

ELK ISLAND CATHOLIC SEPARATE REGIONAL DIVISION NO. 41
MINUTES OF THE REGULAR BOARD MEETING
HELD ON WEDNESDAY, NOVEMBER 29, 2017 AT 2:40 P.M.
CENTRAL LEARNING SERVICES, SHERWOOD PARK, ALBERTA

Present	Mrs. Justine Wright – Chair Mrs. Michelle Szott - Vice-Chair Mr. Ron Baier – Trustee Mr. Jean Boisvert – Trustee Mrs. Le-Ann Ewasiuk –Trustee Mrs. Teresa Makowecki - Trustee Mr. Ted Paszek – Trustee Mr. Shawn Haggarty – Deputy Superintendent Mr. Ryan Stierman - Secretary-Treasurer
Absent	Mr. Michael Hauptman – Superintendent
Also present	Mrs. Marie Frederick – Recording Secretary Mrs. Susan Johnson – Communication & Engagement Coordinator Mr. Paul Corrigan – Director, Faith Formation & Wellness Mrs Jill DeClerck – Payroll & Benefits Coordinator Mrs. Hedi Klassen – Director, Business Services Mrs. Heather Whyte – Financial Assistant Mr. Phil Dirks – Auditor, Hawkings Epp Dumont
Public	2
Call to Order	Chair Justine Wright called the meeting to order at 2:40 p.m.
Prayer	Trustee Teresa Makowecki led everyone in prayer and asked everyone to remember all the staff and students who have lost loved ones or who are struggling or suffering.
O' Canada	Chair Justine Wright welcomed everyone to the meeting and everyone joined together in the singing of O’Canada.
Acknowledgement	We acknowledge that we are on the traditional land of Treaty No. 6, and home of Métis Nation of Alberta Zone 4. We also acknowledge the Inuit and other diverse Indigenous peoples whose ancestors have marked their territory since time immemorial, a place that has welcomed many peoples from around the world to make their home here.

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Additions to the Agenda		Trustees asked that the following be added to the Agenda: <ul style="list-style-type: none">• Youth Conference – Indianapolis• Opting out of ASFF
	136/2017	Trustee Michelle Szott moved to adopt the Agenda as amended. <p style="text-align:right">CARRIED</p>
Minutes of Regular Board Meeting of October 11, 2017	137/2017	Trustee Ted Paszek moved that the minutes of the Regular Board Meeting of October 11, 2017 be adopted as circulated. <p style="text-align:right">CARRIED</p>
Minutes of Organizational Board Meeting of November 6, 2017		Trustees asked that the following amendments be made to the Organizational Board Meeting minutes: <ul style="list-style-type: none">• Remove Deputy-Superintendent Shawn Haggarty from the list of attendees;• CUPE –Trustee Ted Paszek (Chair) and Trustee Justine Wright and Trustee Le-Ann Ewaskiw (Alternate).• Policy Committee – Trustee Ron Baier (Chair), Trustee Le-Ann Ewaskiw and Trustee Jean Boisvert (Alternate).
	138/2017	Trustee Jean Boisvert moved that the minutes of the Organizational Board Meeting of November 6, 2017 be adopted as amended. <p style="text-align:right">CARRIED</p>
Minutes of Special Board Meeting of November 6, 2017	139/2017	Trustee Michelle Szott moved that the minutes of the Special Board Meeting of November 6, 2017 be adopted as circulated. <p style="text-align:right">CARRIED</p>
Board Evaluation Summary		None was done at the last meeting.

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PRESENTATION & DELEGATIONS:

**Youth Conference –
Indianapolis – NCY -
National Catholic Youth
Congress**

Deputy-Superintendent Shawn Haggarty introduced the Director of Faith Formation and Wellness, Paul Corrigan, who along with Grade 11 students Katie Corrigan and Natalie Smadis presented on their experiences at the National Catholic Youth Congress which was held in Indianapolis from November 16th to 18th, 2017. Mr. Corrigan indicated that Elk Island Catholic Schools took 22 students to the Youth Congress representing all four of our Division high schools.

Trustees thanked Mr. Corrigan and the students for coming and sharing their experiences.

**Following up from our
Leadership Retreat**

Director of Faith Formation and Wellness, Paul Corrigan, briefed trustees on AP 206 – Human Sexuality Education. Professional Development will be available for all Division staff.

Trustees asked questions about AP 206 and thanked Mr. Corrigan and Administration for the work that has been done on this administrative procedure.

**Recognition – Top 40
Under 40 – Brea
Malacad**

Division Psychologist Brea Malacad was called away at the last minute to one of the schools and was unable to attend this meeting.

