



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, February 23, 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	Present
Tom Koskie	Curriculum/Facilities Coordinator	Present
Chelse Pearson	Executive Assistant	Present

Guests

Greg Smith	Vermilion Outreach School, Principal	Present
Cardell Musyj	School of Hope, Principal	Present
Irene Long	School of Hope, Principal	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer – Trustee D. Klein Next meeting (March) – Trustee L. Wasylik	Trustee L. Wasylik
II.	<u>Action Item</u> Chairman J. Brady commenced the meeting at 4:02 p.m.	
III.	<u>Consideration of the Agenda</u> Additions under New Business: Motion 2009-017: <i>Trustee C. Nichols moved to approve the agenda as amended. Motion carried.</i>	
IV.	<u>Review of Previous Minutes</u> <u>Minutes of January 26, 2009 Regular Board Meeting</u> Motion 2009-018: <i>Trustee R. Nichols moved to approve the minutes of the January 26, 2009 Regular Board Meeting as presented. Motion carried.</i>	
V.	<u>Business Arising Out of Previous Minutes</u> <u>Policy 9 – Role of the Superintendent</u> <u>Policy 9(a) – Role of the Deputy Superintendent</u> <u>Policy 9 (b) – Role of the Secretary/Treasurer</u> Motion 2009-019: <i>Trustee H. Loonen moved to approve Policy 9 – Role of the Superintendent, Policy 9(a) – Role of the Deputy Superintendent, and Policy 9(b) – Role of the Secretary/Treasurer as presented. Motion carried.</i>	
VI.	<u>Principal Presentation – School of Hope</u> <ul style="list-style-type: none"> ▪ E-Live is interactive online real time communication that School of Hope teachers can use for student instruction, staff meetings, school council meetings, etc. Meetings or instructions are recorded in e-live, therefore allowing a student that was absent to still 	

Item	Content	Action
	<p>be able to review an instruction, etc.</p> <ul style="list-style-type: none"> ▪ There are approximately 1000 seats available in e-live. ▪ School of Hope teachers have been encouraged to make 25 changes to help improve their online sessions. ▪ Video lessons are created by teachers. ▪ Interim progress reports are completed three times per the school year. They take place during November, February, and April. Student's progress is distributed to parents. ▪ First Class is a management system used at School of Hope. It serves as a grade management tool that students and parents have access to. It also records communication through email between students and teachers. ▪ Teachers are able to create assessment tools on First Class. 	
<p>VII.</p>	<p><u>Principal Presentation – Vermilion Outreach School</u></p> <ul style="list-style-type: none"> ▪ Vermilion Outreach School had 15 graduates last school year. ▪ The school has up to 85 students this year and more are expected. ▪ The Vermilion Outreach School leases a building in Vermilion and uses the School of Hope facility and other schools as well. ▪ A breakfast program is provided to students and fruit and vegetables are available all day in the school for students. ▪ The Vermilion Outreach School utilizes work experience and also has an off-campus Phys Ed program. ▪ The school works closely with Lakeland College, AADAC, Children Services, and the RCMP. 	
<p>VIII.</p>	<p><u>Facilities Report</u></p> <p>The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> ▪ The tenders for the Theresetta Catholic School project were opened on Wednesday, February 11, 2009. The Board was informed of concerns regarding the bids and that legal advice will be received before the Board makes a decision. ▪ A special meeting will be held by the Board to decide on a final bidder for the Theresetta Catholic School project. ▪ The signs are in place for Mother Teresa School and Christ-King School. ▪ A voicemail system will be installed at Central Office. ▪ Curriculum/Facilities Coordinator T. Koskie met with Alberta Education on February 3, 2009 to discuss the proposed project for Christ-King School. The project was recommended as emergent due to roof and basement concerns. JMAA will proceed with phase 1. ▪ The Board was informed of a proposal to build garages for St. Jerome's School and St. Thomas Aquinas School to store the buses. Further financial analysis needs to be completed. ▪ A training session that will include two individuals from each school, will take place for the lift and trailer. ▪ Curriculum/Facilities Coordinator T. Koskie met with other school divisions from zone 2 to develop a business plan for the distributed learning proposal by the Learning Network. ▪ School condition assessments regarding FAME will be completed on March 2 to 4, 2009 at Mother Teresa School, St. Thomas Aquinas School, Blessed Sacrament School, School of Hope, and St. Jerome's School. ▪ A capital planning workshop will be held in Edmonton on March 6, 2009. ▪ CEFPI Alberta Chapter will be held in Lake Louise on March 18 to 20, 2009. <p>Motion 2009-020: <i>Trustee D. Klein moved to approve the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	<p style="text-align: right;"><i>Trustees</i></p> <p style="text-align: right;"><i>Curriculum/Facilities Coordinator T. Koskie</i></p>
<p>IX.</p>	<p><u>Secretary/Treasurer's Report</u></p> <p>The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ TILMA will apply to school boards effective April 1, 2009. The division is presently looking into obtaining a free access to Alberta Purchasing Connection. 	

