

Lloydminster Roman Catholic Separate School Division No.89



Board of Education Meeting Agenda

7:00 p.m. November 23, 2022

Prayer: Mrs. Laurie Makichuk

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 26, 2022 Board Meeting Minutes

Board Discussion / Directions:

- 5) Organizational Meeting
 - a) Appointment of Attendance Counselor
 - b) Appointments / Representative
 - i) Archdiocese Representative
 - ii) OH&S Representative
 - iii) Promotions Representative
 - iv) SCSBA Board of Directors
 - v) SCC Liaison
 - vi) First Nations Liaison 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) Accountability to Community
 - a) *Kary Communications*
 - b) *Archdiocese Board & Superintendent Meeting*
 - c) *ACSTA 2022 AGM and Conference*
 - d) *ASBA 2022 Fall General Assembly*
 - e) Sandy Beach Community Camp Transportation

- 7) Accountability to Provincial Government
 - a) Annual Report Approval
 - b) School Community Council
 - i) SCC Executive
 - ii) Action Plan
 - c) Saskatchewan Government Early Years

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

- 9) Faith
 - a) LCSD Advent Mass

- 10) Fiscal Accountability
 - a) August 31, 2022 Financial Statements
 - b) Audit Findings Letter

- 11) Policy
 - a) Board Annual Work Plan

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: Ms. Andrea Zerr

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

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, November 23, 2022

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

ATTENDANCE: Mrs. Paula Scott (Chair)
Mrs. Michelle Rusteika
Ms. Andrea Zerr
Mr. Cal Fendelet
Mrs. Laurie Makichuk
Mr. Winson Avara (arrive at 7:14 pm)

Mr. Nigel McCarthy, Director of Education
Mrs. Melanie Stelmaschuk, Chief Financial Officer
Mr. Vince Orioux Superintendent of Learning

ABSENT: Mrs. Kate Carnell
Ms. Glenda Kary, Deputy Director of Education

Prayer led by Mrs. Laurie Makichuk.

Treaty Acknowledgement by Mrs. Paula Scott

Mr. Nigel McCarthy called the Organizational Board meeting to order at 7:01 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.

Mrs. Michelle Rusteika nominated Mrs. Paula Scott.

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

22/11/23-01 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.
Ms. Andrea Zerr nominated Mrs. Michelle Rusteika.

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

22/11/23-02
Close Nominations

Mr. Cal Fendelet moved that nominations close.

CARRIED

Mrs. Michelle Rusteika was acclaimed Vice-Chair.

22/11/23-03
Agenda

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

CARRIED

22/11/23-04
October 26, 2022
Minutes

Ms. Andrea Zerr moved that the Board of Education approve
October 26, 2022 Board Meeting minutes, as amended.

CARRIED

22/11/23-05
Attendance
Counselor

Ms. Andrea Zerr moved that Mr. Vince Orioux, Superintendent
of Learning, be appointed Attendance Counselor.

CARRIED

22/11/23-06
Archdiocese
Representative

Ms. Andrea Zerr moved that Mrs. Paula Scott be appointed
as the Archdiocese Representative.

CARRIED

22/11/23-07
OH&S
Representative

Mrs. Michelle Rusteika moved that Mrs. Paula Scott and Ms. Andrea
Zerr be appointed as the Occupational Health and Safety
Representatives.

CARRIED

22/11/23-08
Promotions
Representative

Mrs. Laurie Makichuk moved that Ms. Andrea Zerr
be appointed as the Promotions Representative.

CARRIED

22/11/23-09
SCSBA
Board of Directors
Representative

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

CARRIED

22/11/23-10

Mr. Cal Fendelet moved that Mrs. Laurie Makichuk be



**SCC
Liaison**

appointed as the School Community Council Liaison.

CARRIED

**22/11/23-11
First Nations
Liaison**

Mrs. Michelle Rusteika moved that Mrs. Kate Carnell be appointed as the First Nations Liaison.