Director of Communications and Engagement, Sue Johnson, indicated that Administration wanted to congratulate Mrs. Malacad on being named one of the top 40 under 40 by Avenue Edmonton Magazine. Ms. Malacad was named one of the top 40 because of her work introducing the Violence Threat Risk Assessment (VTRA) to Elk Island Catholic Schools.

NEW BUSINESS:

**2016 – 2017 Audited
Financial Statement**

Secretary Treasurer Ryan Stierman indicated that the Audit Committee minutes were passed and the Audit Committee recommends the approval of the 2016/2017 Audited Financial Statement.

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Secretary Treasurer Ryan Stierman introduced the finance team that could make it today: Financial Assistant, Heather Whyte, Payroll and Benefits Coordinator, Jill DeClerck, and Director of Business Services, Hedi Klassen. Unfortunately, Financial Assistant Mona Fossen and Payroll and Benefits Coordinator Heather Shaw were unable to attend this meeting. It was noted that this was Mrs. Klassen's last audit for she is retiring next month.

The Director of Financial Services, Hedi Klassen, presented on the 2016 – 2017 Audited Financial Statement.

Revenue: \$74,188,633
Expenses: \$73,783,926
Surplus: \$404,707

Trustees asked questions.

Mrs. Klassen thanked the finance staff for all of their hard work in ensuring that the audit went smoothly.

Trustees thanked Mrs. Klassen for all of her hard work over the years. Mrs. Klassen indicated that it was a pleasure.

**2016/2017 Audit
Findings Letter**

The Division's Auditor, Mr. Phil Dirks of Hawkings EPP Dumont, LLP reviewed the Auditors Report and the 2016/2017 Audit Findings Letter. He indicated that the statements are not materially misstated.

The Audit financial statements were reviewed in detail with the audit committee last week. There was a good discussion and the committee recommended the approval of the 2016/2017 Audit Financial Statement. Mr. Dirks indicated that there were no difficulties with the audit.

Mr. Dirks thanked Mrs. Klassen and the finance team for all of their efforts providing the required information.

Trustee Ted Paszek, as Chair of the Audit Committee, thanked the Audit Committee members and the finance staff for all of their hard work. Trustee Ted Paszek also thanked Mr. Dirks and his audit team. Trustee Ted Paszek expressed his

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confidence in recommending to the Board that they approve the 2016/2017 Audit Financial Statement.

Trustees asked questions and thanked everyone for a job well done.

Secretary-Treasurer Ryan Stierman indicated that Administration is recommending a motion be passed to approve the 2016/2017 Audited Financial Statement.

140/2017 **Trustee Ted Paszek** moved that the Board of Trustees approve the 2016/2017 Audited Financial Statement as presented.

CARRIED UNANIMOUSLY

Trustee Jean Boisvert left the meeting at 4:10 p.m. because he had a commitment he had to attend to.

ITEMS FOR INFORMATION:

Correspondence:

The Board of Trustees received an invitation from the students and staff of Archbishop Jordan Catholic High School (ABJ) to participate in a special prayer service to commemorate the anniversary of Ukraine's Holodomor – Genocide. The prayer service will be held at ABJ's chapel on November 30th.

Trustee Reports:

ASBA

Chair Justine Wright referred Trustees to the Alberta School Boards' Association Zone 2/3 October 27, 2017 Minutes.

ACSTA

Vice-Chair Michelle Szott referred Trustees to the attached Alberta Catholic School Trustees' Association (ACSTA) Report on the meeting of November 17, 2017 and to the attached 2016-2019 Strategic Plan Update.

141/2017 **Trustee Michelle Szott** moved that this meeting of the Board of Trustees of Elk Island Catholic Separate Regional Division #41 is convened under the protection of solicitor/client privilege at the direction of legal counsel, for the primary purpose of asking for and receiving advice in anticipation of litigation or during the progress of the action and for the

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primary purpose of exploring reasonable settlement prospects of the litigation.

CARRIED

142/2017 **Trustee Michelle Szott** made a motion to go in camera.

CARRIED

The Board went in camera at 4:29 p.m.

143/2017 **Trustee Michelle Szott** moved to come out of camera.

CARRIED

The Board came out of camera at 4:46 p.m.

TEBA Report

Trustee Ted Paszek briefed Trustees on TEBA. The next meeting of the TEBA Board of Directors will be held on January 9th, 2018.

144/2017 **Trustee Le-Ann Ewaskiw** moved that the Trustees' Reports be accepted for information.

