

Lloydminster Roman Catholic Separate School Division No.89



Board of Education and Organizational Meeting Agenda

4:00 p.m. November 25, 2015

Prayer: Mrs. Michelle Rusteika

Lloydminster Catholic School Division will nurture the spiritual, intellectual, social, and physical development of each student in a faith-centered community.

- 1) Call to Order
- 2) Organizational Meeting
 - a) Nomination of Chairperson
 - b) Nomination of Vice-Chairperson

**** Review of Board Meeting Norms**
- 3) Adoption of Agenda
- 4) Adoption of Minutes
 - a) October 28, 2015 Board Meeting Minutes

Board Discussion / Directions:

- 5) Organizational Meeting
(Reference: November 18, 2015 Minutes)
 - a) Appointment of Attendance Councilor
 - b) Appointments / Representative
 - i) Archdiocese Representative
 - ii) OH&S Representative
 - iii) Promotions Representative (Greeting Cards. etc.)
 - iv) SCSBA Board of Directors'
 - v) SSBA Members' Council
 - vi) School Community Council
 - vii) Faith Celebrations
 - c) Signing Authority
 - d) Appointment of Auditor
 - e) Board Meetings: Dates and Times
 - f) Board of Education Indemnity and Expense Rates:
 - Chairperson Honorarium
 - Vice-Chairperson Honorarium
 - Indemnity Rates
 - Special Meeting Rates
 - Hotels

Non-Hotel Stay
Meals
Mileage
Technology Allowance (Recommendation \$500/year)
Administration Rates

- 6) Accountability to Community
 - a) Media / Communications: Report
 - b) School Community Council
 - i) Election Report
 - ii) SCC Action Plans

- <> c) Facility Use Agreements
 - i) Saskatchewan First Nations Winter Games
 - ii) Alberta Winter Games 2018

- 7) Accountability to Provincial Government
 - a) Revised Budget
- 8) Board Development and Capacity Building
 - a) Policy 2: Appendix A
 - b) Policy 16: Safe and Caring School
- 9) Fiscal Accountability
 - a) August 31, 2015 Financial Statements
 - b) Year End Reserves

Administrative Items:

- <> 10) Personnel Management
 - a) Personnel Report
- 11) Information Items
- 12) Correspondence
- 13) Identification of Emergent Items:
- 14) Closing Prayer
- 15) Adjournment

December Prayer: Mr. Chris Carnell

**LLOYDMINSTER R.C.S.S.D. #89
BOARD OF EDUCATION MINUTES**

To

November 25, 2015

TIME AND PLACE: The meeting commenced at 4:00 p.m. in the Board Room.

ATTENDANCE: Mrs. Paula Scott
Mrs. Michelle Rusteika
Mrs. Laurie Makichuk
Mr. Calvin Fendelet (arrived late at 4:38 pm)
Mr. Chris Carnell (arrived late at 4:14 pm)
Mrs. Jill Wytrykusz
Mrs. Erin MacDuff

Mr. Doug Robertson (Director of Education)
Mrs. Melanie Stelmaschuk (Superintendent of Administration)
Mr. Kevin Kusch (Superintendent of Learning)
Ms. Glenda Kary (Assistant Superintendent of Learning)

ADDITION:

Prayer led by Mrs. Michelle Rusteika.

ORGANIZATION MEETING:

Mr. Doug Robertson called the Organization Board Meeting to order.

Mr. Doug Robertson called for nominations for Chairperson of the Board.

Mrs. Michelle Rusteika nominated Mrs. Paula Scott.

Mr. Doug Robertson called for nominations three times and called for nominations to be closed.

15/11/25-01 Mrs. Laurie Makichuk moved that nominations close.
Close Nominations

CARRIED

Mrs. Paula Scott was declared Chairperson and took over as Chair of the meeting.

Mrs. Paula Scott called for nominations for Vice-Chairperson of the Board.



Mrs. Laurie Makichuk nominated Mrs. Michelle Rusteika.

Mrs. Paula Scott called for nominations three times and called for nominations closed.

15/11/25-02
Close Nominations

Mrs. Jill Wytrykusz moved that nominations close.

CARRIED

Mrs. Michelle Rusteika was declared Vice-Chairperson.

ADDITIONS:

No additions

15/11/25-03
Agenda

Mrs. Michelle Rusteika moved that the Board of Education adopt the agenda, as presented.

CARRIED

15/11/25-04
October 28, 2015
Minutes

Mrs. Erin MacDuff moved that the Board of Education approve October 28, 2015 Board Meeting minutes, as presented.

CARRIED

15/11/25-05
Attendance
Counselor

Mrs. Michelle Rusteika moved that Mr. Kevin Kusch, Superintendent of Learning, be appointed Attendance Counselor.

CARRIED

15/11/25-06
Archdiocese
Representative

Mr. Chris Carnell moved that Mrs. Michelle Rusteika be appointed as the Archdiocese Representative.

CARRIED

15/11/25-07
OH & S
Representative

Mrs. Jill Wytrykusz moved that Mrs. Erin MacDuff and Mr. Chris Carnell be appointed as the Occupational Health and Safety Representative.

CARRIED

15/11/25-08
Promotions
Representative

Mrs. Laurie Makichuk moved that Mrs. Jill Wytrykusz be appointed as the Promotions Representative.

CARRIED



15/11/25-09
SCSBA
Board of Directors
Representative

Mrs. Michelle Rusteika moved that the Chairperson be appointed as the representative for the SCSBA Board of Directors

CARRIED

15/11/25-10
SSBA
Representative

Mrs. Jill Wytrykusz moved that the Chair and Vice-Chairperson be appointed as the representative for the SSBA Members' Council.

