

Lloydminster Roman Catholic Separate School Division No.89



Board of Education Meeting Agenda

7:00 p.m. November 22, 2017

Prayer: Mr. Calvin Fendelet

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

Video: Synergy Vault

Declaration of Office

- 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 25, 2017 Board Meeting Minutes

Board Discussion / Directions:

- 5) Organizational Meeting
(Reference: November 23, 2016 Minutes)
 - a) Appointment of Attendance Counselor
 - b) Appointments / Representative
 - i) Archdiocese Representative
 - ii) OH&S Representative
 - iii) Promotions Representative
 - iv) SCSBA Board of Directors
 - v) SSBA Representative
 - 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
Hotels
Non-Hotel Stay
Meals
Mileage
Technology Allowance
Administration Rates

- 6) *Board / Director Relations*
 - a) *Business Arising from the Minutes*

- 7) Accountability to Provincial Government
 - a) 2016-17 Annual Report
 - b) Proposed Revised Governance Budget
 - c) Out of Province Travel
 - d) *ACSTA AGM*
 - e) *SSBA AGM*

- 8) Accountability to Community
 - a) *Communications*
 - b) School Community Council
 - i) SCC Executive
 - ii) Action Plan
 - iii) Budget
 - c) *SCSBA Fundraising Summary*

- 9) Faith
 - a) *Archdiocese and Superintendent Meeting*

- 10) Fiscal Accountability
 - a) August 31, 2017 Financial Statements
 - i) Audit Findings Letter
 - ii) Summary of Misstatements

- 11) Policy
 - a) *Board Annual Work Plan*
 - b) Board Policy Revisions
 - i) Policy 2 Role of the Board
 - ii) Policy 2 Appendix A Roles and Responsibilities
 - iii) Policy 4 Trusteeship Conduct and Ethics
 - iv) Policy 7 Board Operations
 - v) Policy 11 Board Delegation of Authority
 - vi) Policy 12 Role of the Director
 - vii) Policy 13 Appeals and Hearings Regarding Student Matters

Administrative Items:

12) Personnel Management

< >
 a) Personnel Report

13) Information Items

14) Correspondence

15) Identification of Emergent Items

16) Closing Prayer

17) Adjournment

December Prayer: Mrs. Jill Wytrykusz

LLOYDMINSTER R.C.S.S.D. #89

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, November 22, 2017

TIME AND PLACE: The meeting commenced at 7:00 p.m. in the Board Room.

ATTENDANCE: Mrs. Paula Scott (Chair)
Mrs. Michelle Rusteika
Mrs. Laurie Makichuk
Mr. Chris Carnell
Mrs. Jill Wytrykusz
Mrs. Erin MacDuff
Mr. Calvin Fendelet

Mr. Nigel McCarthy, Director of Education
Ms. Glenda Kary, Deputy Director of Education
Mrs. Melanie Stelmaschuk, Chief Financial Officer
Mr. Kevin Kusch, Deputy Director of Learning

Videos:

- i. Nutrition
- ii. Synergy Vault

Prayer led by Mr. Calvin Fendelet

7:05 pm Presentation: Alison Fulkerth, Community Education Coordinator

- Alison Fulkerth, Community Education Coordinator, Lisa Townsend, Lunch Coordinator at Mother Teresa and Denise Huard, Lunch Coordinator at Father Gorman were in attendance.
- An overview of the lunch program structure was presented followed by a nutrition video.

ORGANIZATION MEETING:

Mr. Nigel McCarthy called the Organizational Board Meeting to order.

Mr. Nigel McCarthy called for nominations for Chairperson of the Board.

Mrs. Michelle Rusteika nominated Mrs. Paula Scott.

Mr. Nigel McCarthy called for nominations three times and called for nominations to be closed.

A handwritten signature in black ink, appearing to be "Nigel McCarthy", located in the bottom right corner of the page.

17/11/22-01
Close Nominations

Mrs. Laurie Makichuk moved that nominations close.

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. Erin MacDuff nominated Mrs. Michelle Rusteika.

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

17/11/22-02
Close Nominations

Mrs. Jill Wytrykusz moved that nominations close.

CARRIED

Mrs. Michelle Rusteika was declared Vice-Chairperson.

ADDITIONS:

No additions

17/11/22-03
Agenda

Mrs. Laurie Makichuk moved that the Board of Education adopt the agenda, as presented.

CARRIED

17/11/22-04
October 25, 2017
Minutes

Mrs. Erin MacDuff moved that the Board of Education approve October 25, 2017 Board Meeting minutes, as presented.

CARRIED

17/11/22-05
Attendance
Counselor

Mr. Chris Carnell moved that Mr. Kevin Kusch, Deputy Director of Learning, be appointed Attendance Counselor.

CARRIED

17/11/22-06
Archdiocese
Representative

Mr. Calvin Fendelet moved that Mrs. Michelle Rusteika be appointed as the Archdiocese Representative.

