



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

**Regular Meeting - Minutes**

Monday, June 23, 2008

Central Office

**Board and Representatives:**

Jim Brady	Chair	Presiding
Harry Loonen	Vice-Chair	Present
Debra Klein	Trustee	Present
Larry Wasylik	Trustee	Present
Mardy Charlebois	Trustee	Present (arrived at 5:30 p.m.)
Chris Nichols	Trustee	Present
Rob Nichols	Trustee	Present

**Administrators**

Steve MacKenzie	Superintendent	Present
Iva Paulik	Secretary/Treasurer	Present
Chelse Hovde	Executive Assistant	<b>Absent</b>
Tom Koskie	Curriculum/Facilities Coordinator	Present
Devie Mills	Payroll Administrator	Present

**Guests**

<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 L. Wasylik Next meeting (August) – Trustee H. Loonen	<i>Trustee H. Loonen</i>
II.	<b><u>Action Item</u></b> Chairman J. Brady commenced the meeting at 3:58 p.m.	
III.	<b><u>Consideration of the Agenda</u></b>  <b>Additions under New Business:</b> <ul style="list-style-type: none"> <li>a) Transportation</li> <li>b) Full Day Kindergarten</li> <li>c) ASBA Collective Negotiation</li> <li>d) Bishop's Message</li> <li>e) 4 x 4 Myron's Request Roll-up</li> <li>f) STA – 50<sup>th</sup> Celebration Pins</li> <li>g) Computer for the Chair</li> </ul> <b>Motion 2008-070:</b> <i>Trustee L. Wasylik moved to approve the agenda as amended. Motion carried.</i>	
IV.	<b><u>Review of Previous Minutes</u></b>  <u>Minutes of May 26, 2008 Regular Board Meeting</u>  <b>Motion 2008-071:</b> <i>Trustee D. Klein moved to approve the minutes of the May 26, 2008 Regular Meeting as presented. Motion carried.</i>	
V.	<b><u>Business Arising Out of Previous Minutes</u></b>  <b><u>Alliance</u></b> <ul style="list-style-type: none"> <li>▪ A meeting will be held on Tuesday, June 24, 2008 at the Town Hall in Alliance with the Alliance Parent Group. Superintendent S. MacKenzie will attend the meeting to provide information.</li> <li>▪ Superintendent S. MacKenzie will discuss with Clearview the transportation for Alliance students. The 4x4 won't be formed until next year.</li> </ul>	<i>Superintendent S. MacKenzie</i>  <i>Superintendent S. MacKenzie</i>

Item	Content	Action
VI.	<p><b>Facilities Report</b> The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> <li>▪ A meeting will take place on June 24, 2008 with Alberta Education and Alberta Infrastructure to discuss the schematic drawings for the Theresetta Capital Project. We will wait for approval and then proceed with tender.</li> </ul> <p><b>Motion 2008-072:</b> <i>Trustee R. Nichols moved to proceed with the Theresetta Capital Project request to receive the first funding in statement with confirmation that site conditions will not affect the approved Total Project Cost. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ A meeting has been scheduled for Wednesday, June 25, 2008 with the committee to review the plans for the Christ-King Project.</li> <li>▪ Once demolition reports are received for Mother Teresa School, tendering will take place in mid July with August 1, 2008 being the start for the demolition. Curriculum/Facilities Coordinator T. Koskie also informed the Board that the roofing will be assessed and the washroom fixtures will be replaced. Trustee R. Nichols will be the contact person during the summer concerning Mother Teresa School.</li> <li>▪ Three bids were received for paving at Vermilion and two of three bids were received for pea gravel at Wainwright.</li> </ul> <p><b>Motion 2008-073:</b> <i>Trustee L. Wasylik moved to approve the three additional IMR projects that include fencing the basketball court at St. Jerome's, flooring at the Brady center at School of Hope and fencing at St. Thomas Aquinas School. Motion carried.</i></p> <p><b>Motion 2008-074:</b> <i>Trustee H. Loonen moved to approve Blue Flame Contracting Ltd to complete the paving at St. Jerome's School with a bid of \$60,637.50 and at School of Hope with a bid of \$73,027.50. Motion carried.</i></p> <p><b>Motion 2008-075:</b> <i>Trustee H. Loonen moved to approve Porky's Oilfield Construction Ltd. with a bid of \$34,925 to complete the pea gravel project at Blessed Sacrament School. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Curriculum/Facilities Coordinator T. Koskie requested days in lieu over the course of the 2008/2009 school year if he works beyond the typical administrative duties during the 2008 summer. Superintendent S. MacKenzie was directed by the Board to make a decision on approving or declining the request.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie requested approval from the Board to purchase a lift and trailer for hauling purposes for the schools within the division.</li> </ul> <p><b>Motion 2008-076:</b> <i>Trustee D. Klein moved to purchase a new lift and trailer up to \$25,000. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Signs will be ordered for Christ-King School and Mother Teresa School to have in place for the fall.</li> <li>▪ Curriculum/Facilities Coordinator reviewed the OH&amp;S proposal for the division.</li> <li>▪ Mission and Ministry Day will be Thursday, August 28, 2008, with mass beginning at 9:30 a.m.</li> </ul> <p><b>Motion 2008-077:</b> <i>Trustee R. Nichols moved to accept the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	Trustee R. Nichols
VII.	<p><b>Secretary/Treasurer's Report</b> Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> <li>▪ ECACS will submit a deficit budget of \$321,520 for the 2008/2009 school year.</li> </ul>	Superintendent S. MacKenzie

