



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Regular Meeting - Minutes

Monday, November 30, 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 (arrived @ 4:15 p.m.)
Chris Nichols	Trustee	Present
Rob Nichols	Trustee	Present
Greg Ibach	Trustee	Present

Administrators

Steve MacKenzie	Superintendent	Present
Iva Paulik	Secretary/Treasurer	Present
Tom Koskie	Curriculum/Facilities Coordinator	Present
Grace MacGregor	Business Consultant	Present
Chelse Pearson	Executive Assistant	Present

Guests

Brian Boos	Transportation Coordinator	Present
Darren Carlton	Meyers Norris Penny LLP	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I.	<u>Opening Prayer</u> Opening Prayer – Trustee D. Klein Next meeting (December) – Trustee G. Ibach	Trustee G. Ibach
II.	<u>Action Item</u> Chairman J. Brady commenced the meeting at 3:58 p.m.	
III.	<u>Consideration of the Agenda</u> Additions under New Business: <ul style="list-style-type: none"> a) Confirmation Retreat b) Board Christmas Party c) Health Behaviour in School-Aged Children Study d) Clearview Transportation e) School Council Topics Motion 2009-141: <i>Trustee D. Klein moved to approve the agenda as amended. Motion carried.</i>	
IV.	<u>Review of Previous Minutes</u> <u>Minutes of October 26, 2009 Regular Board Meeting</u> <u>Minutes of October 26, 2009 Organizational Board Meeting</u> Motion 2009-142: <i>Trustee H. Loonen moved to approve the minutes of the October 26, 2009 Regular Board Meeting and the October 26, 2009 Organizational Board Meeting as presented. Motion carried.</i>	
V.	<u>Business Arising Out of Previous Minutes</u> <ul style="list-style-type: none"> ▪ Nothing to report. 	
VI.	<u>Auditor's Report</u> <ul style="list-style-type: none"> ▪ The audit findings letter, as well as the audited financial statements was presented to the Board. The audit was deemed a clean audit. 	

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	<p>Motion 2009-143: <i>Trustee G. Ibach move the Board approves the Audited Financial Statements for the year ended August 31, 2009 along with the notes to the AFS as presented. Motion carried.</i></p> <p>VII. <u>Transportation Report</u></p> <ul style="list-style-type: none"> ▪ Transportation Coordinator B. Boos reviewed with administrators the information required for each driver file. ▪ Principal T. Soldan met with the family from Stettler having bus concerns and the issue has been resolved. Principal T. Soldan will follow up with a letter. ▪ A bus driver orientation procedure has been developed to be used with all first time bus drivers in the division. Administrators are responsible for performing the orientation with the new drivers. ▪ Doug and Lesa Fulgham of CayCan Safety Consulting Ltd. are booked on February 2, 2010 to perform the audit that follows up the NSC audit. ▪ Maintenance form packages for each school's bus have been created and sent to the schools. They are to be given to the mechanics to direct the services needed to be performed at specific intervals according to the divisions' Maintenance Plan. ▪ East Central Alberta Catholic Schools decals and unit numbers have been provided to individual schools and each site will make installation arrangements for their buses. ▪ A procedure concerning H1N1 precautions was created for bus drivers to follow when flu like symptoms become apparent in their passengers. ▪ Transportation Coordinator B. Boos will review with administrators at the administration meeting on December 1, 2009 the procedures for budgeting for instructional and extra-curricular transportation costs. ▪ Transportation Coordinator B. Boos is currently working on the bus drivers' contract, maintenance plan records, logbook and pre-trip training, and bus driver job description. <p>Motion 2009-144: <i>Trustee C. Nichols moved the Board accepts the Transportation Report as presented. Motion carried.</i></p> <p>VIII. <u>Facilities Report</u> The Curriculum/Facilities Coordinator's report is attached.</p> <ul style="list-style-type: none"> ▪ The move in date for the junior high section of Theresetta Catholic School has been set for December 4, 2009. The completion of the gym is scheduled for March 2010. ▪ Move in date for Christ-King School is November 30, 2009 with a SmartBoard in-service being held in the afternoon for teachers. Phase 2 is scheduled to begin December 3, 2009. ▪ Work on the boiler at Mother Teresa School has been completed. ▪ The two year lease for Association of Communities Against Abuse at Christ-King School has been approved and is in the process of being signed. ▪ A committee will be developed to meet jurisdictional PD needs. ▪ When an accident occurs at the schools, administrators are to complete an accident report form that needs to be kept at the school, as well as given to the OH&S officer and Central Office. ▪ Curriculum/Facilities Coordinator T. Koskie met with Alberta Infrastructure and Alberta Education's capital planning team with regard to the division's future capital plan. St. Jerome's School will become priority one with regard to its building concerns and the addition of the CTS lab. Alberta Infrastructure will send out the technical services branch to audit the school. ▪ Defibrillators will soon be delivered to all schools. <p>Motion 2009-145: <i>Trustee D. Klein moved the Board approves the Curriculum/Facilities Coordinator's report as presented. Motion carried.</i></p>	<p><i>Principal T. Soldan</i></p> <p><i>Administrators</i></p> <p><i>Administrators</i></p> <p><i>Administrators</i></p> <p><i>Transportation Coordinator B. Boos</i></p> <p><i>Transportation Coordinator B. Boos</i></p> <p><i>Curriculum/Facilities Coordinator T. Koskie</i></p>

