



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, November 24, 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
Chris Nichols	Trustee	Absent
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

Ron Lindsay	AISI Coordinator	Present
Melanie Stelmaschuk	Accountant, Meyers Norris Penny LLP	Present
Jodie Atkinson	OH&S Officer	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer – Chairman J. Brady Next meeting (December) – Trustee L. Wasyluk	<i>Trustee L. Wasyluk</i>
II.	<u>Action Item</u> Chairman J. Brady commenced the meeting at 4:03 p.m.	
III.	<u>Consideration of the Agenda</u> Additions under New Business: <ul style="list-style-type: none"> a) Blessed Sacrament School Europe Field Trip Request b) Employee Assistance Program c) Board Christmas Party d) OH&S Contract e) Review of Reappointment of Superintendent f) MELRA Awards g) Alliance 4x4's h) School Council Gathering i) Mission & Ministry Mementos Motion 2008-130: <i>Trustee R. Nichols moved to approve the agenda as amended. Motion carried.</i>	
IV.	<u>Review of Previous Minutes</u> <u>Minutes of October 27, 2008 Regular Board Meeting</u> <u>Minutes of October 27, 2008 Organizational Board Meeting</u> Motion 2008-131: <i>Trustee H. Loonen moved to approve the minutes of the October 27, 2008 Regular Board Meeting and the minutes of the October 27, 2008 Organizational Board Meeting as presented. Motion carried.</i>	

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V.	<p><u>Business Arising Out of Previous Minutes</u></p> <p><u>Policy 3 – Role of the Trustee</u> <u>Policy 4 – Role of the Board Chair</u></p> <p>Motion 2008-132: <i>Trustee H. Loonen moved to accept Policy 3 – Role of the Trustee and Policy 4 – Role of the Board Chair as presented.</i></p> <p><u>Father Len’s Visit</u></p> <ul style="list-style-type: none"> ▪ The item was discussed and it was agreed to remove it from the Board agenda. 	
VI.	<p><u>OH&S Officer Introduction</u></p> <ul style="list-style-type: none"> ▪ Curriculum/Facilities Coordinator T. Koskie introduced the new OH&S Officer Jodie Atkinson to the Board. 	
VII.	<p><u>Auditors</u></p> <ul style="list-style-type: none"> ▪ Auditor M. Stelmaschuk reviewed the audited financial statements with the Board. <p>Motion 2008-134: <i>Trustee D. Klein moved to approve the audited financial statements for the year ended August 31, 2008. Motion carried.</i></p>	
VIII.	<p><u>AISI Report</u></p> <ul style="list-style-type: none"> ▪ Funding for AISI this year is \$138 per students. This is based on the September 30th enrolment from the previous school year. ▪ ECACS currently has four projects approved and running in AISI. The budget for the four projects is \$397,000. ▪ AISI Coordinator R. Lindsay reviewed the four projects with the Board. ▪ Due to the School of Hope project and other reasons, participation rates in the PATs at School of Hope are up. ▪ A total of 20 teachers within the division have been trained to use First Steps in Mathematics. ▪ All four high schools had the Strong Inventory Career testing available to their students as well as scholarship information for the Career and Technology Studies and Careers Project. ▪ Due to the Improving Comprehension and Communication Skills Project, the overall results in the Grade 6 and 9 LA PATs have increased. ▪ AISI Coordinator R. Lindsay will continue to work with school administrators and lead teachers to support and review each project. ▪ AISI will continue with a cycle 4. Guidelines and parameters for cycle 4 will be released in December. ▪ Valerie Burgardt has been hired by ECACS to review school data in preparation for cycle 4. ▪ The VIII AISI Conference will be on February 9 to 10, 2008 in Calgary. <p>Motion 2008-133: <i>Trustee D. Klein moved to accept the AISI report as presented. Motion carried.</i></p>	<p style="text-align: right;"><i>AISI Coordinator R. Lindsay</i></p>
IX.	<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 to go to tender with the revised plan for the Theresetta Catholic School project. The tender will go out either the end of December or beginning of January. ▪ The demolition should be completely finished at Mother Teresa School by the end of November. ▪ The washroom project at St. Thomas Aquinas School will commence in December. ▪ Curriculum/Facilities Coordinator T. Koskie met with JMAA and the Christ-King School building committee for a site meeting in early November. Another site meeting will be held in December and will then be presented to the Board. 	<p style="text-align: right;"><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p style="text-align: right;"><i>Curriculum/Facilities Coordinator T. Koskie</i></p>

