



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

**Regular Meeting - Minutes**

Monday, January 26, 2009

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
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	<b>Absent</b>
Chelse Pearson	Executive Assistant	Present

**Guests**

Tracy Soldan	Principal, Christ-King School	Present
Brian Boos	Vice Principal, Blessed Sacrament School	Present
Allan Chase	Principal, St. Jerome's School	Present
Derek Collins	Vice Principal, St. Jerome's School	Present
Cliff Murray	John Murray Architectural Associates Ltd.	Present

<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 R. Nichols Next meeting (February) – Trustee D. Klein	<i>Trustee D. Klein</i>
II.	<b><u>Action Item</u></b> Chairman J. Brady commenced the meeting at 4:03 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) Policy 9 – Role of the Superintendent</li> <li>b) Policy 9 (a) – Role of the Deputy Superintendent</li> <li>c) Policy 9 (b) – Role of the Secretary/Treasurer</li> <li>d) Blessed Sacrament School Table Mountain Ski Trip</li> <li>e) 2009 ACSTA Spring Conference Registration</li> <li>f) School of Hope "Bring a Friend" Event</li> <li>g) Prayer Book</li> <li>h) Catholic Dimension</li> <li>i) Field Trips in General</li> <li>j) Negotiations</li> <li>k) School Councils</li> <li>l) Advocacy</li> </ul> <p><b>Motion 2009-01:</b> <i>Trustee H. Loonen moved to approve the agenda as amended. Motion carried.</i></p>	
IV.	<b><u>Review of Previous Minutes</u></b>  <u>Minutes of December 15, 2008 Regular Board Meeting</u>  <b>Motion 2009-02:</b> <i>Trustee C. Nichols moved to approve the minutes of the December 15, 2008 Regular Board Meeting as presented. Motion carried.</i>	

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V.	<p><b><u>Business Arising Out of Previous Minutes</u></b></p> <p><b><u>Policy 7 – Board Committees and Board Presentation</u></b></p> <p><b><u>Policy 8 – Trustee Code of Ethics</u></b></p> <p><b>Motion 2009-03:</b>  <i>Trustee L. Wasylik moved to approve Policy 7 – Board Committees and Board Presentation and Policy 8 – Trustee Code of Ethics as presented. Motion carried.</i></p>	
VI.	<p><b><u>John Murray Architectural Associates Ltd.</u></b></p> <ul style="list-style-type: none"> <li>▪ Cliff Murray from John Murray Architectural Associates Ltd. reviewed the modernization plan for Christ-King School.</li> <li>▪ With the review of the modernization plan, he reviewed possible changes and finishes.</li> <li>▪ Two new accessible washrooms will be created by the existing washrooms. These washrooms will be used for staff and special needs students.</li> <li>▪ Due to dampness in the crawl space, new ventilation will need to be put in.</li> <li>▪ Work on repairing the roof is expected to start in March.</li> <li>▪ Cliff Murray informed the Board that John Murray Architectural Associates Ltd. is proceeding into the working, drawing stage of the plan.</li> <li>▪ It will go out to tender at approximately the end of April.</li> </ul>	
VII.	<p><b><u>Transportation</u></b></p> <ul style="list-style-type: none"> <li>▪ The division has a total of five new buses.</li> <li>▪ The division will receive a mechanical opinion on the old buses as whether to keep them or not.</li> <li>▪ Draft one of bus procedures has been created and is currently being used.</li> <li>▪ Trip inspection booklets have been distributed to schools.</li> <li>▪ Concerning an issue with a bus route in Stettler, Brian Boos will run the route and time it to come up with a solution.</li> <li>▪ All buses need to have strobe lights and reflective tape on them before September 2010.</li> <li>▪ A collective agreement for bus drivers will be created, separate from the support staff collective agreement, so things stay consistent.</li> <li>▪ Brian Boos is currently working on maintenance schedules for the new buses.</li> </ul> <p><b>Motion 2009-04:</b>  <i>Trustee D. Klein moved to accept the Transportation report as presented. Motion carried.</i></p>	<p><i>Vice Principal B. Boos</i></p> <p><i>Vice Principal B. Boos Vice Principal B. Boos</i></p>
VIII.	<p><b><u>Principal Presentation – St. Jerome’s School</u></b></p> <ul style="list-style-type: none"> <li>▪ The September enrolment for St. Jerome’s School equaled 367 students. As of February, the enrolment now equals 376.</li> <li>▪ St. Jerome’s School has 21.6 FTE professional staff and approximately 14 support staff.</li> <li>▪ A CTS ‘Mac Lab’ has been created from grant money and a third computer lab was made in the library.</li> <li>▪ St. Jerome’s School has obtained 25 machines from Computer for Schools and leased a new photocopier.</li> <li>▪ There are 12 classrooms in the school that now have Promethian or SmartBoards, while 6 classrooms have FM systems.</li> <li>▪ St. Jerome’s School scored levels of excellence on the PAT and Diploma exams.</li> <li>▪ St. Jerome’s goal is to increase parent involvement in the school.</li> <li>▪ St. Jerome’s School has continued on with the pyramid of intervention PLC this school year.</li> <li>▪ Two athletes from St. Jerome’s School made provincials in junior/senior cross country.</li> <li>▪ St. Jerome’s School has 7 volleyball teams and 5 basketball teams.</li> <li>▪ Retired Archbishop McNeil is coming to Vermilion on March 31, 2009 to assist Father</li> </ul>	