CARRIED

Superintendent's Report:

In the absence of Superintendent Michael Hauptman, Deputy-Superintendent Shawn Haggarty referred Trustees to the Superintendent's written report and highlighted the following:

- Administrative Procedures:
 - Administrative Procedure 163 – Smoke-free Facilities
 - Administrative Procedure 353 – Restricted Substances and Weapons.
- Capital Projects Update:
 - Central Learning Services Building and Alternative Learning Centre
 - St. André Bessette
- Organizational Activities:
 - College of Alberta School of Superintendents (CASS)

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- Council of Catholic School Superintendents of Alberta (CCSSA) – Catholic School Division Safe and Caring Report for Alberta
- Community Engagement:
 - Engagement Planning Timelines
 - Meetings with Strathcona County, Elk Island Public Schools, Battle River School Division
 - School Visitations

145/2017 **Trustee Teresa Makowecki** moved that the Board accept the Superintendent's report for information.

CARRIED

Secretary-Treasurer's Report

Secretary-Treasurer Ryan Stierman deferred his reporting until New Business.

UNFINISHED BUSINESS:

NEW BUSINESS (cont'd):

2017-2018 Fall Budget Update

Secretary-Treasurer Ryan Stierman highlighted the 2017 - 2018 Fall Budget update. This is a balanced budget.

Revenues: \$79,202,337

Expenses: \$77,870,121

Surplus: \$1,332,216

Trustee Ron Baier left the meeting at 5:25 p.m.

146/2017 **Trustee Ted Paszek** moved that the Board of Trustees approved the 2017 -2018 Fall Budget Update as presented.

CARRIED

Policy 20 – Naming of Educational Facilities – the naming of the Alternative Learning Centre

Deputy-Superintendent Shawn Haggarty indicated that Administration would like Trustees to provide a name for the Alternative Learning Centre and the rationale behind it. The name will then go out to the staff and Administration will seek their input. Staff input will be brought forward to the Trustees in January and then Trustees can make a final decision.

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Review of Engagement Timelines for Assurance Deputy-Superintendent Shawn Haggarty reviewed the engagement timelines for assurance including the Sherwood Park Boundary review.

Kindergarten Transportation Briefing Secretary-Treasurer Ryan Stierman briefed Trustees about noon hour transportation and ECS programming. Administration is recommending that the Board go through with Motion #1 and that they table Motion #2.

147/2017 Trustee Ted Paszek moved that the Board of Trustees move to discontinue noon hour bus service effective the 2018-2019 school year.

CARRIED

148/2017 Trustee Michelle Szott moved that ECS program delivery be full day/alternating program in a manner that is minimally a 475 hour program.

January 10th move the meeting to that date **149/2017 Trustee Ted Paszek** moved that the Board of Trustees table the ECS Program motion #148/2017 to the January 10th Regular Board Meeting to provide the opportunity for community feedback.

CARRIED

150/2017 Trustee Michelle Szott moved to move our Board of Trustees meeting from January 17th to January 10th.

CARRIED

TEBA Representative **151/2017 Trustee Michelle** moved that Trustee Ted Paszek be named officially the TEBA Representative.

CARRIED

Attempted Separate School Formation Secretary-Treasurer Ryan Stierman briefed Trustees on the attempted Catholic formation in the Beaver Lake District No. 222. The Catholics are not the minority in this area; therefore, a separate Catholic district cannot be formed.

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152/2017 **Trustee Teresa Makowecki** moved that commencing with the 2018-2019 school year, Elk Island Catholic Schools will pay the transportation fees charged by Elk Island Public Schools for Catholic students residing in Public District 222 – Beaver Lake and attend an Elk Island Catholic school.

CARRIED

**Board Meeting
Evaluation**

Trustees were reminded to evaluate the Board meeting.

**Opting Out of Alberta
School Foundation Fund
(ASFF)**

Chair Justine Wright referred Trustees to the Alberta Catholic School Trustees’ memo regarding the Opting Out of ASFF resolution and explained to the Board the necessity of the Board supporting this resolution. Chair Justine Wright read out the resolution.

153/2017 **Trustee Le-Ann Ewaskiw** moved that Elk Island Catholic Schools opt out of the Alberta School Foundation Fund as is our right under the Revised School Act (2000), c. S-3, subsection 171(2).

CARRIED

Closing Prayer

Trustee Ted Paszek closed the meeting with a prayer.

Adjournment

Chair Justine Wright declared the meeting adjourned at 6:53 p.m.

BOARD CHAIR

SECRETARY-TREASURER