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Paulik reviewed the highlights for the 2008/2009 budget with trustees.</li> <li>▪ Secretary/Treasurer I. Paulik also reviewed a 9 month forecast for the 2007/2008 school year.</li> <li>▪ A financial update was also provided for all schools and individual budget centers.</li> </ul> <p><b>Motion 2008-078:</b> <i>Trustee L. Wasylik moved to accept the 2008/2009 Budget Report as presented. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Paulik discussed with the Board the summary of transportation costs for Christ-King School and Blessed Sacrament School. Overall operating expenses exceed generated revenues.</li> <li>▪ Central Office will be closed on the following Fridays: July 18, July 25, August 1, August 8 and August 15. Office hours will be from 8:00 a.m. to 4:00 p.m.</li> <li>▪ The audit fee received from Meyers Norris Penny LLP is estimated at \$27,750 plus taxes.</li> </ul> <p><b>Motion 2008-079:</b> <i>Trustee C. Nichols moved to accept Meyers Norris Penny LLP as auditors for 2007/2008. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ The Technology Director recommends that ECACS uses the MIG product for the SIS upgrade. The upgrade is scheduled to be completed over 2 years. The cost in the first year will be approximately \$57,840 and in the second year, \$51,618. Schools will be responsible for their share of the annual maintenance fees, while the Board will pay the remaining cost of the upgrade. Technology Director M. Larson is to meet with an MIG representative to finalize an upgrade agreement.</li> </ul> <p><b>Motion 2008-080:</b> <i>Trustee D. Klein moved to accept the Project Beta: SIS Upgrade. Motion carried.</i></p> <ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Paulik has met with the support staff at all schools to discuss the new support staff agreement. The new pension plan that is in effect was also discussed.</li> <li>▪ Teachers have been paid their lump sum payments. ECACS was advised by CRA to process them as a lump sum payment with 10% tax deductions and no CPP and EI. The support staff were also paid their retro pay with corresponding RRSP and also June salaries with corresponding pension deductions.</li> <li>▪ ECACS has advertised for the position of Business Manager. Secretary/Treasurer I. Paulik discussed with the Board their options.</li> </ul> <p><b>Motion 2008-081:</b> <i>Trustee M. Charlebois moved to accept the Secretary/Treasurer's report as presented. Motion carried.</i></p>	<p style="text-align: right;"><i>Technology Director M. Larson</i></p>
VIII.	<p><b><u>Superintendent's Report</u></b> The Superintendent's report is attached.</p> <ul style="list-style-type: none"> <li>▪ Superintendent S. MacKenzie will write a letter to BTPS concerning approval for the Laumbach bussing request.</li> <li>▪ Planning for bus routes in Stettler will proceed as is, as there has not been a significant increase in the request for bussing.</li> <li>▪ The transfer title concerning the Christ-King School building was not completed. Clearview has requested a copy of the lease agreement before the title can be transferred. A letter will be sent to families regarding the transfer of the title in the student's report cards.</li> <li>▪ Superintendent S. MacKenzie has met with two School of Hope groups and has demonstrated the school calendar as of to this point.</li> <li>▪ Superintendent S. MacKenzie and Vice Principal B. Boos will purchase a bus for Blessed Sacrament School depending on what's available and the cost.</li> </ul>	<p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p> <p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p> <p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p>