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<ul style="list-style-type: none"> ▪ The revised threshold provisions are \$75,000 for goods, \$75,000 for services, and \$200,000 for construction. ▪ TILMA has promised to assist schools boards to come up with an appropriate tool to ensure open tendering. ▪ The 2008 Federal Budget implemented the tax free savings account legislation effective January 1, 2009. The division has received a letter from Capital Estate Planning Corporation advising us that they could offer this to our employees. It would be integrated to our existing Group RRSP and reported on a consolidated bill. ▪ Secretary/Treasurer I. Paulik does not recommend going with the group TFSA. Employees should research their banking institutions to make smarter investing decisions. ▪ Secretary/Treasurer I. Paulik reviewed the breakdown of a preliminary 2009-2010 budget allocation by schools based on a 3% grant increase. Only basic and differential grants were increased by 3%. Targeted grants such as AISI, PUF, and technology grants were not adjusted. ▪ The budget committee meeting has been tentatively set for March 3, 2009 at 10:00 a.m. to approve the allocation model. ▪ Administrators will be informed to start forecasting their expenses such as certificated and support staff FTEs, operating expenses, and determining the enrolment estimate for 2009-2010. ▪ Secretary/Treasurer I. Paulik reviewed the future use of unrestricted net assets with the Board. ▪ An audit will be done by MNP LLP on the Local Authorities Pension Plan every three years. The first one will be done in May and needs to be finished by June 30, 2009. ▪ MNP LLP will also perform an audit in one of our schools on their school generated funds in May or early June. ▪ Secretary/Treasurer I. Paulik reviewed the financial results of schools with the Board. ▪ The division will be advertising for the position of Business Manager. ▪ Alberta Transportation will come to do a compliance audit on March 16, 2009. <p>Motion 2009-021: <i>Trustee C. Nichols moved to approve the Secretary/Treasurer's report as presented.</i></p>	<p style="text-align: right;"><i>Budget Committee</i></p> <p style="text-align: right;"><i>Secretary/Treasurer I. Paulik</i></p>
<p>X. <u>Superintendent's Report</u></p>	<p>The Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ After reviewing the bus route at Christ-King School, there is no advantage to changing it and it will be kept the same for now. ▪ The new bus at St. Jerome's School was vandalized. Parts have been bought to repair it. There was no insurance claim. ▪ Our division buses may be lent to BTPS division, but they cannot be lent out or rented out to community groups due to insurance reasons. ▪ Following up on the local Wainwright busing issue, Superintendent S. MacKenzie will present it to BTPS at a Superintendents' meeting. ▪ Our division has requested a roll up of the four districts in the Alliance area. Will wait for the letter to be approved by the Minister. ▪ The new technology assistant resigned. ▪ The process of restructuring the tech department has been initiated and the division will advertise for a teacher support position. ▪ New averages have been posted for the Class Size Initiative. Current CSI averages appear to be financially unsustainable in the future. Findings will be reported at next month's meeting. ▪ In regard to the school calendars, BTPS has changed their early dismissal time from 2:30 to 2:00. ▪ Possibly ten individuals from the division will be attending a professional development conference in November in Vancouver. ▪ Superintendent S. MacKenzie reviewed with the Board the new processes for the hiring and evaluation of new teachers. The new status forms and hiring process will be reviewed with administrators at the February administration meeting. ▪ Superintendent S. MacKenzie discussed the proposal by Erin Gallagher regarding the creation of an after school care program at Blessed Sacrament School. 	<p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p> <p style="text-align: right;"><i>Superintendent S. MacKenzie</i></p>

