



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

**Regular Meeting - Minutes**

Monday, November 26, 2007

Central Office

**Board and Representatives:**

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**

Amber Hoffus	Meyers Norris Penny LLP	Present
Darren Carleton	Meyers Norris Penny LLP	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 D. Klein Next meeting (December) – Trustee M. Charlebois	Trustee M. Charlebois
II.	<b><u>Action Items</u></b> Chairman Brady commenced the meeting at 4:06 p.m.	
III.	<b><u>Consideration of the Agenda</u></b>  <b>Additions under New Business:</b> a) ASFF b) Board Christmas Party c) AERR d) Retreat Date e) Premier Dinner in Hardisty  <b>Motion 2007-102 :</b> <i>Trustee D. Klein moved to approve the agenda as presented. Motion carried.</i>	
IV.	<b><u>Review of Previous Minutes</u></b>  <u>Minutes of October 22, 2007 Regular Board Meeting</u>  <b>Motion 2007-103:</b> <i>Trustee H. Loonen moved to approve the minutes of the October 22, 2007 Regular Meeting as presented. Motion carried.</i>  <u>Minutes of October 22, 2007 Organizational Board Meeting</u>  <b>Motion 2007-104:</b> <i>Trustee M. Charlebois moved to approve the minutes of the October 22, 2007 Organizational Board Meeting as presented. Motion carried.</i>	
V.	<b><u>Business Arising Out of Previous Minutes</u></b> ▪ Nothing to report.	

