



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, October 27, 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 @ 4:45)
Chris Nichols	Trustee	Present
Rob Nichols	Trustee	Present

Administrators

Stephen MacKenzie	Superintendent	Present
Iva Paulik	Secretary/Treasurer	Absent
Thea Macdonald	Accounting Clerk	Present
Tom Koskie	Curriculum/Facilities Coordinator	Present
Chelse Pearson	Executive Assistant	Present

Guests

Tim Pochylko	Principal, Blessed Sacrament School	Present (left @ 5:03)
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<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer – Trustee D. Klein Next meeting (November) – Trustee J. Brady	<i>Trustee J. Brady</i>
II.	<u>Action Item</u> Chairman J. Brady commenced the meeting at 4:35 p.m.	
III.	<u>Consideration of the Agenda</u> Additions under New Business: a) Policy 3 – Role of the Trustee b) Policy 4 – Role of the Board Chair Motion 2008-117: <i>Trustee R. Nichols moved to approve the agenda as amended. Motion carried.</i>	
IV.	<u>Review of Previous Minutes</u> <u>Minutes of September 22, 2008 Regular Board Meeting</u> Motion 2008-118: <i>Trustee H. Loonen moved to approve the minutes of the September 22, 2008 Regular Meeting as presented. Motion carried.</i>	
V.	<u>Business Arising Out of Previous Minutes</u> <u>Policy 1 – Board Mandate, Values and Beliefs</u> ▪ Trustees discussed <i>Policy 1 – Board Mandate, Values and Beliefs.</i> <u>Policy 2 – Role of the Board</u> ▪ Trustees discussed <i>Policy 2 – Role of the Board.</i> Motion 2008-119: <i>Trustee H. Loonen moved to approve Policy 1 – Board Mandate, Values and Beliefs and Policy 2 – Role of the Board as presented. Policy 1 and Policy 2 will be further reviewed in the future during a Board retreat. Motion carried.</i> <u>ACSTA Spring Conference</u>	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<ul style="list-style-type: none"> ▪ Individuals attending the ACSTA Spring Conference in Jasper on March 5, 6 and 7, 2009 will be responsible for their own transportation to the Conference. <p><u>ACSTA AGM & Convention and ASBA Fall General Meeting</u></p> <ul style="list-style-type: none"> ▪ Executive Assistant C. Pearson will register trustees for both conferences. <p><u>Father Len's Visit</u></p> <ul style="list-style-type: none"> ▪ Trustee H. Loonen will find out when Father Len can attend a regular Board meeting. 	<p><i>Executive Assistant C. Pearson</i></p> <p><i>Trustee H. Loonen</i></p>
VI.	<p><u>Principal Presentation – Blessed Sacrament School</u></p> <ul style="list-style-type: none"> ▪ School enrolment numbers have increased for the 2008-2009 school year. ▪ Staff in the school has increased by 4. ▪ The Annual Thanksgiving Lunch was held at the school. Principal T. Pochylko commented on the great job the school council did on preparing the food. ▪ Volleyball and cross country teams are currently active at the school. ▪ 3 students from Blessed Sacrament School attended a Student Leadership Conference in PEI. ▪ A charity event entitled, Ten Thousand Villages, will be held at Blessed Sacrament School on November 7, 2008. ▪ Father Len has been visiting the school on a frequent basis. ▪ Sandra Pochylko has been hired to do career counseling with students. ▪ Blessed Sacrament School continues to be active in Wainwright Wellness, a program that promotes a healthy lifestyle for students. ▪ A speaker will present at Blessed Sacrament School regarding bullying. ▪ Blessed Sacrament School was nominated for a Garfield Weston award. The school qualified as a School of Distinction and has been invited to accept their award on November 13. ▪ Principal T. Pochylko attended a Leadership Conference in Kananaskis. ▪ Principal T. Pochylko thanked the Board for their support they provide to the school. 	
VII.	<p><u>Facilities Report</u></p> <p>The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> ▪ Alberta Education and Alberta Infrastructure gave permission for ECACS to go to tender with the revised plan to “test the market” for the Theresetta School project. The approximate date to go to tender is the last two weeks in November. ▪ Demolition is wrapping up at Mother Teresa School. Painting will occur in the spring. Sod has been put down in the back of the school. The removal of vermiculite cost approximately \$80,000. ▪ Curriculum/Facilities Coordinator T. Koskie met with Mike Ganser and Cliff Murray to discuss the washroom project at St. Thomas Aquinas School. Another meeting will be held on Thursday, October 30, 2008. The project is estimated to be finished this winter. ▪ Once ECACS receives the deed for Christ-King School, a maintenance plan will be established. ▪ A janitor will be hired for Christ-King School. ▪ The application for the permit for the sign for Christ-King School is ready to go. ▪ Curriculum/Facilities Coordinator T. Koskie reviewed the IMR plan with trustees. It was submitted October 15, 2008, pending Board approval. <p>Motion 2008-120: <i>Trustee D. Klein moved to accept the 2008-2009 IMR block funding expenditure plan and submit it to Alberta Education. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Contribution to the Park Plains #31 Mentorship Program will allow the program to continue. <p>Motion 2008-121: <i>Trustee H. Loonen moved to have ECACS #16 contribute the allocation of \$3,000 to the Park Plains #31 Mentorship Program for the 2008-2009 school year. Motion carried.</i></p>	<p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p>