Item	Content	Action
	<p>Motion 2009-022: Trustee D. Klein moved the Board support the after school care program in principle after all the documentation has been received. Motion carried.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed the governance review with the Board. ▪ Our priests have requested that the division works with the Parish to develop a presence in terms of teachers. ▪ A mass will be held in September to introduce the teachers and commission them in their service. ▪ The priests requested that teachers and school representatives are present to celebrate Catholic Education Sunday. ▪ Superintendent S. MacKenzie will meet again with the president of Lakeland College to discuss the pre-employment program for graduating high school students. ▪ The Board was informed that St. Jerome’s School has cancelled their 2009 international field trip. <p>Motion 2009-023: Trustee H. Loonen moved to approve the School of Hope “Bring A Friend” function in Edmonton. Motion carried.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed the monthly human resources report with the Board. <p>Motion 2009-024: Trustee M. Charlebois moved to accept the Superintendent’s report as presented. Motion carried.</p>	<p>Superintendent S. MacKenzie</p>
<p>XI. <u>Committees</u></p> <p><u>Accounts Payable</u></p>	<p>Motion 2009-025: Trustee H. Loonen moved to approve the payment of all bills. Motion carried.</p> <p><u>ASBA Representative</u></p> <ul style="list-style-type: none"> ▪ Trustees completed an infrastructure survey, which Chairman J. Brady will compile and submit. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ A communications meeting was held last Friday for ACSTA. ▪ An example of the prayer book being assembled by ACSTA was passed around to the Board. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 	<p>Chairman J. Brady</p>
<p>XII. <u>New Business</u></p> <p><u>Bus Regulations</u></p> <p><u>Policy 10 –Board Delegation of Authority</u> <u>Policy 11 – Conflict of Interest – Staff</u></p> <p><u>St. Jerome’s Ski Trip</u></p>	<ul style="list-style-type: none"> ▪ Discussed during the Superintendent’s report. <ul style="list-style-type: none"> ▪ Trustees will review the above mentioned policies and make possible changes for the March Board meeting. <ul style="list-style-type: none"> ▪ St. Jerome’s School requested Board approval to conduct a grade 5 to 8 ski trip to 	<p>Trustees</p>

<u>Item</u>	<u>Content</u>	<u>Action</u>
	<p>Table Mountain in North Battleford on March 10, 2009.</p> <p>Motion 2009-026: Trustee L. Wasylik moved to approve the St. Jerome's grade 5 to 8 ski trip to Table Mountain, North Battleford on March 10, 2009, provided that all field trip procedure requirements have been met. Motion carried.</p> <p><u>Theresetta Ski Trip</u></p> <ul style="list-style-type: none"> ▪ Theresetta Catholic School has requested Board approval to conduct their annual junior high ski trip to Lake Louise on March 1 to 3, 2009. <p>Motion 2009-027: Trustee R. Nichols moved to approve the Theresetta Catholic School annual junior high ski trip to Lake Louise on March 1 to 3, 2009, provided that all field trip procedure requirements have been met. Motion carried.</p> <p><u>Blueprints Registration</u></p> <ul style="list-style-type: none"> ▪ Executive Assistant C. Pearson will register the following trustees for Blueprints: Trustee L. Wasylik, Trustee H. Loonen, Trustee R. Nichols, and Trustee J. Brady. <p><u>ASBA Survey</u></p> <ul style="list-style-type: none"> ▪ Completed during the ASBA report. 	<p>Executive Assistant C. Pearson</p>
<p>XIII.</p>	<p><u>In-Camera Session</u></p> <p>Motion 2009-028: Trustee R. Nichols moved to go in camera. Motion carried.</p> <p>Motion 2009-029: Trustee D. Klein moved to come out of camera. Motion carried.</p>	
<p>XIV.</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"> ▪ The Board wishes to recognize the ECACS staff that contributed their time and effort to the provincial curling that took place in Wainwright. Seeing division staff active in their communities is greatly appreciated by the Board. <p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> ▪ Trustee C. Nichols attended an informational meeting regarding children and use of the internet. Parents are to be aware of what their children are capable of with technology. ▪ Superintendent S. MacKenzie will research a company that is capable of assembling a projection unit for decorative purposes in the Board room. ▪ Trustee D. Klein reminded trustees to remind their school council of the Kick Start presentation being held on April 2, 2009 at Central Office. 	<p>Superintendent S. MacKenzie</p>
<p>XV.</p>	<p><u>Future Business</u> Date of the next regular meeting is Monday, March 30, 2009 at Central Office, commencing at 4:00 p.m.</p>	
<p>XVI.</p>	<p><u>Adjournment</u> Meeting was adjourned at 9:45 p.m.</p>	

Respectfully submitted:

Chelse Pearson, Executive Assistant

Date

Approved:

Jim Brady, Board Chair

Date