

## Lloydminster Roman Catholic Separate School Division No.89



### Board of Education Meeting Agenda

7:00 p.m. November 27, 2019

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 23, 2019 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
  - 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) *Director Contract*

7) Accountability to Provincial Government

- a) 2018-19 Annual Report  
b) *ACSTA AGM*  
c) *SSBA AGM*  
d) *STF Teacher Bargaining*

8) Accountability to Community

- a) *Nigel's News*  
b) *APEGGA*  
c) *Interval Home*  
d) Holy Rosary High School Student Travel to Quebec and Montreal  
e) *Christmas Celebration*  
f) Sandy Beach Community Camp  
g) School Community Council  
i) SCC Executive  
ii) Action Plan  
iii) Budget  
iv) SCC Meetings December 12, 2019

9) Fiscal Accountability

- a) August 31, 2019 Financial Statements  
i) Audit Findings Letter  
ii) Summary of Misstatements

10) Policy

- a) *Board Annual Work Plan*

***Administrative Items:***

11) Personnel Management

- <> a) Personnel Report

12) Information Items

13) Correspondence

- a) SSBA Summary of Connections  
b) ACSTA Re-Elects

14) Identification of Emergent Items

15) Closing Prayer

16) Adjournment

**December Prayer: Mrs. Michelle Rusteika**

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

**MINUTES OF THE REGULAR BOARD MEETING**

**Wednesday, November 27, 2019**

**TIME AND PLACE:** The meeting commenced at 7:04 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

Prayer led by Mrs. Paula Scott.

Mr. Nigel McCarthy called the Organizational Board meeting to order at 7:04 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.

**19/11/27-01** Mr. Calvin Fendelet 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.

**19/11/27-02**  
**Close Nominations**

Mr. Calvin Fendelet moved that nominations close.

**CARRIED**

Mrs. Michelle Rusteika was acclaimed Vice-Chair.

**ADDITIONS:**

Director's Contract

**19/11/27-03**  
**Agenda**

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

**CARRIED**

**19/11/27-04**  
**October 23, 2019**  
**Minutes**

Mrs. Jill Wytrykusz moved that the Board of Education approve October 23, 2019 Board Meeting minutes, as presented.

**CARRIED**

**19/11/27-05**  
**Attendance**  
**Counselor**

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

**CARRIED**

**19/11/27-06**  
**Archdiocese**  
**Representative**

Mrs. Laurie Makichuk moved that Mrs. Paula Scott be appointed as the Archdiocese Representative.

**CARRIED**

**19/11/27-07**  
**OH & S**  
**Representative**

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

**CARRIED**

**19/11/27-08**  
**Promotions**  
**Representative**

Mrs. Michelle Rusteika moved that Mrs. Jill Wytrykusz be appointed as the Promotions Representative.

**CARRIED**

**19/11/27-09**  
**SCSBA**  
**Board of Directors**  
**Representative**

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

**CARRIED**

19/11/27-10  
SCC  
Liaison

Mr. Chris Carnell moved that Mrs. Laurie Makichuk be appointed as the School Community Council Liaison.

CARRIED

19/11/27-11  
Signing Authority

Mrs. Jill Wytrykusz 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

19/11/27-12  
Auditors

Mrs. Laurie Makichuk moved that the Board of Education appoint the firm of MNP as auditors for the 2020-2021 fiscal year.

CARRIED

19/11/27-13  
Meeting Dates  
2018-2019

Mrs. Erin MacDuff moved that Committee of the Whole and Board of Education meeting schedule for 2019-2020 be accepted, as presented.

CARRIED

19/11/27-14  
Indemnity and  
Expense Rates

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

The Board Chair shall receive an honorarium of \$1,470.02 per month. The Board Vice-Chair shall receive an honorarium of \$1,102.52 per month. Trustees shall receive an honorarium of \$735.01 per month. Trustees shall receive an additional \$200.00 per day rate to Trustees who are away on LCSD business out of the City of Lloydminster.

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**

**19/11/27-15  
2018-2019 Annual  
Report**

Mrs. Laurie Makichuk moved that the Board of Education approve the 2018-2019 Annual Report, pending minor changes made after Ministry of Education and Finance Format review and approval, as presented.

**CARRIED**

**19/11/27-16  
HRHS Field Trip  
to Quebec City  
and Montreal**

Mrs. Laurie Makichuk moved that the Board of Education approve the Holy Rosary High School French Immersion and Enhanced French students and teachers Grade 10-12 field trip to Quebec City and Montreal proposal, as presented.

**CARRIED**

**19/11/27-17  
Sandy Beach  
Community Camp**

Mrs. Michelle Rusteika moved that the Board of Education supports the Sandy Beach Community Camp and supply 3 of our largest capacity school busses, at no fee other than the cost of fuel and permits for two weeks in July 2020.

**CARRIED**

**19/11/27-18  
SCC Executive**

Mrs. Michelle Rusteika moved that the Board of Education approve the 2019-2020 SCC Executive, as presented.

**CARRIED**

**19/11/27-19  
SCC Action Plans  
and Budgets**

Mrs. Laurie Makichuk moved that the Board of Education approve the 2019-2020 School Community Council Action Plans and Budgets, as presented.

**CARRIED**

**19/11/21-20  
Audit Financial  
Statements and  
Board Audit  
Findings Letters**

Mrs. Erin MacDuff moved that the Board of Education approve the August 31, 2019 Audited Financial Statements, pending minor changes made after Ministry of Education and Finance format review and approval.

**CARRIED**

**19/11/27-21  
Board Annual  
Work Plan**

Mrs. Michelle Rusteika moved that the Board of Education approve the Board Annual Work Plan.



**CARRIED**

**19/11/27-22**  
**Closed Session**

Mrs. Laurie Makichuk moved that the Board meeting move to a closed session at 8:33 p.m.

**CARRIED**

**19/11/27-23**  
**Reconvene**

Mrs. Laurie Makichuk moved that the Board meeting move out of closed session at 9:22 p.m.

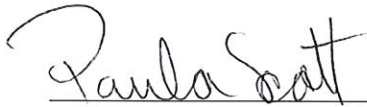
**CARRIED**

Mrs. Paula Scott led the closing prayer.

**19/11/27-24**  
**Adjournment**

Mr. Chris Carnell moved that the Board meeting adjourn at 9:23 p.m.

**CARRIED**



Paula Scott  
Chairperson of the Board



Melanie Stelmaschuk, CPA, CA  
Chief Financial Officer

January 22, 2020

Date