CARRIED

17/11/22-07
OH & S
Representative

Mr. Chris Carnell moved that Mrs. Paula Scott be appointed as the Occupational Health and Safety Representative.



CARRIED

**17/11/22-08
Promotions
Representative**

Mr. Calvin Fendelet moved that Mrs. Jill Wytrykusz be appointed as the Promotions Representative.

CARRIED

**17/11/22-09
SCSBA
Board of Directors
Representative**

Mrs. Michelle Rusteika moved that the Chairperson and Mr. Chris Carnell be appointed as the representatives for the SCSBA Board of Directors.

CARRIED

**17/11/22-10
Signing Authority**

Mr. Calvin Fendelet moved that the signing authorities for the Board of Education be any of the following: Chairperson; Vice-Chairperson; Chief Financial Officer; Director of Education and Deputy Director of Education.

CARRIED

**17/11/22-11
Auditors**

Mrs. Erin MacDuff moved that the Board of Education appoint the firm of MNP as auditors for the 2018-2019 fiscal year.

CARRIED

**17/11/22-12
Meeting Dates
2017-2018**

Mrs. Laurie Makichuk moved that Committee of the Whole and Board of Education meeting schedules for 2017-2018 be accepted, presented.

CARRIED

**17/11/22-13
Indemnity and
Expense Rates**

Mrs. Laurie Makichuk moved that the Board of Education approve the Indemnity and Expense rates as follows:

The Board Chair shall receive an honorarium of \$1,400.00 per month. The Board Vice-Chair shall receive an honorarium of \$1,050.00 per month. Trustees shall receive an honorarium of \$700.00 per month.

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

**17/11/22-14
2016-2017 Annual
Report**

Mrs. Jill Wytrykusz moved that the Board of Education approve the 2017-2018 Annual Report, pending minor changes made after Ministry of Education and Finance Format review and approval, as presented.

CARRIED

**17/11/22-15
Proposed Revised
Governance Budget**

Mrs. Erin MacDuff moved that the Board of Education adopt the amendments to the Governance budget for the 2017-2018 year.

CARRIED

**17/11/22-16
SCC Election**

Mrs. Jill Wytrykusz moved that the Board of Education approve the 2017-2018 SCC Executive, as presented.

CARRIED

**17/11/22-17
SCC Action Plans
and Budgets**

Mrs. Laurie Makichuk moved that the Board of Education approve the 2017-2018 SCC Action Plans and Budgets, as presented.

CARRIED

**19/11/22-18
Audit Financial
Statements and
Board Audit
Findings Letters**

Mrs. Michelle Rusteika moved that the Board of Education approve the August 31, 2017 Audited Financial Statements and Board Audit Findings Letter, as presented.

CARRIED

17/11/22-19
Policy 2

Mr. Chris Carnell moved that the Board of Education approve the revision to Policy 2 Role of the Board, as presented.

CARRIED

17/11/22-20
Policy 2
Appendix A

Mrs. Jill Wytrykusz moved that the Board of Education approve the revision to Policy 2 Appendix A Roles and Responsibilities, as presented.

CARRIED

17/11/22-21
Policy 4

Mrs. Michelle Rusteika moved that the Board of Education approve the revision to Policy 4 Trusteeship Conduct and Ethics, as presented.

CARRIED

17/11/22-22
Policy 7

Mrs. Laurie makichuk moved that the Board of Education approve the revision to Policy 7 Board Operations, as presented.

CARRIED

17/11/22-23
Policy 11

Mrs. Erin MacDuff moved that the Board of Education approve the revision to Policy 11 Board Delegation of Authority, as presented.

CARRIED

17/11/22-24
Policy 12

Mrs. Jill Wytrykusz moved that the Board of Education approve the revision to Policy 12 Role of the Director, as presented.

CARRIED

17/11/22-25
Policy 13

Mrs. Laurie Makichuk moved that the Board of Education approve the revision to Policy 13 Appeals and Hearings Regarding Student Matters, as presented.

CARRIED

17/11/22-26
Closed Session

Mrs. Laurie Makichuk moved that the Board meeting move to a closed session at 8:21 p.m.

CARRIED

17/11/22-27
Reconvene

Mrs. Jill Wytrykusz moved that the Board moved out of closed session at 8:30 p.m.

CARRIED

A handwritten signature in black ink, appearing to be 'mg' followed by a stylized flourish.

Mr. Calvin Fendelet led the closing prayer.

Meeting closed with the Synergy Vault Video.

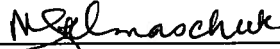
17/11/22-28
Adjournment

Mr. Chris Carnell moved that the Board meeting adjourn at
8:46 p.m.

CARRIED



Paula Scott
Chairperson of the Board



Melanie Stelmaschuk, CPA, CA
Chief Financial Officer

December 12, 2017

Date