract. Savings will be approximately \$1000 per month if our usage of telephone lines stays the same in the following years. Termination charges and penalties would be effective if we were to switch to a different provider altogether.</li> <li>▪ School of Hope, St. Jerome's and St. Thomas Aquinas are all enrolled in the new gas purchase program effective February 1, 2007. ECACS will be provided with quarterly newsletters and reporting by EDC Associates.</li> <li>▪ Secretary/Treasurer I. Paulik informed trustees that the Electricity Procurement is doing well. School boards will not receive any excess or unused energy charges or credits for 2006.</li> <li>▪ ASBIE's retained earnings for ECACS was \$12,904 for the August 31, 2006 allocation. This is not an asset on our financial statements.</li> <li>▪ Operating results and net assets of school jurisdictions will now be incorporated in the Ministry results. Alberta Education will take 5/12ths of the school jurisdictions revenues and expenses from the audited financial statements at August 31, 2006 and add the actual results for the seven months ended March 31, 2007.</li> <li>▪ Business Manager K. Gau reviewed the projected enrolment for the next school year with trustees as well as the schools' financial results for the first six months of the 2006/2007 school year. She will discuss these financial results with the schools within the next couple of weeks.</li> </ul>	<p><i>Business Manager K. Gau</i></p>
<p><b>VIII. <u>Superintendent's Report</u></b></p>	<p>The Superintendent's Report is attached.</p> <ul style="list-style-type: none"> <li>▪ Schools are to do their own AERRs.</li> <li>▪ The roll up letter regarding the Stettler 4 x 4 and the draft letter to the Minister inquiring and explaining the history of Christ-King was included in the Superintendent's Report package for the trustees review.</li> <li>▪ Superintendent S. MacKenzie will provide trustees with a human resources report at every board meeting. He reviewed March's report with the board.</li> <li>▪ ECACS currently has funding for 2 priests to attend Blueprints. On behalf of the board, Superintendent S. MacKenzie will invite the priests.</li> <li>▪ A meeting with Lloyd Snelgrove has tentatively been set for April 23 at 2:30 in Vermilion.</li> <li>▪ Superintendent S. MacKenzie asked the board for permission to attend the Differentiated Instruction Conference in Salt Lake City on June 29 to July 2.</li> </ul> <p><b>Motion 2007- 023:</b> <i>Trustee J. Brady moved to approve Superintendent S. MacKenzie's trip to Salt Lake City to attend the Differentiated Instruction Conference on June 29 to July 2. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie met with the system administration and trustees regarding the subdivision of the block that Christ-King sits on. He also met with the town planner about the Block 65 Subdivision.</li> <li>▪ Trustees were given a copy of a draft advertisement that once approved, will go out to advertise for the position of administrator at School of Hope.</li> </ul>	<p><i>Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie</i></p>
<p><b>IX. <u>Committees</u></b></p> <p><b><u>Accounts Payable</u></b></p> <p><b>Motion 2007- 024:</b> <i>Trustee H. Loonen moved to approve the payment of all bills. Motion carried.</i></p>		

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	<p><b><u>ASBA Representative</u></b></p> <ul style="list-style-type: none"> <li>▪ Question one of the Governance Review was discussed at the last meeting.</li> <li>▪ A presentation was also held at the last meeting regarding RAP students which was very informative.</li> </ul> <p><b><u>ACSTA Director</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustee L. Wasylik informed the board about the second billing for the 2007 Special Assessment Levy.</li> <li>▪ The ASBA Spring Conference will be held on one day and the discussion will be on property tax.</li> <li>▪ Trustee L. Wasylik provided the board with profile information about the Minister of Education.</li> </ul> <p><b><u>Negotiations</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustee J. Brady discussed the Interest Based Bargaining Process. He described another school jurisdiction's experiences and relevant costs with this process.</li> <li>▪ Trustee J. Brady believes that ECACS should continue to build a good relationship between the board and its teachers.</li> </ul> <p><b>X. <u>New Business</u></b></p> <p><b><u>Field Trip Request from St. Thomas Aquinas</u></b></p> <ul style="list-style-type: none"> <li>▪ The grade 9 class at St. Thomas Aquinas asked the board for approval for their year-end outdoor education trip. The date of the trip is scheduled for June 6, 7 and 8. The trip is to HeLa Ventures, near Rocky Mountain House.</li> </ul> <p><b>Motion 2007- 025:</b>  <i>Trustee D. Klein moved to approve the St. Thomas Aquinas Grade 9 field trip to HeLa Ventures on June 6, 7 and 8, 2007, provided that all field trip policy requirements are met. Motion carried.</i></p> <p><b><u>Bussing in Case of Strike</u></b></p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie will review the transportation agreement with BTPS and find out if bus drivers are still required to bus ECACS children if or when BTPS goes on strike.</li> </ul> <p><b><u>Foreign Students</u></b></p> <ul style="list-style-type: none"> <li>▪ It is felt that Grade 6 is too young to be accepting foreign students in schools.</li> <li>▪ A foreign student must be able to speak English.</li> <li>▪ It is the principal's decision as to how many foreign students can be accepted at the school. The amount of foreign students in a school must not effect the education of the school's regular students.</li> <li>▪ If a school is to accept foreign students for the 2007/2008 school year, they must be submitted by the end of May in the 2006/2007 school year.</li> </ul> <p><b><u>Bullying Conference</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustee D. Klein informed trustees of the Bullying Conference she attended in Lloydminster on March 26, 2007.</li> <li>▪ Trustee D. Klein felt the conference was very informative. The program is to be set up in a school setting but parents also need to be educated about it.</li> </ul> <p><b>XI. <u>In Camera Session</u></b></p> <p><b>Motion 2007- 026:</b>  <i>Trustee D. Klein moved to go in camera. Motion carried.</i></p> <p><b>Motion 2007- 027:</b>  <i>Trustee D. Klein moved to come out of camera. Motion carried.</i></p>	<p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p>

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<p><b>XII.</b></p>	<p><b><u>Information Items</u></b></p> <p><u>Correspondence</u> Chairman Ganser reviewed correspondence with trustees.</p> <p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> <li>▪ Trustee H. Loonen informed the board that the Grade 12 class at Blessed Sacrament School won Cheermania.</li> <li>▪ Superintendent S. MacKenzie and Trustee M. Ganser will be attending both the meeting in the morning with Clearview and the meeting with Christ-King School Council in the evening of April 3 regarding the status of the Waverly School building, the Block 65 Subdivision and other relevant matters.</li> </ul>	<p style="text-align: right;"><i>Superintendent S. MacKenzie &amp; Trustee M. Ganser</i></p>
<p><b>XIII.</b></p>	<p><b><u>Future Business</u></b> Date of the next regular meeting is Monday, April 23, 2007 at Central Office beginning at 4:00 p.m.</p>	
<p><b>XIV.</b></p>	<p><b><u>Adjournment</u></b> Meeting was adjourned at 9:03 p.m.</p>	

**Respectfully submitted:**

\_\_\_\_\_  
Chelse Hovde, Executive Assistant

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Date

**Approved:**

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Myron Ganser, Board Chair

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Date