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	<p>in his Penitential service.</p> <ul style="list-style-type: none"> <li>▪ Students in St. Jerome's School are attending mass on a monthly basis.</li> <li>▪ St. Jerome's School is in the process of renovating all washrooms in the school, while the outdoor basketball court has been completed and crash pads have been installed.</li> <li>▪ Future projects at St. Jerome's School include expanding the videoconferencing, expanding PLC and exploring Learning 4 Assessment, building a shed for new buses, creating work rooms, and an infirmary at the office area.</li> </ul>	
<p><b>IX. <u>Facilities Report</u></b></p>	<p>The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> <li>▪ The Theresetta Catholic School project has gone to tender and the closing date for bids is February 11, 2009.</li> <li>▪ The sign at Mother Teresa School should be put in place anytime now.</li> <li>▪ The washroom project at St. Thomas Aquinas School has now been completed.</li> <li>▪ Curriculum/Facilities Coordinator T. Koskie will meet with Alberta Education on February 3, 2009 to discuss the proposed project for Christ-King School.</li> <li>▪ The sign should be put in place at Christ-King School.</li> <li>▪ United Rentals has informed the division that they will provide a certified trainer regarding the lift and trailer.</li> <li>▪ The curriculum for Off-campus is scheduled to take effect on September 2009.</li> <li>▪ The Off-campus Education Handbook Draft 2008 and a response form have been posted on the Alberta Education website for validation by stakeholders.</li> </ul> <p><b>Motion 2009-05:</b>  <i>Trustee H. Loonen 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><b>X. <u>Secretary/Treasurer's Report</u></b></p>	<p>The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> <li>▪ TILMA is in place between Alberta and British Columbia. It came into force on April 1, 2007 with a transitional period to April 1, 2009.</li> <li>▪ Benefits regarding TILMA include full labor mobility, business enjoys larger economic space, open up the financial sector, and more procurement opportunities.</li> <li>▪ The agreement for TILMA will become applicable for school boards and other bodies on April 1, 2009.</li> <li>▪ Accounting Clerk T. Macdonald and Secretary/Treasurer I. Paulik will discuss scheduling school visits. School visits will allow the first quarter financial results for the 2008-2009 school year as well as other topic such as RACERS enrolment data, submission of instructional fees, 2007-2008 school year results, etc., to be discussed.</li> <li>▪ Accounting Clerk T. Macdonald reviewed the financial results of schools with the Board.</li> </ul> <p><b>Motion 2009-06:</b>  <i>Trustee R. Nichols moved to approve the Secretary/Treasurer's report as presented.</i></p>	<p><i>Accounting Clerk T. Macdonald &amp; Secretary/Treasurer I. Paulik</i></p>
<p><b>XI. <u>Superintendent's Report</u></b></p>	<p>The Superintendent's report is attached.</p> <ul style="list-style-type: none"> <li>▪ The census for four 4x4's in the Alliance area should be complete later in February. Local residents have helped out, making the process very efficient.</li> <li>▪ A new technician has been hired for the division.</li> <li>▪ A full half-page announcement was place in the Stettler Independent regarding the division now having the title for Christ-King School.</li> <li>▪ The government is going into the second phase in February for Special Education.</li> <li>▪ SPED Coordinator S. Gallagher is currently taking Level B testing.</li> <li>▪ The division is working on a C4 Tri-Partite solution.</li> <li>▪ Superintendent S. MacKenzie has contacted Alberta Education to ask that they change the information in the system regarding the Class Size Initiative to reflect the changes that our schools have made.</li> <li>▪ Principals will be involved in a two day Threat Assessment Level One training session held at the Coast Edmonton House on February 5 to 6, 2009.</li> </ul>	<p><i>Administrators</i></p>