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	<ul style="list-style-type: none"> ▪ A new janitor was hired for Christ-King School. ▪ Work was done to the ground of the garage at Blessed Sacrament School to allow for the new bus to fit. ▪ Curriculum/Facilities Coordinator T. Koskie will research pricing for electrical outlets for vehicles along the garage wall at School of Hope. ▪ An OH&S in-service was held on November 18 in Edmonton. School administrators and OH&S Officer Jodie Atkinson attended. ▪ A lift was purchased for the division from United Rentals. A trailer is being built for it in Vermilion. Curriculum/Facilities Coordinator T. Koskie will find a place for the old lift. ▪ Curriculum/Facilities Coordinator T. Koskie reviewed the CTS Status Report with the Board. As of November 14, 2008, there has been \$196,931 spent. The remaining funds equal \$100,790. Equipment purchased included: computers, digital camera, video cameras, smart boards, equipment for printing, computer software and necessary accessories and consumables. ▪ Curriculum/Facilities Coordinator T. Koskie is currently working on teacher pairings for the ATA Mentorship Program. <p>Motion 2008-135: <i>Trustee R. Nichols moved to approve the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	<p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p>
<p>X. <u>Secretary/Treasurer's Report</u></p>	<p>The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ Accounting Clerk T. Macdonald reviewed the overall divisional operating surplus with the Board. ▪ The schools operating surplus is mostly due to higher CEUs. ▪ Regular PO&M revenues make up a large portion of the operating surplus, as well as saving in PO&M due to fewer maintenance projects. ▪ A transportation deficit represents the amortization expenses of schools buses. ▪ The accumulated operating surplus as of August 31, 2008 is up from last year. Capital reserves also increased. ▪ Accounting Clerk T. Macdonald reviewed the summary of internally restricted operating reserves with the Board. ▪ The revised budget will be submitted to Alberta Education before November 30, 2008. <p>Motion 2008-136: <i>Trustee M. Charlebois moved to approve the Secretary/Treasurer's report as presented.</i></p>	
<p>XI. <u>Superintendent's Report</u></p>	<p>The Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ Four new buses will be purchased for the division and should be here by the end of December. Superintendent S. MacKenzie will ask Vice Principal B. Boos to attend the December Board meeting and report to the Board the progress of transportation in the division. ▪ The formation meeting for 4x4s in Provost will be held the first week of December. The election will then be set into motion once the Minister has signed. ▪ The formation of districts in the Alliance area will begin just after Christmas. ▪ Interviews for a new tech assistant will be held next week. ▪ The request for a teacher leader in the division to support professional development and the innovative projects regarding Lakeland College will be sent out in December. ▪ Principals in the division will be involved in a two day threat assessment level one training session in February. ▪ Superintendent S. MacKenzie reviewed the monthly Human Resources Report with the Board. ▪ Superintendent S. MacKenzie toured the south schools with clerical staff from Central Office. The staff will be planning the needed school training over the next couple of months for management and SIRS. Filing systems will be set up in the schools during summer. ▪ ECACS has yet to receive the title for Christ-King School. 	<p><i>Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie</i> <i>Superintendent S. MacKenzie</i></p> <p><i>Administrators</i></p> <p><i>Receptionist J. Channon</i></p>