CARRIED

**22/11/23-12
Signing Authority**

Mrs. Laurie Makichuk 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

**22/11/23-13
Auditors**

Ms. Andrea Zerr moved that the Board of Education appoint the firm of MNP as auditors for the 2022-2023 fiscal year.

CARRIED

**22/11/23-14
Meeting Dates
2022-2023**

Mrs. Laurie Makichuk moved that Committee of the Whole and Board of Education meeting schedule for 2022-2023 be accepted, as presented.

CARRIED

**22/11/23-15
Indemnity and
Expense Rates**

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

The Board Chair shall receive an honorarium of \$1,604.13 per month. The Board Vice-Chair shall receive an honorarium of \$1,203.10 per month. Trustees shall receive an honorarium of \$802.07 per month.

Meeting Rates

Board of Education Special meeting rate \$200

Additional Meeting rates:

- Up to 4 hours at \$100
- Over 4 hours at \$200

Trustees shall receive an additional \$200.00 per day rate to Trustee who are away on LCSD business out of the City of Lloydminster.

Hotel At Cost

Non-Hotel Stay per night \$25.00

Meals

Breakfast \$20.00 including GST

Dinner \$20.00 including GST

Supper \$40.00 including 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 \$625/year.
Administration will be paid at the same rate for hotels, meals and mileage.

CARRIED

**22/11/23-16
Sandy Beach
Community Camp**

Mr. Winson Avara moved that the Board of Education support the Sandy Beach Community Camp and supply 2 of our largest capacity school buses, at no fee other than the cost of fuel and permits for two weeks in July 2023.

CARRIED

**22/11/23-17
Annual Report**

Mrs. Michelle Rusteika moved that the Board of Education approve the 2021-2022 Annual Report pending minor changes or updates after Ministries of Education and Finance format review and approval.

CARRIED

**22/11/23-18
SCC Executive**

Ms. Andrea Zerr moved that the Board of Education approve the 2022-2023 School Community Council Executive, as presented.

CARRIED

**22/11/23-19
SCC Action Plans
and Budgets**

Mrs. Michelle Rusteika moved that the Board of Education approve the 2022-2023 School Community Council Action Plans and Budgets, as presented.

CARRIED

**22/11/23-20
Facility Renewal
Reserve**

Mrs. Laurie Makichuk moved that the Board of Education approve the increase of \$340,000 to the Facility Renewal Reserve, resulting in the ending balance of \$840,000 for the reserve as of August 31, 2022.

CARRIED



**22/11/23-21
Audit Financial
Statements and
Board Audit
Findings Letter**

Mrs. Laurie Makichuk moved that the Board of Education approve the August 31, 2022 Audited Financial Statements, pending minor changes made after the Ministry of Education and Finance format review and approval.

CARRIED

**22/11/23-22
Board Annual
Work Plan**

Mrs. Michelle Rustika moved that the Board of Education approve the Board Annual Work Plan as a document to be revised throughout the year.

CARRIED

**22/11/23-23
Closed Session**

Ms. Andrea Zerr moved that the Board meeting move to a closed session at 8:12 p.m.

CARRIED

**22/11/23-24
Reconvene**

Ms. Andrea Zerr moved that the Board meeting move out of closed session at 8:38 p.m.

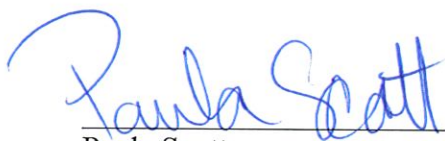
CARRIED

Mrs. Laurie Makichuk led the closing prayer.

**22/11/23-25
Adjournment**

Mr. Winson Avara moved that the Board meeting adjourn at 8:40 p.m.

CARRIED



Paula Scott
Chairperson of the Board



Melanie Stelmaschuk, CPA, CA
Chief Financial Officer

December 14, 2022

Date