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	<ul style="list-style-type: none"> <li>▪ Schools in the division have hired new staff to address the Class Size Initiative concerns. The survey instrument has been made available to use again and will be updated this week.</li> <li>▪ Superintendent S. MacKenzie will be hosting a luncheon on Thursday, January 29, 2009 for trustees and priests.</li> <li>▪ The Board still stands by their decision to leave the HPV Vaccine as a parental decision.</li> <li>▪ Superintendent S. MacKenzie reviewed with the Board a budget proposal. The division would like to set the budget now and use operating reserve to cover any shortfall that may occur between what is set and the provincial increase in funding.</li> <li>▪ Superintendent S. MacKenzie reviewed the month human resources report with the Board.</li> <li>▪ Superintendent S. MacKenzie presented the Mobile Cart Solutions regarding technology to the Board.</li> <li>▪ School of Hope teacher Jeremy Eadon, who is a captain in the reserve, has nominated East Central Alberta Catholic School Division for an employer award in regard to supporting armed forces.</li> <li>▪ Employee #0312 has requested the Board approve a professional improvement leave.</li> </ul> <p><b>Motion 2009-07:</b> <i>Trustee H. Loonen moved to provide professional improvement leave to Employee #0312 per Clause 12 in the ATA Collective Agreement. Motion defeated.</i></p> <p><b>Motion 2009-08:</b> <i>Trustee L. Wasylik moved to accept the Superintendent's report as presented. Motion carried.</i></p>	<p><i>Superintendent S. MacKenzie</i></p>
<p><b>XII.</b></p>	<p><b><u>Committees</u></b></p> <p><b><u>Accounts Payable</u></b></p> <p><b>Motion 2009-09:</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>▪ The Direction Forward Workshop will be held on February 5, 2009 at the Royal Glenora.</li> <li>▪ The Summit will be held on March 13 to 14, 2009. The conference is restricted to two Board members.</li> <li>▪ Consultations will begin in March for Inspiring Education and the key event will be held in October 2009.</li> <li>▪ The Advocacy group is looking for instances and scenarios where approved funding has assisted school board in providing a better environment for students.</li> </ul> <p><b><u>ACSTA Director</u></b></p> <ul style="list-style-type: none"> <li>▪ A retreat was held on January 21, 2009 to January 24, 2009</li> <li>▪ Trustee L. Wasylik discussed the case ATA vs. Grande Prairie Catholic. ATA has asked that Grande Prairie Catholic take catholic wording out of clauses in contracts.</li> </ul> <p><b><u>Negotiations</u></b></p> <ul style="list-style-type: none"> <li>▪ Trustee D. Klein attended a labor relations seminar in regard to grievance procedures and arbitrations procedures as well. Trustee D. Klein reviewed the seminar with trustees.</li> </ul>	
<p><b>XIII.</b></p>	<p><b><u>New Business</u></b></p> <p><b><u>Policy 9 – Role of the Superintendent</u></b></p> <p><b><u>Policy 9 (a) – Role of the Deputy Superintendent</u></b></p>	