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	<ul style="list-style-type: none"> ▪ The AERR will be completed and submitted to Alberta Education and presented at the December Board meeting. ▪ Superintendent S. MacKenzie will be meeting with the Minister on Friday, November 28, 2008, where he will attend the MELRA Awards afterwards. ▪ The Class Size Survey will be discussed with administrators during the November administration meeting. ▪ Superintendent S. MacKenzie reviewed with the Board the meetings he attended. <p>Motion 2008-137: <i>Trustee L. Wasylik moved to accept the Superintendent's report as presented. Motion carried.</i></p>	<p>Superintendent S. MacKenzie</p> <p>Superintendent S. MacKenzie</p>
<p>XII.</p>	<p><u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2008-138: <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"> ▪ Trustees can discuss with Chairman J. Brady items Zone 2/3 should be partitioning. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ ECACS will start with 400 pamphlets created by ACSTA used to promote Catholic schools. Trustees will distribute them to their communities. ▪ Catholic dimensions were distributed to the schools. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 	<p>Trustees</p>
<p>XIII.</p>	<p><u>New Business</u></p> <p><u>Blessed Sacrament School Europe Field Trip Request</u></p> <p>Motion 2008-139: <i>Trustee L. Wasylik moved to approve the Blessed Sacrament School 2010 Europe Field Trip request in principle, subject to approval by the Principal and Superintendent and provided that all field trip policy requirements are met. Motion carried.</i></p> <p><u>Employee Assistance Program</u></p> <ul style="list-style-type: none"> ▪ The Employee Assistance Program offers 24 hour counseling for employees. ECACS has renewed the contract. <p>Motion 2008-140: <i>Trustee D. Klein moved to renew the contract between ECACS and the Employee Assistance Program. Motion carried.</i></p> <p><u>Board Christmas Party</u></p> <ul style="list-style-type: none"> ▪ The Board Christmas party will be held at Central Office on Monday, December 15, 2008. Supper will begin at 7:00, with a Christmas gift exchange after. <p><u>OH&S Contract</u></p> <p>Motion 2008-141: <i>Trustee R. Nichols moved to enter into the OH&S contract as presented to the Board. Motion carried.</i></p> <p><u>Review of Reappointment of Superintendent</u></p> <ul style="list-style-type: none"> ▪ An application will be sent to the Minister to get consent to renew the contract for the Superintendent. 	

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	<p>Motion 2008-142: Trustee M. Charlebois moved Stephen MacKenzie be reappointed as Superintendent for East Central Alberta Catholic Separate Schools Regional Division No. 16 for the 2009-2014 school years. Motion carried.</p> <p>MELRA Awards</p> <ul style="list-style-type: none"> ▪ Administrators from St. Jerome's School and School of Hope will be invited to attend the presentation of the MELRA Awards. ▪ Superintendent S. MacKenzie and Chairman J. Brady will be attending the MELRA Awards. <p>Alliance 4x4s</p> <ul style="list-style-type: none"> ▪ ECACS will give consultant M. Ganser a map and access to the Extranet. <p>School Council Gathering</p> <ul style="list-style-type: none"> ▪ The Board discussed arranging a School Council gathering for the division sometime in 2009. <p>Mission and Ministry Mementos</p> <ul style="list-style-type: none"> ▪ Trustee L. Wasylik made three different samples of mementos for the 2009 Mission and Ministry Day. Trustees choose between the three samples. 	<p>Superintendent S. MacKenzie Chairman J. Brady</p>
<p>XIV.</p>	<p><u>In Camera Session</u></p> <p>Motion 2008-143: Trustee D. Klein moved to go in camera. Motion carried.</p> <p>Motion 2008-144: Trustee H. Loonen moved to come out of camera. Motion carried.</p>	
<p>XV.</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"> ▪ A well wish from the Board is sent to St. Thomas Aquinas School's Senior Girls volleyball team for participating and hosting the provincials this weekend. ▪ Trustee H. Loonen and retired Chairman M. Ganser were congratulated by the Board on their 9 year award and 18 year award respectively. <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> ▪ St. Thomas Aquinas School is hosting the Senior Girls Volleyball Provincials this weekend. 	
<p>XVI.</p>	<p><u>Future Business</u> Date of the next regular meeting is Monday, December 15, 2008 at Central Office, commencing at 4:00 p.m.</p>	
<p>XVII.</p>	<p><u>Adjournment</u> Meeting was adjourned at 9:10 p.m.</p> <p>Respectfully submitted:</p> <p>_____</p> <p>Chelse Pearson, Executive Assistant</p> <p>_____</p> <p>Approved:</p> <p>_____</p> <p>Jim Brady, Board Chair</p>	<p>_____</p> <p>Date</p> <p>_____</p> <p>Date</p>