



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

**Regular Meeting - Minutes**  
 Monday, December 15, 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 @ 5:30)
Chris Nichols	Trustee	Present
Rob Nichols	Trustee	Present

**Administrators**

Stephen MacKenzie	Superintendent	Present
Iva Paulik	Secretary/Treasurer	<b>Leave of Absence</b>
Thea Macdonald	Accounting Clerk	Present
Tom Koskie	Curriculum/Facilities Coordinator	Present
Chelse Pearson	Executive Assistant	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 (January) – Trustee R. Nichols	<i>Trustee R. Nichols</i>
II.	<b><u>Action Item</u></b> Chairman J. Brady commenced the meeting at 3:57 p.m.	
III.	<b><u>Consideration of the Agenda</u></b>  <b>Additions under New Business:</b> a) Policy 5 – Role of the Vice Chair b) Policy 6 – Policy Making c) Policy 7 – Board Committees and Board Presentation d) Policy 8 – Trustee Code of Ethics e) Bus Security  <b>Motion 2008-145:</b> <i>Trustee C. Nichols moved to approve the agenda as amended. Motion carried.</i>	
IV.	<b><u>Review of Previous Minutes</u></b>  <u>Minutes of November 24, 2008 Regular Board Meeting</u>  <b>Motion 2008-146:</b> <i>Trustee D. Klein moved to approve the minutes of the November 24, 2008 Regular Board Meeting as presented. Motion carried.</i>	
V.	<b><u>Business Arising Out of Previous Minutes</u></b>  <b><u>School Council Gathering</u></b> <ul style="list-style-type: none"> <li>▪ A presentation entitled “Kick Start Your School Council” will be held on April 2, 2009 at Central Office for school councils. Supper will be at 6:30 p.m., with the presentation beginning at 7:30 p.m. The evening is open to members of the school council and principals.</li> </ul>	<i>Executive Assistant C. Pearson</i>
VI.	<b><u>Facilities Report</u></b> The Curriculum/Facilities Coordinator’s report is attached. <ul style="list-style-type: none"> <li>▪ The tender to test the market for the Theresetta School project will be in the second week of January and will run for three weeks.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ The final site meeting for Mother Teresa School was held last week. The doors will be repainted in the spring.</li> <li>▪ The washroom project at St. Thomas Aquinas School is on its way. Pipe has been repaired, walls painted, and floors have been striped and re-cemented.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie met with JMAA and the Christ-King School building committee to finalize the scheme in December. They will meet again on January 15, 2009. JMAA will also present at the January Board meeting. The project is estimated to begin in May.</li> <li>▪ Permit work for the new sign at Christ-King School has been completed. A fourteen day period will occur before it can be finalized.</li> <li>▪ Revision of the garage doors at Blessed Sacrament School has been completed and workers are now in the process of lengthening the doors.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie will research prices for electrical outlets for vehicles at School of Hope.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie will be researching prices for a new phone system at Central Office.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie and OH&amp;S Officer J. Atkinson toured all the schools for OH&amp;S. Curriculum/Facilities Coordinator T. Koskie commended administrators for being very proactive and receptive towards the OH&amp;S program.</li> <li>▪ A lift was purchased for the division from United Rentals and will be picked up this week. It will be stored at School of Hope.</li> <li>▪ Alberta Education has extended a grant to provide assistance to students to travel to attend Skills Canada in Calgary next fall.</li> <li>▪ Approximately ten teacher pairings have been set up in the division for the mentorship program.</li> </ul> <p><b>Motion 2008-147:</b>  <i>Trustee C. Nichols moved to approve the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	<p style="text-align: right;"><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p style="text-align: right;"><i>Curriculum/Facilities Coordinator T. Koskie Curriculum/Facilities Coordinator T. Koskie</i></p>
<p><b>VII. <u>Secretary/Treasurer's Report</u></b></p>	<p>The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> <li>▪ Accounting Clerk T. Macdonald reviewed the November 2008 financial results of schools with the Board.</li> <li>▪ Secretary/Treasurer I. Paulik and Accounting Clerk T. Macdonald will be making trips to schools in late January, early February to discuss their first quarter financial results.</li> </ul> <p><b>Motion 2008-148:</b>  <i>Trustee D. Klein moved to approve the Secretary/Treasurer's report as presented.</i></p>	<p style="text-align: right;"><i>Secretary/Treasurer I. Paulik Accounting Clerk T. Macdonald</i></p>
<p><b>VIII. <u>Superintendent's Report</u></b></p>	<p>The Superintendent's report is attached.</p> <ul style="list-style-type: none"> <li>▪ Buses have been purchased and the division should be receiving them in January.</li> <li>▪ The first run of transportation procedures are available and will be distributed to bus drivers, principals, and transportation committee members for review.</li> <li>▪ The formation of districts in the Alliance area will begin after Christmas.</li> <li>▪ Elections for vacancy in the Provost area will begin after ECACS receives the Ministerial Order.</li> <li>▪ ECACS has received the title for Christ-King School.</li> <li>▪ Interviews for the new tech assistant position will be held on Friday, December 19, 2008.</li> <li>▪ SPED Coordinator S. Gallagher has submitted documentation to the Special Education review being conducted.</li> <li>▪ Secretary/Treasurer I. Paulik has reviewed the PUF budget, which SPED Coordinator S. Gallagher will then submit by December 21, 2008.</li> <li>▪ Principals will be involved in a two day threat assessment level one training session on February 5 and 6, 2009. Executive Assistant C. Pearson will book rooms at the Coast Edmonton House.</li> <li>▪ Schools are in the process of hiring to address the Class Size Initiative concerns for the division.</li> </ul>	<p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p> <p style="text-align: right;"><i>SPED Coordinator S. Gallagher</i></p> <p style="text-align: right;"><i>Executive Assistant C. Pearson</i></p>