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IX.	<p><u>Secretary/Treasurer's Report</u> The Secretary/Treasurer's report is attached.</p> <ul style="list-style-type: none"> ▪ Secretary/Treasurer I. Paulik reviewed the 2008-2009 financial results with the Board. The overall revenues exceeded the budget by \$392,153 and overall expenses were higher by \$208K due to higher certificated salaries. ▪ Uncertificated salaries were slightly over compared to budget, however the benefits were under. ▪ Services, contracts and supplies were under by \$12K. The decrease is due to savings in utilities in PO&M and less than budgeted spending for the Skills Canada grant. Overall, divisional travel was higher than budgeted. ▪ The amortization of supported capital assets was higher than budget by \$51K due to additional amortization of Waverly School building that was officially transferred to ECACS in December 2008 and Alberta Education made the request that we amortize it for the rest of the year ▪ The overall divisional surplus exceeded budget by approximately \$184K which is mostly due to higher revenues. ▪ A decrease of \$336K of net assets was to cover expenses such as ERIP for principals, transportation costs in Christ-King and Theresetta, Transportation Coordinator, CTS support and schools' surpluses. ▪ \$270, 000 was set aside for technology capital costs and also evergreening of divisional buses. ▪ Overall unrestricted net assets remain the same. As of September 2009, the Alberta Government will reduce this reserve by \$422K. ▪ Secretary/Treasurer I. Paulik reviewed the unaudited schedules with the Board. ▪ ECACS has 17 PUF children for the 2009-2010 school year. Eight of those are with Little Steps. ▪ ECACS received a cheque from ASBIE in the amount of \$1,765 for excess equity. ASBIE has handed out \$108,000 in total in excess equity. ▪ ASBIE had 18 general liability claims in 2008-2009 amounting to \$477,700. One large claim is a result of bodily injury of a student on a field trip. As a result, ASBIE has advised schools boards to have a procedure that would disallow students driving other students to and from field trips. ▪ ASBIEs' property insurance claims totaled 35, resulting in the amount of \$1,035,803 with the majority being water damage claims. ▪ The 2009-2010 divisional budget has been revised and is due November 30, 2009. The overall deficit of \$523K reflects a reduction of unrestricted net assets reserve of \$422K. School boards were instructed to reduce 2009-2010 revenues by programs. The fiscal reduction of \$422K will be taken out of revenues, thus reducing the reserve indirectly. ▪ Salary expenditures reflect a 4.82% increase, not 5.99%. ▪ IMR expenditures planned in 2009-2010 won't be as high as in the 2008-2009 school year. ▪ Transportation grants are due by November 30, 2009. The overall rural transportation grant for Christ-King School is down due to ineligible students and this will be the first year the division applied for rural transportation revenues for Alliance students. The fuel contingency plan which was approximately \$12K was removed by Alberta Education. <p>Motion 2009-146: <i>Trustee C. Nichols moved the Board approves the Budget Report for the 2009-2010 school year revised as of November 30, 2009. Motion carried.</i></p> <p>Motion 2009-147: <i>Trustee M. Charlebois moved the Board approves the Secretary/Treasurer's report as presented. Motion carried.</i></p>	
X.	<p><u>Superintendent's Report</u> The Superintendent's Report is attached.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed with the Board the letter being sent to the Minister of Education concerning the value of schools to communities and 	

