



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, October 22, 2007

Central Office

Board and Representatives:

| | | |
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| Jim Brady | Chair | Presiding |
| Harry Loonen | Vice-Chair | Present |
| Debra Klein | Trustee | Present |
| Larry Wasylik | Trustee | Present |
| Greg Ibach | 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 |
| Tom Koskie | Curriculum/Facilities Coordinator | Present |

Guests

| | | |
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| Paulette Moir | Principal, St. Jerome's School | Present |
| Derek Collins | Vice Principal, St. Jerome's School | Present |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
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| I. | <u>Opening Prayer</u> Opening Prayer – Trustee C. Nichols Next meeting (November) – Trustee D. Klein | <i>Trustee D. Klein</i> |
| II. | <u>Action Items</u> Chairman Brady commenced the meeting at 4:51 p.m. | |
| III. | <u>Consideration of the Agenda</u> Additions under New Business: a) Field Trip Proposal – St. Jerome's School b) School of Hope c) Name Plates Motion 2007- 094: <i>Trustee M. Charlebois moved to approve the agenda as presented. Motion carried.</i> | |
| IV. | <u>Review of Previous Minutes</u> <u>Minutes of September 24, 2007 Regular Board Meeting</u> Motion 2007- 095: <i>Trustee H. Loonen moved to approve the minutes of the September 24, 2007 Regular Meeting as presented. Motion carried.</i> | |
| V. | <u>Business Arising Out of Previous Minutes</u> <u>Planning Dates</u> <ul style="list-style-type: none"> ▪ Trustees will meet for an in-service on November 23, 2007 at the ACSTA conference in Edmonton. ▪ Superintendent S. MacKenzie will contact Myron Ganser with the meeting date and time. | <i>Superintendent S. MacKenzie</i> |
| VI. | <u>Principal's Presentation</u> <ul style="list-style-type: none"> ▪ St. Jerome's Principal P. Moir and Vice Principal D. Collins distributed yearbooks to trustees for viewing. Caroline Dieken was the teacher editor for the yearbook. The theme was "Simply Unforgettable". | |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
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| | <ul style="list-style-type: none"> ▪ Lakeland College offers carpentry, welding and mechanics for Grade 10 students and second level carpentry for Grade 11 students through CTS. ▪ Lakeland College also offers a music program. ▪ St. Jerome's School uses video conferencing to offer Science 30 and Applied Math 30. ▪ Students attend mass twice a year at the Ukrainian church in Vermilion. ▪ Students participate in CWL essays. ▪ St. Jerome's School collects shoeboxes filled with fundamental items that are shipped to the Ukraine to people in need. DHL transports the shoeboxes to Edmonton for free. ▪ Elementary students visit the nursing homes in Vermilion. ▪ Student artwork can be seen in the Lakeland Mall and the Hospital. The Lodge has asked for the school to supply them with artwork as well. ▪ St. Jerome's School offers a program entitled "Food for the Hungry". The program allows students within the school that may have forgotten their lunch or spilled it, to receive soup, a snack and drink for free. | |
| <p>VII. <u>Facilities Report</u></p> | <p>The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> ▪ Curriculum/Facilities Coordinator T. Koskie informed the Board that 3 signs have been ordered for the 07/08 school year. One for St. Jerome's School, St. Thomas Aquinas School and Central Office. The signs cannot be funded from IMR so the cost will come out of PO&M. ▪ The Board will receive 90% of the capital grant for the Theresetta Capital Project. ▪ A Call for Proposal was sent to 4 architectural firms on October 10, 2007. Proposals must be returned by November 20, 2007. ▪ Trustees C. Nichols, R. Nichols and Superintendent S. MacKenzie, Secretary/Treasurer I. Paulik and Curriculum/Facilities Coordinator T. Koskie will be part of a committee that will be responsible for selecting a consulting firm. Principals R. Ries and T. Soldan will be asked to join the committee. The committee will review the proposals on November 23, 2007. ▪ The paving in the school parking lot at Blessed Sacrament School was completed on October 19, 2007. ▪ Trenching at School of Hope will take place within 10 days. ▪ The air balancing at School of Hope will be completed by the end of the week. ▪ Curriculum/Facilities Coordinator T. Koskie attended the Curriculum Coordinator meeting on October 16, 2007 where the High School Mathematic Revisions were discussed. ▪ Curriculum/Facilities Coordinator T. Koskie reviewed the outcome of the PLC in-service held on October 5, 2007 with trustees. ▪ A CASS meeting was held on September 27 and 28 at the base in Wainwright. The costs were split with Buffalo Trail Public School Division No. 28. <p>Motion 2007-096: <i>Trustee C. Nichols moved to accept the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p> | |
| <p>VIII. <u>Secretary/Treasurer's Report</u></p> | <p>The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ Business Manager K. Gau provided the Board with the September 28 student enrolment break-down. ▪ The revised budget is due on November 30, 2007 and will be presented to the Board on November 26, 2007. ▪ School of Hope will receive approximately \$271,000 as one-time blended funding in the 2007/2008 school year which is to minimize the impact of the new blended funding formula. ▪ The modernization grant for Theresetta Catholic School is for the amount of \$4,383,416. ▪ Meyers Norris Penny LLP will perform the audit of financial statements during the week of October 29 to November 2, 2007. The financial statements will be presented at the November Board meeting. They will be submitted to Alberta | |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
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| | <p>Education after being approved by the Board.</p> <p>Motion 2007-097: <i>Trustee H. Loonen moved to accept the Secretary/Treasurer's report as presented.</i> <i>Motion carried.</i></p> <p>IX. <u>Superintendent's Report</u> The Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ The Information Sharing Agreement between ECACS and Pediatric Regional Integrated Services Model (PRISM) has been signed. ▪ Superintendent S. MacKenzie gave trustees an update regarding the joint use agreement and title between Clearview and ECACS. There will be movement towards the survey of the subdivision and the easements will be finalized at the November meeting. ▪ Catholic Education Sunday is November 4, 2007. ▪ Superintendent S. MacKenzie will distribute long-service awards to recipients during his travels to schools. ▪ Superintendent S. MacKenzie reviewed the monthly Human Resources report with trustees. ▪ The costs of bussing at Christ-King School will be finalized and reported at the November Board meeting. ▪ Changes made to Administrative Procedure 302 were reviewed and will be presented to administrators at the administration meeting on Tuesday, October 23, 2007. ▪ Superintendent S. MacKenzie will meet again with Alberta Education and Infrastructure regarding funding of Theresetta School on Wednesday, October 24, 2007. ▪ Severe files were prepared by Elynn Schaffner and then delivered to Alberta Education by Superintendent S. MacKenzie. ▪ Superintendent S. MacKenzie reviewed the "Mad Mag" with trustees. The magazine was created by Superintendent S. MacKenzie and its purpose is to summarize an overview of the PLC Institutes. ▪ Alberta Education will be providing online Provincial Achievement Tests for grade nine. <p>Motion 2007-098: <i>Trustee M. Charlebois moved to accept the Superintendent's report as presented.</i> <i>Motion carried.</i></p> <p>X. <u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2007- 099: <i>Trustee H. Loonen moved to approve the payment of all bills. Motion carried.</i></p> <p><u>ASBA Representative</u></p> <ul style="list-style-type: none"> ▪ A training session for new trustees will be held on October 25, 2007. Another one will be held for new trustees and new chairmen on January 21 and 22, 2008. ▪ Trustees were provided with information regarding eligibility to run for school trustee. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ The Catholic Dimension should be ready for pick up at the AGM in November. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Trustees will meet around 4:00 p.m. on Saturday, November 17, 2007 at the ACSTA AGM and Convention in Edmonton to discuss negotiations. Trustees will then meet with Myron Ganser to discuss negotiations further. | <p><i>Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie</i></p> <p><i>Trustees</i></p> |