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	<ul style="list-style-type: none"> <li>▪ A custodian has been hired for Christ-King School.</li> <li>▪ Superintendent S. MacKenzie will present a new framework for Central Office and the division in January.</li> <li>▪ The ATA is taking over the duty of teacher competency and was reviewing with Superintendent the process at an ATA meeting on November 26, 2008.</li> <li>▪ Superintendent S. MacKenzie reviewed the 2007-2008 AERR with the Board.</li> </ul> <p><b>Motion 2008-149:</b> <i>Trustee L. Wasylik moved that the Board will fund the process for the establishment of Catholic School Districts in the Alliance area. Motion carried.</i></p> <p><b>Motion 2008-150:</b> <i>Trustee H. Loonen moved that the Board approve the 2007-2008 AERR. Motion carried.</i></p> <p><b>Motion 2008-151:</b> <i>Trustee H. Loonen moved to go in camera. Motion carried.</i></p> <p><b>Motion 2008-152:</b> <i>Trustee H. Loonen moved to come out of camera. Motion carried.</i></p> <p><b>Motion 2008-153:</b> <i>Trustee M. Charlebois moved to accept the Superintendent's report as presented. Motion carried.</i></p>	<p><i>Superintendent S. MacKenzie</i></p>
<p><b>IX. <u>Committees</u></b></p> <p><b><u>Accounts Payable</u></b></p>	<p><b>Motion 2008-154:</b> <i>Trustee H. Loonen moved to approve the payment of all bills. Motion carried.</i></p> <p><b><u>ASBA Representative</u></b></p> <ul style="list-style-type: none"> <li>▪ A labour relations meeting will be held on January 22, 2009 at a cost of \$25. Executive Assistant C. Pearson will register Chairman J. Brady and Trustee D. Klein for the meeting.</li> <li>▪ The Board discussed and agrees that student health and wellness should be included as a priority in the ASBA 2009-2012 strategic plan.</li> </ul> <p><b><u>ACSTA Director</u></b></p> <ul style="list-style-type: none"> <li>▪ One January 22 to 24, 2009, a director's retreat will be held.</li> <li>▪ Rooms have been booked for trustees for the spring conference in Jasper.</li> </ul> <p><b><u>Negotiations</u></b></p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul>	<p><i>Chairman J. Brady &amp; Trustee D. Klein. Executive Assistant C. Pearson</i></p> <p><i>Executive Assistant C. Pearson</i></p>
<p><b>X. <u>New Business</u></b></p> <p><b><u>Policy 5 – Role of the Vice Chair</u></b></p>	<p><b>Motion 2008-155:</b> <i>Trustee H. Loonen moved to accept Policy 5 – Role of the Vice Chair as presented. Motion carried.</i></p> <p><b><u>Policy 6 – Policy Making</u></b></p> <p><b>Motion 2008-156:</b> <i>Trustee L. Wasylik moved to accept Policy 6 – Policy Making as presented. Motion carried.</i></p>	

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	<p><b><u>Policy 7 – Board Committees and Board Presentation</u></b>  <b><u>Policy 8 – Trustee Code of Ethics</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustees will review both policies where they will either be revised or approved at the next Board meeting.</li> </ul> <p><b><u>Bus Security</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustee L. Wasylik informed the Board of the acts of vandalism that have occurred to the buses at St. Jerome's School. Principal A. Chase is the cost to have a parking place built with a roof over it.</li> </ul> <p><b><u>Gas Alberta</u></b></p> <ul style="list-style-type: none"> <li>▪ Secretary/Treasurer I. Paulik will research parishes being a part of a deal with Gas Alberta and the schools upon her return from her maternity leave.</li> </ul>	<p><i>Principal A. Chase</i></p> <p><i>Secretary/Treasurer I. Paulik</i></p>
<p><b>XI. <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><u>Staff Recognition</u></p> <ul style="list-style-type: none"> <li>▪ Administrators were recognized for their open reception of the OH&amp;S program. The Board is very appreciative of their actions in assisting this program.</li> </ul> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> <li>▪ Trustees wished everyone a Merry Christmas.</li> <li>▪ Trustee C. Nichols thanked Superintendent S. MacKenzie and Curriculum/Facilities Coordinator T. Koskie for their hard work in receiving the title for Christ-King School.</li> </ul>		
<p><b>XII. <u>Future Business</u></b></p> <p>Date of the next regular meeting is Monday, January 26, 2008 at Central Office, commencing at 4:00 p.m.</p>		
<p><b>XIII. <u>Adjournment</u></b></p> <p>Meeting was adjourned at 6:30 p.m.</p>		

**Respectfully submitted:**

\_\_\_\_\_  
Chelse Pearson, Executive Assistant

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Date

**Approved:**

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

\_\_\_\_\_  
Date