



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, March 30, 2009

Central Office

Board and Representatives:

Jim Brady	Chair	Absent
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	Absent
Thea Macdonald	Accounting Clerk	Present
Tom Koskie	Curriculum/Facilities Coordinator	Present
Chelse Pearson	Executive Assistant	Present

Guests

Tracy Soldan	Principal, Christ-King School	Present
Michelle Prediger	Principal, Mother Teresa School	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer – Trustee L. Wasylik Next meeting (April) – Trustee C. Nichols	<i>Trustee C. Nichols</i>
II.	<u>Action Item</u> Vice Chair H. Loonen 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) High School Completion ASBA b) Parliamentarian for ASBA c) Vermilion Outreach School Agreement d) Policy 12 – Retirement Incentive Plan e) Policy 13 – Certificated Staff Reduction f) Policy 14 – Hearings on Teacher Matters g) MD Employees as Trustees h) Survey on K to 12 Wellness i) BSS Field Trip Request j) Parent Council Funding Motion 2009- 031: <i>Trustee C. Nichols moved to approve the agenda as amended. Motion carried.</i>	
IV.	<u>Review of Previous Minutes</u> <u>Minutes of February 23, 2009 Regular Board Meeting</u> <u>Minutes of March 3, 2009 Special Board Meeting</u> Motion 2009- 032: <i>Trustee D. Klein moved to approve the minutes of the February 23, 2009 Regular Board Meeting and the March 3, 2009 Special Board Meeting as presented. Motion carried.</i>	
V.	<u>Business Arising Out of Previous Minutes</u> <u>Policy 10 – Board Delegation of Authority</u>	

Item	Content	Action
	<p>Motion 2009 – 033: Trustee C. Nichols moved to accept Policy 10 – Board Delegation of Authority as presented. Motion carried.</p> <p><u>Policy 11 – Conflict of Interest – Staff</u></p> <p>Motion 2009 – 034: Trustee M. Charlebois moved to accept Policy 11 – Conflict of Interest – Staff as presented. Motion carried.</p> <p><u>Theresetta Catholic School Project Update</u></p> <ul style="list-style-type: none"> ▪ Will be presented during the Facilities report. 	
<p>VI. <u>Facilities Report</u></p>	<p>The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> ▪ ECACS has received permission from Alberta Infrastructure to use Brenex Construction for the Theresetta Catholic School Project. ECACS is still waiting for confirmation from Alberta Infrastructure in writing. ▪ Curriculum/Facilities Coordinator T. Koskie met with JMAA to go over the final plans for Christ-King School modernization. The plan is to go to tender April 20, 2009. ▪ Mother Teresa School purchased and received two additional SmartBoards. All classrooms in the school are now equipped with SmartBoards. ▪ Curriculum/Facilities Coordinator T. Koskie discussed with the Board changes and additions made to the offices at St. Jerome's School. <p>Motion 2009-035: Trustee L. Wasylik moved to approve the office reconfiguration for St. Jerome's School is added to the IMR project list. Motion carried.</p> <ul style="list-style-type: none"> ▪ Curriculum/Facilities Coordinator T. Koskie will inquire about prices and details for bus shelters at St. Jerome's School and St. Thomas Aquinas School. ▪ A local company will conduct a training session for the division regarding the use of the lift and trailer. ▪ Curriculum/Facilities Coordinator T. Koskie requested the 2009-2010 capital plan remain the same as the 2008-2009 capital plan, with Christ-King School being at the top of the priority list, with St. Jerome's following and then St. Thomas Aquinas School. <p>Motion 2009-036: Trustee R. Nichols moved to approve the rollover of the 2008-2009 Capital Plan and submit it as the 2009-2010 Capital Plan. Motion carried.</p> <ul style="list-style-type: none"> ▪ The grade 3 mathematics achievement test was rescheduled from May 15 to May 19, 2009. ▪ Curriculum/Facilities Coordinator T. Koskie will meet with the 3 brick and mortar high school to discuss year 2 of the CTS project and proposal. ▪ Facility binders for schools will be rolled out at the administration meeting. ▪ Locally developed courses, Religion Studies 15, 25, 35, have been sent to Alberta Education for approval. ▪ The implementation/procedures manual for OH&S will be ready by September. ▪ The Board of Trustees directs Superintendent S. MacKenzie and Curriculum/Facilities Coordinator T. Koskie to meet with Stettler MLA to review the modernization of Christ-King School. <p>Motion 2009-037: Trustee M. Charlebois moved to approve the Curriculum/Facilities Coordinator's report as presented. Motion carried.</p>	<p>Curriculum/Facilities Coordinator T. Koskie</p> <p>Curriculum/Facilities Coordinator T. Koskie</p> <p>Curriculum/Facilities Coordinator T. Koskie</p> <p>Superintendent S. MacKenzie & Curriculum/Facilities Coordinator T. Koskie</p>