CARRIED

15/11/25-11
SCC
Representatives

Mrs. Michelle Rusteika moved that Mrs. Jill Wytrykusz and Mrs. Erin MacDuff be appointed as School Community Council's Representatives.

CARRIED

15/11/25-12
Signing Authority

Mrs. Erin MacDuff moved that the signing authorities for the Board of Education be any of the following: Chairperson; Vice-Chairperson; Superintendent of Administration; Director of Education.

CARRIED

15/11/25-13
Meeting Dates
Times

Mrs. Jill Wytrykusz moved that Committee of the Whole meeting be set for the Second Wednesday of each month commencing at 7:00 pm and The Board Meeting dates and time be set for the Fourth Wednesday of each month commencing at 7:30 p.m.

The Board of Education adopted the 2015-2016 Regular Board Meeting and Committee of the Whole schedule:

Committee of the Whole Meetings:

Regular Board:

December 16, 2015

December 16, 2015

January 13, 2016

January 27, 2016

February 10, 2016

February 24, 2016

March 9, 2016

March 23, 2016

April 13, 2016

April 27, 2016

May 11, 2016

May 25, 2016

June 8, 2016

June 22, 2016

July 2016 no meeting

July 2016 no meeting

August 2016 no meeting

August 24, 2016

September 14, 2016

September 28, 2016

October 12, 2016

October 26, 2016

November 16, 2016

November 23, 2016

CARRIED

**15/11/25-14
Indemnity and
Expense Rates**

Mr. Chris Carnell moved that the Board of Education approve the Indemnity and Expense rates as follows:

Chairperson Honorarium	100%
(based on highest Vice Principal allowance)	
Vice-Chairperson Honorarium	75%
(based on highest Vice Principal allowance)	
Regular	50%
(based on highest Vice Principal allowance)	
Special Meeting	\$200.00
Hotel	At Cost
Non-Hotel Stay per night	\$25.00
Meals	
Breakfast	\$15.00 + GST
Dinner	\$15.00 + GST
Supper	\$30.00 + GST

Mileage

The mileage per diem is a sliding scale based on the local retail price per litre of gas on the first day of the month. The mileage per diem would remain in place for the month. The rates would be as follows:

<u>Price/Litre</u>	<u>Rate/Km</u>
\$1.10 or less	\$.47
\$1.15	\$.48
\$1.20	\$.49
\$1.25	\$.50
\$1.30	\$.51
\$1.35	\$.52
\$1.40	\$.53
\$1.45	\$.54
\$1.50	\$.55

Technology Allowance rate of \$500/year.

Administration will be paid at the same rate for hotels, meals and mileage.

CARRIED

**14/11/25-15
SCC Election**

Mrs. Erin MacDuff moved that the Board of Education approve the 2015-2016 SCC Executive, as presented.

CARRIED



**14/11/25-16
SCC Action
Plan**

Mrs. Jill Wytrykusz moved the Board of Education approve the 2015-2016 School Community Council Action Plan, as presented.

CARRIED

**14/11/25-17
Revised Budget**

Mrs. Laurie Makichuk moved that the Board of Education approve the Revised Budget that was submitted and approved by the Ministry of Education.

CARRIED

**14/11/25-18
Policy 2 A**

Mrs. Laurie Makichuk moved that the Board of Education approve Policy 2: Appendix A, as presented.

CARRIED

**15/11/25-19
Policy 16**

Mr. Chris Carnell moved that the Board of Education approve Policy 16 Safe and Caring Schools, as presented.

CARRIED

**15/11/25-20
Audited**

Mrs. Jill Wytrykusz moved that the Board of Education receive and adopt the August 31, 2015 Audited Financial Statement pending minor changes made after Ministry of Education and Finance format review and approval.

CARRIED

**15/11/25-21
Year End Reserve
S286**

Mrs. Erin MacDuff moved that the Board of Education reduce S.286 Restricted Capital Reserves by \$2,231,059 for the Boards contribution to the new build of École St. Thomas that was completed in the 2014-2015 year.

CARRIED

**15/11/25-22
Year End Reserve
Equipment
Replacement**

Mrs. Michelle Rusteika moved that the Board of Education allocate \$77,843 to the equipment replacement reserve.

CARRIED

**15/11/25-23
Year End Reserve
Major Capital**

Mr. Chris Carnell moved that the Board of Education allocate \$2,000,000 to a new Major capital projects reserve.

CARRIED

A handwritten signature in black ink, appearing to be 'mg B', located in the bottom right corner of the page.

15/11/25-24
Year End Reserve
Administrative
Building

Mr. Calvin Fendelet moved that the Board of Education allocate \$81,000 to the administrative building reserve.

CARRIED

15/11/25-25
Closed Session

Mrs. Laurie Makichuk moved that the Board meeting move to a closed session.

CARRIED

There was a 20 minute recess.

15/11/25-22
Reconvene

Mrs. Michelle Rusteika moved that the regular meeting reconvene.

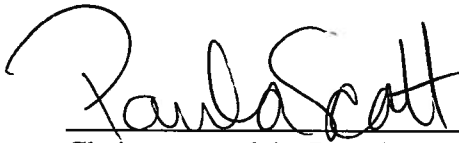
CARRIED

Mrs. Michelle Rusteika led the closing prayer.

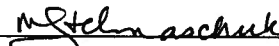
15/10/28-07
Adjournment

Mr. Chris Carnell moved that the Board meeting adjourn at 5:04 pm.

CARRIED



Chairperson of the Board



Superintendent of Administration

January 27, 2016
Date