| <u>Item</u> | <u>Content</u> | <u>Action</u> |
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| XI. | <p><u>New Business</u></p> <p><u>Field Trip Proposal – St. Jerome’s School</u></p> <ul style="list-style-type: none"> ▪ St. Jerome’s teacher A. MacMillan requested permission for St. Jerome’s students and Mannville students to attend an international field trip in 2008. ▪ The request has been approved in principle by the Board of Trustees on the conditions that Buffalo Trail Public School Division No. 28 approves and sends one teacher responsible for the Mannville students. <p><u>School of Hope</u></p> <ul style="list-style-type: none"> ▪ Principal I. Long wants to know how many teachers are required for supervision when certain classes are being taught by instructors from the community. Superintendent S. MacKenzie will look further into the matter. <p><u>Name Plates</u></p> <ul style="list-style-type: none"> ▪ Trustees discussed purchasing name plates. It was agreed upon that name plates are not necessary. | <p><i>Superintendent S. MacKenzie</i></p> |
| XII. | <p><u>In Camera Session</u></p> <p>Motion 2007- 100: <i>Trustee D. Klein moved to go in camera. Motion carried.</i></p> <p>Motion 2007- 101: <i>Trustee C. Nichols moved to come out of camera. Motion carried.</i></p> | |
| XIII. | <p><u>Information Items</u></p> <p><u>Correspondence</u> Chairman Brady reviewed correspondence with trustees.</p> <p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> ▪ Trustee M. Charlebois congratulated the new chairman and trustee. ▪ Trustee D. Klein complemented AISI Coordinator R. Lindsay’s and Blessed Sacrament teacher S. Pochylko’s work with high school students regarding careers at St. Thomas Aquinas School. | |
| XIV. | <p><u>Future Business</u> Date of the next regular meeting is Monday, November 26, 2007 at Central Office, commencing at 4:00 p.m.</p> | |
| XV. | <p><u>Adjournment</u> Meeting was adjourned at 9:12 p.m.</p> | |

Respectfully submitted:

Chelse Hovde, Executive Assistant

Date

Approved:

Jim Brady, Board Chair

Date