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	<ul style="list-style-type: none"> ▪ October 27, 2008 is the first day for the new OH&S Officer, Jodie Atkinson. Curriculum/Facilities Coordinator T. Koskie will invite her to a regular ECACS Board meeting. An in-service for staff may be held on January 29, 2009. ▪ Curriculum/Facilities Coordinator T. Koskie attended a REN meeting where he received resources from L'arche based on the discussions of Jean Vanier with Students Religion/Social 11, which he will distribute to administrators at the October administration meeting. ▪ AADAC has hired a councilor who will work in regard to the prevention of drugs and alcohol. Schools can use this particular resource. <p>Motion 2008-122: <i>Trustee M. Charlebois moved to approve the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	<p>Curriculum/Facilities Coordinator T. Koskie</p>
<p>VIII.</p>	<p><u>Secretary/Treasurer's Report</u> The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ Auditors will be at the office on Wednesday, October 29 to Friday, October 31, 2008. ▪ The financial statements need to be approved by November 30, 2008 and they will then be submitted to Alberta Education. ▪ The division budget is revised by schools in October. This year the student enrolment decreased slightly. The revised budget summary is due November 30 and will be presented at the November Board meeting. ▪ The preliminary revised 2008-2009 budget shows a working surplus of approximately \$250K. The majority of the schools are submitting surplus budgets. ▪ The balance of funds was received from the Minister of Finance for the transfer of the Waverly School. The cheque was issued to Gary G. Law Office in trust in the amount of \$1,169,447. ▪ The monthly financial results for the schools will be available once the budgets for 2008-2009 are finalized. ▪ Accounting Clerk T. Macdonald attended a RACERS/FES workshop in Edmonton on October 22, 2008. <p>Motion 2008-123: <i>Trustee C. Nichols moved to approve the Secretary/Treasurer's report as presented.</i></p>	
<p>IX.</p>	<p><u>Superintendent's Report</u> The Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ The Transportation Committee held a meeting on Thursday, October 9, 2008. The state of the present buses was discussed. Four new buses will be bought that will go to Christ-King Catholic School, Theresetta Catholic School, St. Jerome's School, and St. Thomas Aquinas School. ▪ Vice Principal B. Boos will be drafting an administrative procedure regarding buses. <p>Motion 2008-124: <i>Trustee H. Loonen moved that the Board proceed with the recommendations of the Transportation Committee to purchase four new buses to be placed in Stettler, Castor, Vermilion and Provost. Funding will be taken out of the transportation reserve and operating reserve. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ ECACS has received the Ministerial Order for the 4x4's in Stettler. ECACS will be funded for the students in these areas for transportation. ▪ ECACS was informed that the rollup of the three districts in Provost has also been approved and we will proceed when the Ministerial Order has been received. ▪ The cheque has been sent and cleared and ECACS will await the transfer of the title for the Clearview building. ▪ Superintendent S. MacKenzie reviewed the monthly Human Resources report with trustees. ▪ A new tech assistant will be hired next week. ▪ Superintendent S. MacKenzie reviewed the new plans for the Three Year Education Plan with trustees. 	<p>Vice Principal B. Boos</p> <p>Superintendent S. Mackenzie</p>

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie will meet with the Minister on Friday, November 28, 2008. ▪ A presentation was held at the CASS meeting regarding the Pandemic Planning Guide for Alberta School Authorities. ▪ Valerie Burgardt has been contracted to annualize and identify strength and weaknesses of the division and school to complete the present AISI project and to help in the development of the next project. ▪ Superintendent S. MacKenzie discussed the Lakeland College Partnership with trustees. <p>Motion 2008-125: <i>Trustee M. Charlebois moved that the Board approve in principle an ECACS portion of the partnership a commitment of resources for the development of programming for senior high school students over the next two years. This initiative would be approximately \$100,000 in personnel and resources invested by the Board over two years. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed with trustees the meetings he attended. <p>Motion 2008-126: <i>Trustee L. Wasylik moved to accept the Superintendent's report as presented. Motion carried.</i></p>	<p>Superintendent S. MacKenzie</p>
<p>X. <u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2008-127: <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"> ▪ Board Chair J. Brady presented Trustee L. Wasylik with an award for 15 years of service. ▪ Trustees are to inform Board Chair J. Brady of any concerns they may have regarding policies if they are not attending the AGM. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ The ACSTA AGM and Convention will be on November 14 to 16, 2008. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 		
<p>XI. <u>New Business</u></p> <p><u>Policy 3 – Role of the Trustee</u></p> <ul style="list-style-type: none"> ▪ Trustees will review Policy 3 and bring back to the November Board meeting for amendment. <p><u>Policy 4- Role of the Board Chair</u></p> <ul style="list-style-type: none"> ▪ Trustee will review Policy 4 and bring back to the November Board meeting for amendment. 		<p>Trustees</p> <p>Trustees</p>
<p>XII. <u>In Camera Session</u></p> <p>Motion 2008-128: <i>Trustee R. Nichols moved to go in camera. Motion carried.</i></p> <p>Motion 2008-129: <i>Trustee C. Nichols moved to come out of camera. Motion carried.</i></p>		

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XIII.	<u>Information Items</u>	<i>Curriculum/Facilities Coordinator T. Koskie</i>
	<u>Correspondence</u>	
	▪ Chairman J. Brady reviewed the correspondence with trustees.	
	<u>Staff Recognition</u>	
	▪ The Board wishes to recognize Blessed Sacrament School's achievement in qualifying as a <i>School of Distinction</i> with regard to the Garfield Weston Awards.	
	<u>Trustee Concerns</u>	
	▪ Curriculum/Facilities Coordinator T. Koskie will ensure that Christ-King Catholic School gets rekeyed.	
XIV.	<u>Future Business</u>	
	Date of the next regular meeting is Monday, November 24, 2008 at Central Office, commencing at 4:00 p.m.	
XV.	<u>Adjournment</u>	
	Meeting was adjourned at 8:58 p.m.	

Respectfully submitted:

Chelse Pearson, Executive Assistant

Date

Approved:

Jim Brady, Board Chair

Date