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VII.	<p><u>Secretary/Treasurer's Report</u> The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ Tracy Birch from Tracy Birch Transportation Consulting completed a compliance audit at ECACS. The score for non-compliance was 74%. ▪ Key recommendations by Tracy Birch Transportation Consulting were to complete and implement safety and maintenance programs within 60 days from the audit, full-time drivers complete daily log books and PT drivers complete log books on the days they drive, complete pre and post inspections, train bus drivers, keep driver files and bus maintenance files in Central Office, and bus maintenance files should contain work orders on buses. ▪ The Budget Committee met on March 2 to discuss Home Education exclusion from basic grants, CSI and SSBN grants, Severe Disability Pool, rural transportation and PD. ▪ No significant changes were made to the existing Funding Allocations Model. ▪ It was stressed that the division complies with the CSI targets set by the province. ▪ Enrolments need to be updated and salaries adjusted for salary increments and increases and the schools can start working on their budgets. ▪ Individual budgets will be adjusted accordingly once the provincial budget is announced and the salary increase for 2009-2010 is finalized. ▪ After resignation of our Provost Trustee, we need to fill the vacancy within 2 years. Location for the by-election will be St. Thomas Aquinas School. <p>Motion 2009-038: <i>Trustee D. Klein moved that Secretary/Treasurer I. Paulik is appointed as Returning Officer for the purpose of running a by-election in the Provost Ward. Motion carried.</i></p> <p>Motion 2009-039: <i>Trustee C. Nichols moved that an Election Day is held on May 25, 2009 at St. Thomas Aquinas School. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ Funding allocation of \$3,800 for the Summer Temporary Employment Program will be available to school this year. Employees must be employed for a minimum of 30 hours per week for a minimum of 6 consecutive weeks. ▪ Accounting clerk T. Macdonald reviewed the school financial results. <p>Motion 2009-040: <i>Trustee L. Wasylik moved to approve the Secretary/Treasurer's report as presented. Motion carried.</i></p>	
VIII.	<p><u>Superintendent's Report</u> The Superintendent's report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie discussed with Clearview the opportunity to have ECACS students at Theresetta Catholic School from the Alliance area attend Gus Wetter for Grade 10. ▪ The Board discussed the Laumbach transportation issue. <p>Motion 2009-041: <i>Trustee M. Charlebois moved the Board writes a letter to BTPS requesting that the Laumbach bussing issue be resolved by BTPS providing bussing to the Laumbach family. Motion carried.</i></p> <ul style="list-style-type: none"> ▪ ECACS has yet to receive approval for the rollup in the Alliance area. ▪ Superintendent S. MacKenzie will interview for the positions of Technology Director and Technology Assistant. ▪ The 2009-2010 school calendars will be brought to the April Board meeting for approval. ▪ ECACS will be ordering mobile carts from Apple and Dell on March 31, 2009. ▪ Lakeland College was successful in attaining a grant for \$700,000 which will be spent on the development of programming with ECACS as a major partner. ▪ Superintendent S. MacKenzie, Curriculum/Facilities Coordinator T. Koskie, and AISI 	<p><i>Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie Superintendent S. MacKenzie</i></p> <p><i>Superintendent S. MacKenzie,</i></p>

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	<p>Coordinator R. Lindsay will be attending the leadership symposium in Banff during the first week of June.</p> <ul style="list-style-type: none"> ▪ ECACS will pay for more than one priest attending Blueprints. ▪ The Board discussed the Vermilion Outreach School agreement renewal. <p>Motion 2009-042: <i>Trustee C. Nichols moves that the Board extends the three year deal with BTPS for the Vermilion Outreach School as status quo. Motion carried.</i></p> <p>Motion 2009-043: <i>Trustee D. Klein moved to accept the Superintendent's report as presented. Motion carried.</i></p>	<p>Curriculum/Facilities Coordinator T. Koskie & AISL Coordinator R. Lindsay</p>
<p>IX.</p>	<p><u>Mother Teresa Principal Presentation</u></p> <ul style="list-style-type: none"> ▪ The demolition of the north end of Mother Teresa School took place in the summer and into fall. ▪ Principal M. Prediger reviewed the school results from last year with the Board. All results had increased. ▪ The staff's goal is to increase the student's achievement in numbers strand and shape and space on PATs. ▪ Mother Teresa School has started a school website that can be accessed by students, teachers, and parents. It is currently still a work in progress. ▪ Mother Teresa School offers outdoor education to the students. ▪ The Faith Goal for Mother Teresa School is to have the students learn and practice the Ten Commandments. ▪ All the classrooms at Mother Teresa School have SmartBoards in them. ▪ Mother Teresa School has applied for both an ATA grant and the Alberta Foundation of the Arts grant. 	
<p>X.</p>	<p><u>Christ-King School Principal Presentation</u></p> <ul style="list-style-type: none"> ▪ Christ-King School has 5 teachers, 3 teaching assistants, 3 bus drivers and 1 caretaker. ▪ Christ-King School has a kindergarten class, grade 1/2 class, grade 3/4 class, grade 5/6 class and a grade 7 to 9 class, ending in a total of 82 students this school year. ▪ Christ-King School will have a pre-kindergarten class this fall. ▪ There will be two teachers from the school attending the Math Summer Institute this July. ▪ The schools' goal is to increase achievement in grade 3 and 6 PATs, specifically in math and to also expand programming in the school by providing extra-curricular programs to students. The school has done this by joining the CARA sports league and creating an art club. ▪ The schools' third goal is to increase the parent participation in the school by doing such things as sending out invitations for the school council meetings. ▪ The staff at Christ-King School meets with Father Arlan once a month to focus on Year of Paul and also have monthly masses, classroom celebrations and an advent concert. ▪ The Atco Electric Energy Theatre Presentation will take place at Christ-King School on April 20, 2009. ▪ All grades at Christ-King School are participating in the music festival in April. ▪ The school is looking forward to the modernization of Christ-King School beginning and finishing. 	
<p>XI.</p>	<p><u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2009-044: <i>Trustee M. Charlebois moved to approve the payment of all bills. Motion carried.</i></p>	

