



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, May 26, 2008
Central Office

Board and Representatives:

Jim Brady	Chair	Presiding
Harry Loonen	Vice-Chair	Present
Debra Klein	Trustee	Present
Larry Wasyluk	Trustee	Present
Mardy Charlebois	Trustee	Present (arrived @ 5:05)
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	Absent

Guests

Tim Pochylko	Principal, Blessed Sacrament School	Present
Don Cameron	Principal, Blessed Sacrament Outreach	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer – Trustee D. Klein Next meeting (June) – Trustee L. Wasyluk	<i>Trustee L. Wasyluk</i>
II.	<u>Action Items</u> Chairman J. Brady commenced the meeting at 4:01 p.m.	
III.	<u>Consideration of the Agenda</u> Additions under New Business: <ul style="list-style-type: none"> a) STJ Student Leadership Conference Request b) Theresetta Field Trip Request c) 2008/2009 School Calendars d) Hiring Practice e) Maintenance f) Surveys g) 50th Anniversary for STA h) Alliance Motion 2008-054: <i>Trustee C. Nichols moved to approve the agenda as presented. Motion carried.</i>	
IV.	<u>Review of Previous Minutes</u> <u>Minutes of May 6, 2008 Regular Board Meeting</u> Motion 2008-055: <i>Trustee D. Klein moved to approve the minutes of the May 6, 2008 Regular Meeting as presented. Motion carried.</i>	
V.	<u>Business Arising Out of Previous Minutes</u> <ul style="list-style-type: none"> ▪ Nothing to report. 	
VI.	<u>Principal Presentation</u> <ul style="list-style-type: none"> ▪ Principal T. Pochylko thanked the Board for their support and help during the past years. He also thanked the Board for their support in Blessed Sacrament School 	

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	<p>receiving a new bus. The school will be purchasing the bus soon.</p> <ul style="list-style-type: none"> ▪ The FTE for the 2007-2008 school year is 394.5. Total bodies are over 400. ▪ The school's deficit is gone. The surplus from last year will be put into programming for the school. ▪ Blessed Sacrament School raised approximately \$4000 for Pennies for Patients. ▪ Lots of transition is currently taking place due to military postings. ▪ The Little Steps Pre-Kindergarten program has helped improve the enrolment in the school. ▪ Blessed Sacrament is taking part in the CTS grant provided by Skills Canada. 	
VII.	<p><u>Principal Presentation</u></p> <ul style="list-style-type: none"> ▪ At the beginning of the school year, Blessed Sacrament Outreach had 86 students registered. They now have 48 students. ▪ The goal for Blessed Sacrament Outreach is to provide an opportunity for success where there was failure before and have an alternate safe place for students. ▪ Blessed Sacrament Outreach is in partnership with ADLC. ▪ Blessed Sacrament Outreach is now a writing center for November and April diploma exams. Level B testing can also be done at the school. ▪ Students make bread at the start of each week. ▪ The school offers a Breakfast for Learning program. ▪ Principal D. Cameron informed the Board that some of the challenges the students face are drugs, gangs and being out of home. 	
VIII.	<p><u>Facilities Report</u></p> <p>The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed Plan E-6 for the Theresetta Capital Plan with trustees. The architect has been given the approval to prepare schematics that will be forwarded to Alberta Education and Infrastructure for their approval. A meeting will be scheduled once Alberta Education and Infrastructure have had a change to review the plan and then the project will go to tendering. <p>Motion 2008-056: <i>Trustee R. Nichols moved to proceed with the Theresetta Capital Project. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Curriculum/Facilities Coordinator T. Koskie met with Alberta Education and Infrastructure in regard to starting the renovations for Christ-King School. The intention is to use the remaining deferred capital allocation funds to get the project started as soon as possible. <p>Motion 2008-057: <i>Trustee C. Nichols moved to use the remaining deferred capital allocation funds in the amount of \$1,075,059 to commence with the renovations of Phase 1 of the modernization of Christ-King School. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ The modernization of Christ-King School is considered to be the first priority in the capital plan. The project is currently estimated at a cost of \$2,000,000. St. Jerome's is the second priority in the plan at a cost of \$3,818,664. This includes the addition of a CTS lab as well as working with issues of windows, insulation, and heating valves. General summer maintenance, along with the washroom project at St. Thomas Aquinas School at an approximate cost of \$1,965,960 is the third priority on the capital plan list. <p>Motion 2008-058: <i>Trustee D. Klein moved to approve the Capital Plan. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ A meeting will be held on May 27, 2008 to finalize the plans regarding the CTS proposal. 	<p>Curriculum/Facilities Coordinator T. Koskie</p>