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	<p><b><u>Policy 9 (b) – Role of the Secretary-Treasurer</u></b></p> <ul style="list-style-type: none"> <li>▪ Chairman J. Brady requested that trustees review Policies 9, 9(a), and 9(b) and bring suggestions to the February Board meeting.</li> </ul> <p><b><u>Blessed Sacrament School Table Mountain Ski Trip</u></b></p> <ul style="list-style-type: none"> <li>▪ Grades 7 to 9 at Blessed Sacrament School have requested Board approval to attend a ski trip to Table Mountain in North Battleford on February 20, 2009.</li> </ul> <p><b>Motion 2009-10:</b>  <i>Trustee H. Loonen moved to approve the Grade 7 to 9 Blessed Sacrament School Table Mountain Ski Trip for February 20, 2009, provided that all field trip procedure requirements have been met. Motion carried.</i></p> <p><b><u>St. Thomas Aquinas School Table Mountain Ski Trip</u></b></p> <ul style="list-style-type: none"> <li>▪ Grades 4 to 12 at St. Thomas Aquinas School have requested Board approval to attend a ski trip to Table Mountain in North Battleford on February 20, 2009.</li> </ul> <p><b>Motion 2009-11:</b>  <i>Trustee D. Klein moved to approve the Grade 4 to 12 St. Thomas Aquinas School Table Mountain Ski Trip for February 20, 2009, provided that all field trip procedure requirements have been met. Motion carried.</i></p> <p><b><u>St. Thomas Aquinas Europe Trip</u></b></p> <ul style="list-style-type: none"> <li>▪ Grades 10 to 12 at St. Thomas Aquinas School have requested Board approval to attend a field trip to Europe on April 9, 2009 to April 20, 2009.</li> </ul> <p><b>Motion 2009-12:</b>  <i>Trustee D. Klein moved to approve the Grade 10 to 12 St. Thomas Aquinas School Europe Field Trip for April 9, 2009 to April 20, 2009, provided that all field trip procedure requirements have been met. Motion carried.</i></p> <p><b><u>School of Hope ‘Bring A Friend’ Event</u></b></p> <ul style="list-style-type: none"> <li>▪ School of Hope has requested Board approval to attend their annual ski week at Canada Olympic Park in Calgary on February 2, 2009 to February 6, 2009.</li> </ul> <p><b>Motion 2009-13:</b>  <i>Trustee L. Wasylik moved to approve the Annual School of Hope Ski Week at Canada Olympic Park in Calgary on February 2 to 6, 2009, provided that all field trip procedure requirements have been met. Motion carried.</i></p> <p><b><u>Christ-King Ski Trip</u></b></p> <ul style="list-style-type: none"> <li>▪ Grades 7 to 9 at Christ-King School have requested Board approval to attend a ski trip to Lake Louise on March 12 to 13, 2009.</li> </ul> <p><b>Motion 2009-14:</b>  <i>Trustee C. Nichols moved to approve the Grade 7 to 9 Christ-King School ski trip to Lake Louise on March 12 to 13, 2009 provided that all field trip procedure requirements have been met. Motion carried.</i></p> <p><b><u>Prayer Book</u></b></p> <ul style="list-style-type: none"> <li>▪ The prayer book completed by ACSTA has been sent to the printer and should be ready for purchase at the spring conference. It would cost approximately \$2400 for 300 to 400 books.</li> </ul> <p><b><u>Catholic Dimension</u></b></p> <ul style="list-style-type: none"> <li>▪ Discussed during the ACSTA report.</li> </ul> <p><b><u>School Councils</u></b></p> <ul style="list-style-type: none"> <li>▪ Information has been sent to schools regarding the School Council Kick Start</li> </ul>	<p>Trustees</p>

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	<p>presentation taking place on April 2, 2009 at Central Office.</p> <p><b><u>2009 ACSTA Spring Conference Registration</u></b></p> <ul style="list-style-type: none"> <li>▪ Executive Assistant will register the following trustees for the 2009 ACSTA Spring Conference: Jim Brady, Larry Wasylik, Debra Klein, Mardy Charlebois, and Chris Nichols.</li> </ul>	<i>Executive Assistant C. Pearson</i>
<p><b>XIV.</b></p>	<p><b><u>In-Camera Session</u></b></p> <p><b>Motion 2009-15:</b> <i>Trustee C. Nichols moved to go in camera. Motion carried.</i></p> <p><b>Motion 2009-16:</b> <i>Trustee D. Klein moved to come out of camera. Motion carried.</i></p>	
<p><b>XV.</b></p>	<p><b><u>Information Items</u></b></p> <p><u>Correspondence</u></p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul> <p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul> <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> <li>▪ Executive Assistant C. Pearson will research any legalities there may be having parishioners use the St. Jerome's School bus to attend the presentation by the Bishop entitled, "Nothing More Beautiful".</li> </ul>	<i>Executive Assistant C. Pearson</i>
<p><b>XVI.</b></p>	<p><b><u>Future Business</u></b></p> <p>Date of the next regular meeting is Monday, February 23, 2009 at Central Office, commencing at 4:00 p.m.</p>	
<p><b>XVII.</b></p>	<p><b><u>Adjournment</u></b></p> <p>Meeting was adjourned at 10:03 p.m.</p>	

**Respectfully submitted:**

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

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Date

**Approved:**

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

\_\_\_\_\_  
Date