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	<p><u>ASBA Representative</u></p> <ul style="list-style-type: none"> ▪ The Minister is hosting the Wrap Up Summit on June 8 and 9 at the Shaw Conference Centre in Edmonton. Chairman J. Brady will attend. <p><u>ACSTA Director</u></p> <ul style="list-style-type: none"> ▪ ECACS will be asked to pay the remainder of the ACSTA Special Levy. ▪ There will also be a new levy which will be \$4.05 per student and \$1.09 per home education student. ▪ Trustees will present <i>Dialogue with Albertans: Inspire Education</i> to the individuals who attend the Kick Start Presentation on April 2, 2009. <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Teachers' salary will increase by 4.8% for the 2009-2010 school year. 	<p><i>Executive Assistant C. Pearson</i></p>
<p>XII.</p>	<p><u>New Business</u></p> <p><u>High School Completion ASBA</u></p> <ul style="list-style-type: none"> ▪ Trustees completed the survey and Vice Chair H. Loonen will submit it online. <p><u>Parliamentarian for ASBA</u></p> <ul style="list-style-type: none"> ▪ Trustees completed the survey it will be submitted by Vice Chair H. Loonen. <p><u>Vermilion Outreach School Agreement</u></p> <ul style="list-style-type: none"> ▪ Discussed during the Superintendent's report. <p><u>Policy 12 – Retirement Incentive Plan</u> <u>Policy 13 – Certificated Staff Reduction</u> <u>Policy 14 – Hearings on Teacher Matters</u></p> <ul style="list-style-type: none"> ▪ Trustees will review <i>Policy 12 – Retirement Incentive Plan, Policy 13 – Certificated Staff Reduction, and Policy 14 – Hearings on Teacher Matters</i> and bring possible suggestions and changes to the April Board meeting. <p><u>MD Employees as Trustees</u></p> <ul style="list-style-type: none"> ▪ The Board discussed the policy Northlands passed stating that MD Employees cannot serve as trustees on their school board. <p><u>K to 12 Wellness Survey</u></p> <ul style="list-style-type: none"> ▪ Trustees were asked to complete the survey on their own time and then submit it to Curriculum/Facilities Coordinator T. Koskie, who will submit it before April 15, 2009. <p><u>Blessed Sacrament School Field Trip Request</u></p> <ul style="list-style-type: none"> ▪ The Blessed Sacrament Grade One class will be visiting the Border City Petting Zoo in Lloydminster, SK in June. <p>Motion 2009-045: <i>Trustee D. Klein moved to approve the Blessed Sacrament School Grade One field trip request to the Border City Petting Zoo in Lloydminster, Saskatchewan in June, provided that all field trip procedure requirements have been met. Motion carried.</i></p> <p><u>Parent Council Funding</u></p> <ul style="list-style-type: none"> ▪ The Board discussed the issue of parent council funding. 	<p><i>Vice Chair H. Loonen</i></p> <p><i>Vice Chair H. Loonen</i></p> <p><i>Trustees</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p> <p><i>Executive Assistant C. Pearson</i></p>
<p>XIII.</p>	<p><u>In-Camera Session</u></p> <p>Motion 2009-046: <i>Trustees C. Nichols moved to go in camera. Motion carried.</i></p> <p>Motion 2009-047: <i>Trustee R. Nichols moved to come out of camera. Motion carried.</i></p>	

<u>Item</u>	<u>Content</u>	<u>Action</u>
XIV.	<u>Information Items</u>	
	<u>Correspondence</u>	
	▪ Vice Chair H. Loonen reviewed correspondence with the Board.	
	<u>Staff Recognition</u>	
	▪ Nothing to report.	
	<u>Trustee Concerns</u>	
	▪ Nothing to report.	
XV.	<u>Future Business</u>	
	Date of the next regular meeting is Monday, April 20, 2009 at Central Office, commencing at 4:00 p.m.	
XVI.	<u>Adjournment</u>	
	Meeting was adjourned at 9:33 p.m.	

Respectfully submitted:

Chelse Pearson, Executive Assistant

Date

Approved:

Jim Brady, Board Chair

Date