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	<p>Motion 2008-059: Trustee D. Klein moved to accept the Curriculum/Facilities Coordinator's report as presented. Motion carried.</p> <p>IX. <u>Secretary/Treasurer's Report</u> The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ A preliminary 2008-2009 budget was rolled over for schools to work on. It needs to be finalized by schools by the end of May. Schools with accumulated operating surpluses are allowed to budget deficits if necessary. ▪ Alberta Education will not provide guidelines on the treatment of statutory payroll deductions regarding the lump sum payments to teachers. Districts are informed to follow the direction of Canada Revenue Agency. <p>Motion 2008-060: Trustee C. Nichols moved to pay the lump sum payment of \$1500 to teachers as wages, pending the Canada Revenue Agency ruling. Motion carried.</p> <ul style="list-style-type: none"> ▪ Secretary/Treasurer I. Paulik informed the Board that ECACS has requested an extension of the audit tender from MNP, along with a quote to complete the year-end audit and the annual audit of LAPP. A quote should be received by the end of May. Next year, ECACS plans to tender for auditors. ▪ ECACS has been approved to join LAPP effective June 1, 2008. For the month of June, the first LAPP deductions will be submitted and all eligible employees will be registered. According to LAPP regulations, all full-time permanent employees must participate in LAPP. Secretary/Treasurer I. Paulik reviewed the draft LAPP policy with trustees. <p>Motion 2008-061: Trustee H. Loonen moved to approve the first reading, second reading, and third reading of Policy 21 –Local Authorities Pension Plan Policy. Motion carried.</p> <p>Motion 2008-062: Trustee C. Nichols moved to accept the Secretary/Treasurer's report as presented. Motion carried.</p>	
<p>X.</p>	<p><u>Superintendent's Report</u> The Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed the 2008-2009 school calendars with trustees. <p>Motion 2008-063: Trustee M. Charlebois moved to approve the 2008-2009 school calendars for Blessed Sacrament School, Blessed Sacrament Outreach, St. Thomas Aquinas School, St. Jerome's School, School of Hope, Theresetta Catholic School, Mother Teresa Halkirk School and Christ-King School. Motion carried.</p> <ul style="list-style-type: none"> ▪ There has not been a significant increase in the request for busing in the Stettler area, therefore the planning of bus routes will begin. ▪ Once Blessed Sacrament School receives a new bus, their old bus will go to Christ-King School. ▪ All the paperwork for the Christ-King building transfer has been completed. On June 19, 2008, Clearview will pass and sign the building transfer at their Board meeting. ECACS will then pass and sign it at our regular Board meeting on June 23, 2008. Superintendent S. MacKenzie will then meet with the Clearview superintendent on June 24, 2008 to confirm that everything is finalized. The transfer will be effective July 1, 2008. ECACS will also provide a lease agreement for Clearview. ▪ There are currently 5 children registered in the pre-kindergarten program at Christ-King School. ▪ Superintendent S. MacKenzie informed the Board of the numerous requests from 	<p style="text-align: right;">Superintendent S. MacKenzie</p>

