

## Lloydminster Roman Catholic Separate School Division No.89



### Board of Education Meeting Agenda

7:00 p.m. November 21, 2018

Prayer: Mrs. Paula Scott

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

#### **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 24, 2018 Board Meeting Minutes

#### ***Board Discussion / Directions:***


- 5) Organizational Meeting  
(Reference: November 22, 2017 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*
  - b) Board Retreat
  
- 7) Accountability to Provincial Government
  - a) 2017-18 Annual Report
  - b) *ACSTA AGM*
  - c) *SSBA AGM*
  - d) *Collective Bargaining Agreement*
  
- 8) Accountability to Community
  - a) *Communications*
  - b) School Community Council
    - i) SCC Executive
    - ii) Action Plan
    - iii) Budget
  
- 9) Fiscal Accountability
  - a) August 31, 2018 Financial Statements
    - i) Audit Findings Letter
    - ii) Summary of Misstatements
  - b) Year End Reserve Allocations
  - c) *Vision Zero Investment into Father Gorman*
  
- 10) Policy
  - a) *Board Annual Work Plan*

***Administrative Items:***

- 11) Personnel Management
  - a) Personnel Report
  
- 12) Information Items
  
- 13) Correspondence
  - a) Government of Saskatchewan EAL Initial Assessment Fund
  - b) National Child's Day
  - c) Catholic Education Matters
  - d) Honourable David Eggen Letter



14) Identification of Emergent Items

15) Closing Prayer

16) Adjournment

**December Prayer: Mrs. Jill Wytrykusz**

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

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, November 21, 2018

**TIME AND PLACE:** The meeting commenced at 7:01 p.m. in the Board Room.

**ATTENDANCE:** Mrs. Paula Scott (Chair)  
Mrs. Michelle Rusteika  
Mrs. Laurie Makichuk (conference call 7:07 p.m., arrived at 7:15 p.m.)  
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

Video: Girls In Sports

Prayer led by Mrs. Paula Scott.

Mr. Nigel McCarthy called the Organization meeting to order at 7:08 p.m.

**ORGANIZATION MEETING:**

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

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

Mr. Chris Carnell nominated Mrs. Paula Scott.

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

17/11/21-01 Mrs. Michelle Rusteika moved that nominations close.  
Close Nominations

**CARRIED**

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

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

Mrs. Erin MacDuff nominated Mrs. Michelle Rusteika.

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

**17/11/21-02**  
**Close Nominations**

Mrs. Jill Wytrykusz moved that nominations close.

**CARRIED**

Mrs. Michelle Rusteika was acclaimed Vice-Chair.

**ADDITIONS:**

No additions

**17/11/21-03**  
**Agenda**

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

**CARRIED**

**17/11/21-04**  
**October 24, 2018**  
**Minutes**

Mrs. Erin MacDuff moved that the Board of Education approve October 24, 2018 Board Meeting minutes, as presented.

**CARRIED**

**17/11/21-05**  
**Attendance**  
**Counselor**

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

**CARRIED**

**17/11/21-06**  
**Archdiocese**  
**Representative**

Mrs. Jill Wytrykusz moved that Mrs. Paula Scott and Mrs. Michelle Rusteika be appointed as the Archdiocese Representatives.

**CARRIED**

**17/11/21-07**  
**OH & S**  
**Representative**

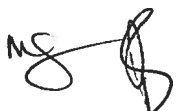
Mrs. Erin MacDuff moved that Mrs. Paula Scott, Mrs. Michelle Rusteika and Mrs. Jill Wytrykusz be appointed as the Occupational Health and Safety Representatives.

**CARRIED**

**17/11/21-08**  
**Promotions**  
**Representative**

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

**CARRIED**



17/11/21-09  
SCSBA  
Board of Directors  
Representative

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

CARRIED

17/11/21-10  
SSBA  
Board of Directors  
Representative

Mrs. Jill Wytrykusz moved that Mrs. Paula Scott and Mrs. Michelle Rusteika be appointed as the representatives for the SSBA Board of Directors.