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	<ul style="list-style-type: none"> <li>▪ Vermilion Outreach School provided a summary of its budget.</li> <li>▪ Superintendent S. MacKenzie presented the monthly Human Resources report.</li> <li>▪ ECACS will host a “New Teacher Orientation” on the afternoon of August 26, 2008.</li> <li>▪ Funding for Severe students may likely continue until September of 2010.</li> <li>▪ M. Ganser has done a census in Provost, which could result in a roll up of 2 districts. There is also the option of doing another census so see if there is the possibility of doing a roll up for 3 districts.</li> <li>▪ Superintendent S. MacKenzie reviewed the new plan for the Three Year Education Plan.</li> <li>▪ Both school districts, Pilot Knob SD #1679 and Little Knife SD #1970, in the Killam/Stettler ward voted 100% in favor of forming a 4x4. Therefore a letter will be sent to Alberta Education requesting formation.</li> </ul> <p><b>Motion 2008-082:</b> Trustee H. Loonen moved to approve the Superintendent’s report as presented. Motion carried.</p>	<p>Superintendent S. MacKenzie</p>
<p>VI.</p>	<p><b><u>Committees</u></b></p> <p><b><u>Accounts Payable</u></b></p> <p><b>Motion 2008-083:</b> Trustee H. Loonen moved to approve the payment of all bills. Motion carried.</p> <p><b><u>ASBA Representative</u></b></p> <ul style="list-style-type: none"> <li>▪ Business was conducted smoothly during the ASBA Spring General meeting.</li> <li>▪ At the Zone 2/3 meeting, a concern was presented that ASBA would like information regarding problems and positive feedback with respect to the board’s bargaining process.</li> </ul> <p><b><u>ACSTA Director</u></b></p> <ul style="list-style-type: none"> <li>▪ The Spring Conference for ASCTA will be in March 2009.</li> </ul> <p><b><u>Negotiations</u></b></p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul>	
<p>X.</p>	<p><b><u>New Business</u></b></p> <p><b><u>Transportation</u></b></p> <ul style="list-style-type: none"> <li>▪ See Superintendent S. MacKenzie’s report.</li> </ul> <p><b><u>Full Day Kindergarten</u></b></p> <ul style="list-style-type: none"> <li>▪ Edmonton Public School Division did a study on the benefits of student’s needs being addressed early when attending a full day kindergarten.</li> </ul> <p><b><u>ASBA Collective Negotiation</u></b></p> <ul style="list-style-type: none"> <li>▪ See ASBA report.</li> </ul> <p><b><u>Bishop’s Message</u></b></p> <ul style="list-style-type: none"> <li>▪ ECACS needs to make a decision before the 2008-2009 school year on how the HPV Vaccine will be handled within the division.</li> </ul> <p><b><u>4x4 Myron’s Request Roll-Up</u></b></p> <ul style="list-style-type: none"> <li>▪ See Superintendent S. MacKenzie’s report.</li> </ul> <p><b><u>STA – 50<sup>th</sup> Celebration Pins</u></b></p> <ul style="list-style-type: none"> <li>▪ The Board will contribute \$150 towards the costs of pins for St. Thomas Aquinas School’s 50<sup>th</sup> celebration.</li> <li>▪ On September 22, 2008, a representative from the Archdiocese will be at the</li> </ul>	

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	<p>school celebration for St. Thomas Aquinas School.</p> <p><b><u>Computer for the Chair</u></b></p> <ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Pauli will research the cost of purchasing a computer for use by the Board Chair.</li> </ul>	<p>Secretary/Treasurer I. Paulik</p>
<b>XI.</b>	<p><b><u>In Camera Session</u></b></p> <p><b>Motion 2008-084:</b> <i>Trustee R. Nichols moved to go in camera. Motion carried.</i></p> <p><b>Motion 2008-085:</b> <i>Trustee R. Nichols moved to come out of camera. Motion carried.</i></p>	
<b>XII.</b>	<p><b><u>Information Items</u></b></p> <p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>▪ Chairman J. Brady reviewed the correspondence with trustees.</li> </ul> <p><b>Motion 2008-086:</b> <i>Trustee H. Loonen moved to donate \$200 to the Newman College and St. Joseph's Seminary. Motion carried.</i></p> <p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> <li>▪ Trustee H. Loonen wished to recognize Blessed Sacrament teacher Debbie Enstrom and the grade 6 class for their participation in the Wainwright parade on Saturday, June 21, 2008.</li> </ul> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> <li>▪ Trustees wish everyone a great summer.</li> </ul>	
<b>XIII.</b>	<p><b><u>Future Business</u></b></p> <p>Date of the next regular meeting is Monday, August 25, 2008 at Central Office, commencing at 4:00 p.m.</p>	
<b>XIV.</b>	<p><b><u>Adjournment</u></b></p> <p>Meeting was adjourned at 9:45 p.m.</p>	

**Respectfully submitted:**

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

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Date

**Approved:**

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

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Date