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	<p>families to form 4x4's in the Alliance area. The area is within our divisional boundaries and Superintendent S. MacKenzie has been in contact with both the Battle River and Clearview superintendents to discuss the situation.</p> <ul style="list-style-type: none"> ▪ There is currently a possibility of 3 rollups in the Provost area and 2 in the Stettler/Gadsby area. ▪ Superintendent S. MacKenzie has received information and pictures from most of the schools for the communication plan which should be rolled out within the next few weeks. ▪ Plans for the professional development funds include supporting professional learning communities and other divisional initiatives. ▪ Superintendent S. MacKenzie reviewed the monthly Human Resources report with trustees. ▪ Superintendent S. MacKenzie attended the SPED Symposium which was held to re-examine the entire SPED model and funding. An ad has been placed for a Coordinator of Special Education for the division. ▪ Superintendent S. MacKenzie will host 3 meetings with School of Hope staff to review and discuss the school calendar. ▪ BTPS has decided that they wish to explore working with ECACS in regard to OH&S. The BTPS superintendent will meet with Superintendent S. MacKenzie to discuss the situation. ▪ Superintendent S. MacKenzie will attend the majority of the division's grads. <p>Motion 2008-064: Trustee R. Nichols moved to approve the Superintendent's report as presented. Motion carried.</p>	<p>Superintendent S. MacKenzie</p> <p>Superintendent S. MacKenzie</p> <p>Superintendent S. MacKenzie Superintendent S. MacKenzie</p>
<p>XI.</p>	<p><u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2008-065: Trustee H. Loonen moved to approve the payment of all bills. Motion carried.</p> <p><u>ASBA Representative</u></p> <ul style="list-style-type: none"> ▪ Chairman J. Brady informed trustees of the meeting that took place last Friday. Bylaws were discussed. ▪ Black Gold School Division did a repeat presentation on their Exercise Program. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ The Catholic Dimension that came out two weeks ago tells you how you can order "Building Bethlehem Everywhere" on CD. ▪ An ACSTA meeting will be held next month. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Trustees reviewed the changes made to the Support Staff Agreement. <p>Motion 2008-066: Trustee L. Wasylik moved to approve the 2007-2012 Support Staff Agreement as presented. Motion carried.</p>	
<p>XII.</p>	<p><u>New Business</u></p> <p><u>STJ Student Leadership Conference Request</u></p> <ul style="list-style-type: none"> ▪ St. Jerome's teacher A. MacMillan, along with two female students will be attending a Student Leadership Conference in Indianapolis, Indiana on July 17 to 20, 2008. St. Jerome's teacher A. MacMillan has requested financial assistance from the Board to allow St. Jerome's support staff C. MacMillan to attend the conference as a female chaperone. ▪ The Board directs Superintendent S. MacKenzie to address the situation. 	<p>Superintendent S. MacKenzie</p>

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	<p><u>Theresetta Field Trip Request</u></p> <ul style="list-style-type: none"> ▪ Theresetta Catholic School has requested Board approval to attend a grade 5-6 overnight camping trip to Big Knife Provincial Park on June 12 to June 13, 2008. <p>Motion 2008-067: <i>Trustee D. Klein moved to approve the Theresetta Catholic School grade 5-6 overnight camping trip to Big Knife Provincial Park on June 12 to 13, 2008, provided that all the field trip policy requirements have been met. Motion carried.</i></p> <p><u>2008/2009 School Calendars</u></p> <ul style="list-style-type: none"> ▪ Approved in the Superintendent's report. <p><u>Hiring Practice</u></p> <ul style="list-style-type: none"> ▪ Trustee L. Wasylik discussed with the Board the system that needs to be followed in regard to announcing new employment within the division. <p><u>Maintenance</u></p> <ul style="list-style-type: none"> ▪ Trustee L. Wasylik informed the Board that Glen Moir is willing to complete maintenance work at both St. Jerome's School and School of Hope. <p><u>Surveys</u></p> <ul style="list-style-type: none"> ▪ ECACS has received the Schollie results and schools are reviewing them. The Alberta Education survey has been completed and ECACS should receive the data soon. <p><u>50th Anniversary for STA</u></p> <ul style="list-style-type: none"> ▪ Trustee D. Klein handed out invitations to the celebration for the 50th Anniversary of St. Thomas Aquinas School. <p><u>Alliance</u></p> <ul style="list-style-type: none"> ▪ Chairman J. Brady read the 'Thank You' note from the two parents who presented at the last Board meeting regarding Alliance. ▪ ECACS has received several requests from families in the Alliance area, requesting the formation of 4x4's. ▪ The Board directed Superintendent S. MacKenzie to arrange an information night for the families of Alliance. 	<p><i>Superintendent S. MacKenzie</i></p>
<p>XIII.</p>	<p><u>In Camera Session</u></p> <p>Motion 2008-068: <i>Trustee D. Klein moved to go in camera. Motion carried.</i></p> <p>Motion 2008-069: <i>Trustee D. Klein moved to come out of camera. Motion carried.</i></p>	
<p>XIV.</p>	<p><u>Information Items</u></p> <p><u>Correspondence</u></p> <ul style="list-style-type: none"> ▪ Chairman J. Brady reviewed the correspondence with trustees. <p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 	

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	<u>Trustee Concerns</u> <ul style="list-style-type: none"> ▪ The Board congratulated Business Manager K. Gau on her new job and thanked her for her work with ECACS. 	
XV.	<u>Future Business</u> Date of the next regular meeting is Monday, June 23, 2008 at Central Office, commencing at 4:00 p.m.	
XVI.	<u>Adjournment</u> Meeting was adjourned at 9:47p.m.	

Respectfully submitted:

Chelse Hovde, Executive Assistant

Date

Approved:

Jim Brady, Board Chair

Date