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	<p>their involvement and the letter being sent to parents regarding support of the Stop the Cuts Campaign.</p> <ul style="list-style-type: none"> ▪ Superintendent S. MacKenzie reviewed the November Human Resources report with the Board. ▪ The division has been advised to wait for the signing of the agreement regarding contract language before proceeding with its implementation. Clarification will be sought out on the need for policy on the “catholicity” section in employee contracts. <p>Motion 2009-148: <i>Trustee G. Ibach moved the Board suspends the payment of retirement incentives as per Policy 12, commencing September 1, 2010 and will review Policy 12 in December of each of the following years to re-implement it if possible. Motion carried. (This is a result of the impending budgetary cuts that are anticipated for the 2010-11 and future schools years.)</i></p> <ul style="list-style-type: none"> ▪ March 1, 2010 is the deadline teachers must submit their request for Policy 12 – Retirement Incentive Plan. <p>Motion 2009-149: <i>Trustee H. Loonen moved the Board goes in camera. Motion carried.</i></p> <p>Motion 2009-150: <i>Trustee H. Loonen moved the Board comes out of camera. Motion carried.</i></p> <p>Motion 2009-151: <i>Trustee G. Ibach moved the Board approves the Superintendent’s report as presented. Motion carried.</i></p>	
<p>XI. <u>Committees</u></p> <p><u>Accounts Payable</u></p> <p>Motion 2009-152: <i>Trustee H. Loonen moved the Board approves the payment of all bills. Motion carried.</i></p> <p><u>ASBA Representative</u></p>	<ul style="list-style-type: none"> ▪ Trustees are to review and bring suggestions to the December Board meeting regarding the Zone 2/3 award that is being created where individuals can be nominated based on special contributions they’ve made to education. ▪ The Advocacy Committee is working to produce a new program to present at the MLA Luncheon in spring. ▪ The ASBA School Act working committee is meeting with the Minister on December 4, 2009 and results will be posted either before or after Christmas. <p><u>ACSTA Director</u></p> <p>Motion 2009-153: <i>Trustee C. Nichols moved the Boards donates \$1000 towards the Catholic Conference. Motion carried.</i></p> <p><u>Negotiations</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 	<p style="text-align: right;"><i>Trustees</i></p>
<p>XII. <u>New Business</u></p> <p><u>Confirmation Retreat</u></p>	<ul style="list-style-type: none"> ▪ The idea of joining confirmation for St. Jerome’s School, Blessed Sacrament School, and St. Thomas Aquinas School will be presented to administrators at the administration meeting. 	

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	<p><u>Board Christmas Party</u></p> <ul style="list-style-type: none"> ▪ The Board Christmas party will be held after the regular December Board meeting, with supper beginning at 7:00 p.m. <p><u>Health Behaviour in School-Aged Children Study</u></p> <ul style="list-style-type: none"> ▪ Participation in the study has been approved by the Superintendent and School of Hope will receive the information package on December 1, 2009. <p><u>Clearview Transportation</u></p> <ul style="list-style-type: none"> ▪ The Board directed Superintendent S. MacKenzie to continue negotiations with Clearview regarding bussing students for the division. <p><u>School Council Topics</u></p> <ul style="list-style-type: none"> ▪ The Board discussed possible options that can be presented to School Councils at the School Council meeting on April 14, 2010. 	<p><i>Superintendent S. MacKenzie</i></p>
<p>XIII.</p>	<p>Motion 2009-154: <i>Trustee C. Nichols moved the Board goes in camera. Motion carried.</i></p>	
	<p>Motion 2009-155: <i>Trustee R. Nichols moved the Boards comes out of camera. Motion carried.</i></p>	
<p>XIV.</p>	<p><u>Information Items</u></p>	
	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 	
	<p><u>Staff Recognition</u></p> <ul style="list-style-type: none"> ▪ The Board thanked Curriculum/Facilities Coordinator T. Koskie for providing pictures of the construction at Christ-King School and Theresetta Catholic School. ▪ The Board thanked Secretary/Treasurer I. Paulik and the financial team for their work on the audit. 	
	<p><u>Trustee Concerns</u></p> <ul style="list-style-type: none"> ▪ Nothing to report. 	
<p>XV.</p>	<p><u>Closing Prayer</u> Closing Prayer – Trustee D. Klein Next meeting (December) Trustee G. Ibach</p>	<p><i>Trustee G. Ibach</i></p>
<p>XVI.</p>	<p><u>Future Business</u> Date of the next regular meeting is Monday, December 14, 2009 at Central Office, commencing at 4:00 p.m.</p>	
<p>XVII.</p>	<p><u>Adjournment</u> Meeting was adjourned at 10:26 p.m.</p>	

Respectfully submitted:

Chelse Pearson, Executive Assistant

Date

Approved:

Jim Brady, Board Chair

Date