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VI.	<p><b><u>Auditors</u></b></p> <ul style="list-style-type: none"> <li>▪ Auditors from Meyers Norris Penny LLP reviewed the audited financial statements with the Board of Trustees.</li> <li>▪ Secretary/Treasurer I. Paulik reviewed a detailed schedule of the operating and capital reserves with the Board.</li> <li>▪ Secretary/Treasurer I. Paulik reviewed each school's results with the Board. Schools will receive their results at the administration meeting on November 27, 2007.</li> </ul> <p><b>Motion 2007-105:</b>  <i>Trustee C. Nichols moved to accept the Audited Financial Statements and Supporting Schedules for the year ended August 31, 2007 as presented. Motion carried.</i></p>	
VII.	<p><b><u>Facilities Report</u></b></p> <ul style="list-style-type: none"> <li>▪ After reviewing the four proposals received, the committee recommended the John Murray architectural firm to the Board in regard to the Theresetta capital project and Christ-King renovation.</li> </ul> <p><b>Motion 2007-106:</b>  <i>Trustee G. Ibach moved to accept the tender of John Murray Associates firm for the Theresetta modernization project and Christ-King renovation upon a successful reference check. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ A letter will be submitted by Curriculum/Facilities Coordinator T. Koskie to the Regional Director to allow the project consultant to develop a design and cost estimate that will be provided to Alberta Infrastructure and Transportation.</li> </ul> <p><b>Motion 2007-107:</b>  <i>Trustee G. Ibach moved to accept the letter that will be submitted to the Regional Director. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Curriculum/Facilities Coordinator T. Koskie met with Alberta Infrastructure on September 24, 2007 to discuss the Christ-King renovation. The Christ-King renovations have been submitted as a capital project to Infrastructure.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie met with Alberta Infrastructures Technical Services Branch to evaluate the Waverly School. The mechanical work will be reviewed on November 28, 2007. The next steps will be determined at a meeting scheduled with Alberta Infrastructure for January 16, 2008.</li> <li>▪ The possibility of utilizing IMR funding to maintain Mother Teresa School was discussed at the September 24, 2007 meeting with Alberta Infrastructure.</li> <li>▪ Shaune Smith has sent specifics and a contact with whom Curriculum/Facilities Coordinator T. Koskie can talk to in regard to the Blessed Sacrament School chapel doors.</li> <li>▪ An in-service day was held on November 15, 2007 for Blessed Sacrament School. Bill Hoppins was the guest speaker.</li> <li>▪ November 16, 2007 was the second PLC day within the division.</li> </ul> <p><b>Motion 2007-108:</b>  <i>Trustee D. Klein moved to accept the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	<p>Curriculum/Facilities Coordinator T. Koskie</p> <p>Curriculum/Facilities Coordinator T. Koskie</p> <p>Curriculum/Facilities Coordinator T. Koskie</p> <p>Curriculum/Facilities Coordinator T. Koskie</p>
VIII.	<p><b><u>Secretary/Treasurer's Report</u></b></p> <p>The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> <li>▪ The overall divisional operating surplus for the 2006/2007 school year is \$1,010,510.</li> <li>▪ The operating surplus in schools is mostly due to higher CEUs, higher allocated base funding rates and overall savings.</li> <li>▪ Business Manager K. Gau reviewed the 2006/2007 revenue and expenditure results for each school with the board.</li> <li>▪ The transportation budget for Christ-King School was reviewed.</li> </ul>	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<ul style="list-style-type: none"> <li>▪ Alberta Education now requires school board trustees to review a revised budget before November 30, 2007.</li> <li>▪ The revised 2007/2008 budget shows a surplus of \$441,922 and an estimated 3% salary increase for both certificated and support staff.</li> <li>▪ There are 10 PUF children in the division and the Program Unit Funding for this year is budgeted at \$151,000.</li> <li>▪ Business Manager K. Gau distributed revised Expense Reimbursement Claim Forms to trustees.</li> </ul> <p><b>Motion 2007-109:</b> Trustee H. Loonen moved to accept the Secretary/Treasurer's report as presented. Motion carried.</p> <p><b>IX. Superintendent's Report</b> The Superintendent's report is attached.</p> <ul style="list-style-type: none"> <li>▪ ECACS received a report from Alberta Education regarding a review of the Three Year Education Plan.</li> <li>▪ Superintendent S. MacKenzie discussed with trustees the Annual Education Results Report.</li> <li>▪ ECACS was recognized in six different categories at the MELRA awards.</li> <li>▪ Superintendent S. MacKenzie updated trustees regarding the Stettler 4x4's.</li> </ul> <p><b>Motion 2007-110:</b> Trustee C. Nichols moved to proceed with the formation of 4x4 applications of Fisher (Legal Land Description: NE-6-40-19-W4M) and Loranger (Legal Land Description: SW-20-38-17-W4M). Motion carried.</p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie reviewed the monthly Human Resources Report with trustees.</li> <li>▪ Superintendent S. MacKenzie discussed changes that may be made to the 2008/2009 School of Hope school calendars.</li> <li>▪ ECACS has received a report from Alberta Education regarding the SPED files.</li> <li>▪ Superintendent S. MacKenzie met with the School of Hope Advisory Group in Red Deer and will meet with them again on November 30, 2007.</li> <li>▪ School of Hope requested permission from the Board to conduct their annual "Bring a Friend" event.</li> </ul> <p><b>Motion 2007-111:</b> Trustee D. Klein moved to approve the School of Hope "Bring a Friend" event for the 2007/2008 school year. Motion carried.</p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie reviewed the Class Size Survey with trustees.</li> <li>▪ Superintendent S. MacKenzie attended the ATA Teacher Induction in Wainwright on October 24, 2007 and the Human Resources Symposium and CASS Issues Forum in Calgary on November 1 to 2, 2007.</li> <li>▪ The transportation meeting at Christ-King was held on November 12, 2007.</li> <li>▪ Superintendent S. MacKenzie informed trustees of an opportunity for the schools to report school closures and transportation delays through the Weather Network.</li> </ul> <p><b>Motion 2007-112:</b> Trustee M. Charlebois moved to accept the Superintendent's report as presented. Motion carried.</p> <p><b>X. Committees</b></p> <p><b><u>Accounts Payable</u></b></p> <p><b>Motion 2007- 113:</b> Trustee M. Charlebois moved to approve the payment of all bills. Motion carried.</p>	<p style="text-align: right;">Superintendent S. MacKenzie</p>