CARRIED

17/11/21-11  
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

17/11/21-12  
Auditors

Mrs. Laurie Makichuk moved that the Board of Education appoint the firm of MNP as auditors for the 2019-2020 fiscal year.

CARRIED

17/11/21-13  
SCC  
Representative

Mr. Calvin Fendelet moved that Mrs. Laurie Makichuk be appointed as the School Community Council representative.

CARRIED

17/11/21-14  
Meeting Dates  
2018-2019

Mrs. Erin MacDuff moved that Committee of the Whole and Board of Education meeting schedules for 2018-2019 be accepted, as presented.

CARRIED

17/11/21-15  
Indemnity and  
Expense Rates

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

The Board Chair shall receive an honorarium of \$1,430.73 per month. The Board Vice-Chair shall receive an honorarium of \$1,073.05 per month. Trustees shall receive an honorarium of \$715.37 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	

MS B

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**

**17/11/21-16  
2017-2018 Annual  
Report**

Mrs. Michelle Rusteika 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**

**17/11/21-17  
SCC Executive**

Mrs. Laurie Makichuk moved that the Board of Education approve the 2018-2019 SCC Executive, as presented.

**CARRIED**

**17/11/21-18  
SCC Action Plans  
and Budgets**

Mrs. Jill Wytrykusz moved that the Board of Education approve the 2018-2019 SCC Action Plans and Budgets, as presented.

**CARRIED**

**19/11/21-19  
Audit Financial  
Statements and  
Board Audit  
Findings Letters**

Mrs. Erin MacDuff moved that the Board of Education approve the August 31, 2018 Audited Financial Statements and Board Audit Findings Letter, as presented.

**CARRIED**

**19/11/21-20  
Administrative  
Building Reserve**

Mr. Chris Carnell moved that the Board of Education allocate \$80,425 to the Administrative Building Reserve.

**CARRIED**

**19/11/21-21**  
**Other Vehicle**  
**Reserve**

Mrs. Michelle Rusteika moved that the Board of Education allocate \$2,303 to the Other Vehicle Reserve.

**CARRIED**

**19/11/21-22**  
**School Generated**  
**Funds**

Mrs. Jill Wytrykusz moved that the Board of Education allocate (\$10,640) to School Generated Funds.

**CARRIED**

**19/11/21-23**  
**SCC Reserve**

Mrs. Laurie Makichuk moved that the Board of Education approve to reduce the School Community Council funds by (\$21,810).

**CARRIED**

**19/11/21-24**  
**Grounds/Parking**  
**Lot**

Mrs. Michelle Rusteika moved that the Board of Education approve to allocate remaining balance of \$250,000 in the Holy Rosary Parking Lot Expansion reserve to the Ground/Parking Lot Reserve.

**CARRIED**

**19/11/21-25**  
**Board Annual**  
**Work Plan**

Mrs. Erin MacDuff moved that the Board of Education approve the Board Annual Work Plan.

**CARRIED**

**17/11/21-26**  
**Closed Session**

Mrs. Michelle Rusteika moved that the Board meeting move to a closed session at 7:54 p.m.

**CARRIED**

**17/11/21-27**  
**Reconvene**

Mrs. Jill Wytrykusz moved that the Board move out of closed session at 8:15 p.m.

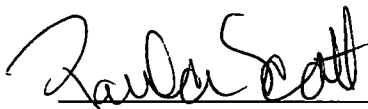
**CARRIED**

Mrs. Paula Scott led the closing prayer.

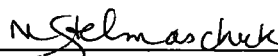
**17/11/21-28**  
**Adjournment**

Mr. Chris Carnell moved that the Board meeting adjourn at 8:18 p.m.

**CARRIED**



Paula Scott  
Chairperson of the Board



Melanie Stelmaschuk, CPA, CA  
Chief Financial Officer

December 19, 2018

Date