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	<p><b><u>ASBA Representative</u></b></p> <ul style="list-style-type: none"> <li>▪ The MLA Luncheon will be held on February 22, 2008. Seven to eight individuals from the Board of Trustees will be attending.</li> <li>▪ The Edwin Parr committee is currently seeking a chairman.</li> </ul>	Trustees
	<p><b>Motion 2007-114:</b> Trustee J. Brady moved to accept the ASBA Representative's report as presented. Motion carried.</p>	
	<p><b><u>ACSTA Director</u></b></p> <ul style="list-style-type: none"> <li>▪ The Catholic Conference will be held on March 7 to 8, 2008 at the Mayfield Inn in Edmonton. Trustee J. Brady, L. Wasyluk, H. Loonen, D. Klein, G. Ibach, R. Nichols and M. Charlebois will all be in attendance. Executive Assistant C. Hovde will register the trustees and also make hotel reservations.</li> </ul>	Executive Assistant C. Hovde
	<p><b>Motion 2007-115:</b> Trustee R. Nichols moved to accept the ACSTA Director's report as presented. Motion carried.</p>	
	<p><b><u>Negotiations</u></b></p> <ul style="list-style-type: none"> <li>▪ The Negotiations committee has met with the teacher's bargaining unit and is waiting for a reply.</li> </ul>	
	<p><b>Motion 2007-116:</b> Trustee G. Ibach moved to accept the Negotiations report as presented. Motion carried.</p>	
XI.	<p><b><u>New Business</u></b></p>	
	<p><b><u>ASFF</u></b></p> <ul style="list-style-type: none"> <li>▪ Will be reported at the next board meeting.</li> </ul>	Superintendent S. MacKenzie
	<p><b><u>Board Christmas Party</u></b></p> <ul style="list-style-type: none"> <li>▪ The Board Christmas Party will be held after the Regular Board Meeting on Monday, December 17, 2007. Supper will commence at 7:00 p.m. with a \$15 Chinese Gift Exchange to follow.</li> </ul>	
	<p><b><u>AERR</u></b></p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie will email the AERR to trustees once completed.</li> </ul>	Superintendent S. MacKenzie
	<p><b>Motion 2007-117:</b> Trustee M. Charlebois moved to approve in principle the AERR prepared by Superintendent S. MacKenzie. Motion carried.</p>	
	<p><b><u>Retreat Date</u></b></p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie will set a date to have the Board meet with former Board Chairman, Myron Ganser.</li> </ul>	Superintendent S. MacKenzie
	<p><b><u>Learning Network General Meeting</u></b></p> <ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Paulik will be attending the Learning Network Annual General Meeting on December 3, 2007.</li> </ul>	Secretary/Treasurer I. Paulik
	<p><b><u>Premier Dinner in Hardisty</u></b></p> <ul style="list-style-type: none"> <li>▪ The local Tories Association is hosting a dinner on December 1, 2007 in Hardisty at 6:00 p.m. Tickets are \$100 per person. Please contact Darrel Motley if you wish to attend.</li> </ul>	
	<p><b><u>Meeting Date</u></b></p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie requested that the January Board Meeting be changed from the 21<sup>st</sup> to the 23<sup>rd</sup>.</li> </ul>	

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	<p><b>Motion 2007-118:</b> Trustee G. Ibach moved to change the date of the January board meeting from the 21<sup>st</sup> to the 23<sup>rd</sup>. Motion carried.</p>	
XII.	<p><b><u>In Camera Session</u></b></p>	
	<p><b>Motion 2007- 119:</b> Trustee H. Loonen moved to go in camera. Motion carried.</p>	
	<p><b>Motion 2007- 120:</b> Trustee D. Klein moved to come out of camera. Motion carried.</p>	
XIII.	<p><b><u>Information Items</u></b></p>	
	<p><u>Correspondence</u> Chairman Brady reviewed correspondence with trustees.</p>	
	<p><b>Motion 2007-121:</b> Trustee H. Loonen moved to donate \$100 to the Newman Theological College in St. Albert. Motion carried.</p>	
	<p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> <li>▪ The Board wishes to recognize Secretary/Treasurer I. Paulik and Business Manager K. Gau for their work on the budget.</li> </ul>	
	<p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> <li>▪ Trustee L. Wasylik requested a progress report on the school signs for the next Board meeting.</li> <li>▪ Superintendent S. MacKenzie informed trustees that insurance procedures and field trip forms will remain the same until the committee has submitted revisions to these procedures and forms.</li> </ul>	<p>Curriculum/Facilities Coordinator T. Koskie</p>
XIV.	<p><b><u>Future Business</u></b></p>	
	<p>Date of the next regular meeting is Monday, December 17, 2007 at Central Office commencing at 4:00 p.m. The Board Christmas Party will commence with supper at 7:00 p.m. with a Chinese Gift Exchange to follow.</p>	
XV.	<p><b><u>Adjournment</u></b></p>	
	<p>Meeting was adjourned at 10:08 p.m.</p>	

**Respectfully submitted:**

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

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Jim Brady, Board Chair

\_\_\_\_\_  
Date