

## Lloydminster Roman Catholic Separate School Division No.89



### Board of Education Meeting Agenda

7:00 p.m. November 24, 2021

Prayer: Mr. Cal Fendelet

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

Presentation: 7:00 pm Presentation: Mike Freeman, MNP Auditor and Janey Rolheiser, MNP, Nicole Dressler, Senior Manager, Provincial Auditor of Saskatchewan

- 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 27, 2021 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) SSBA Representative
    - vi) SCC Liaison
    - vii) 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) Studio Name
  - c) *ACSTA 2021 Virtual AGM*
  - d) *SCSBA AGM*
  - e) *SSBA Fall Assembly*
  - f) *SSBA Board Chairs Council Meeting*
  - g) Sandy Beach Community Camp Transportation
  - h) *Dreamcatcher Center for Truth and Reconciliation Ground-breaking Ceremony Invitation*
  
- 7) Accountability to Provincial Government
  - a) Ratification: Capital Enhancement
  - b) Saskatchewan Ministry Tender Approval
    - i) Tender Package 1 Detail
    - ii) Tender Package 2 Detail
  - c) Capital Budget Request for 2021 Announced Capital Projects
  - d) School Community Council
    - i) SCC Executive
    - ii) Action Plan
  - e) *Seamless Levy Agreement*
  
- 8) *Board / Director Relations*
  - a) *Business Arising from the Minutes*
  
- 9) Faith
  - a) *LCSD Christmas Celebration- Advent Mass*
  
- 10) Fiscal Accountability
  - a) August 31, 2021 Financial Statements
  - b) Audit Findings Letter
  
- 11) Policy
  - a) Board Annual Work Plan
  - b) LCSD Board Policy Handbook
    - i) Policy 2 Role of the Board
    - ii) Policy 9 Board Representatives

*Administrative Items:*

- 12) Organizational Management
  - a) Administrative Procedures
- 13) Personnel Management
  - a) Personnel Report
- 14) Information Items
- 15) Correspondence
  - a) Government of Saskatchewan letter
- 16) Identification of Emergent Items
- 17) Closing Prayer
- 18) Adjournment

**December Prayer: Ms. Andrea Zerr**

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

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, November 24, 2021

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

**ATTENDANCE:** Mrs. Paula Scott (Chair)  
Mrs. Michelle Rusteika  
Mrs. Andrea Zerr  
Mr. Cal Fendelet  
Mrs. Kate Carnell  
Mrs. Laurie Makichuk  
Mr. Winson Avara

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 Mr. Cal Fendelet.

Presentation by Mike Freeman, MNP Auditor and Janey Rolheiser, MNP, Nicole Dressler, Senior Manager, Provincial Auditor of Saskatchewan.

Mr. Nigel McCarthy called the Organizational Board meeting to order at 7:30 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.

20/11/24-01 Mr. Winson Avara 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.

**20/11/24-02**  
**Close Nominations**

Mr. Winson Avara moved that nominations close.

**CARRIED**

Mrs. Michelle Rusteika was acclaimed Vice-Chair.

**20/11/24-03**  
**Agenda**

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

**CARRIED**

**20/11/24-04**  
**October 27, 2021**  
**Minutes**

Mrs. Kate Carnell moved that the Board of Education approve October 27, 2021 Board Meeting minutes, as presented.

**CARRIED**

**20/11/24-05**  
**Attendance**  
**Counselor**

Mrs. Kate Carnell moved that Kevin Kusch, Deputy Director of Learning, be appointed Attendance Counselor.

**CARRIED**

**20/11/24-06**  
**Archdiocese**  
**Representative**

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

**CARRIED**

**20/11/24-07**  
**OH & S**  
**Representative**

Mrs. Laurie Makichuk moved that Mrs. Andrea Zerr be appointed as the Occupational Health and Safety Representatives.

**CARRIED**

**20/11/24-08**  
**Promotions**  
**Representative**

Mrs. Michelle Rusteika moved that Mrs. Kate Carnell be appointed as the Promotions Representatives.

**CARRIED**

**20/11/24-09**  
**SCSBA**  
**Board of Directors**  
**Representative**

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

**CARRIED**



20/11/24-10  
SSBA  
Board of Directors  
Representative

Ms. Andrea Zerr moved that Mrs. Paula Scott be appointed as the representative for the SSBA Board of Directors.

CARRIED

20/11/24-11  
SCC  
Liaison

Mr. Winson Avara moved that Mrs. Laurie Makichuk be appointed as the School Community Council Liaison.

CARRIED

20/11/24-12  
First Nations  
Liaison

Mr. Winson Avara moved that Mrs. Kate Carnell be appointed as the First Nations Liaison.

CARRIED

20/11/24-13  
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

20/11/24-14  
Auditors

Mrs. Kate Carnell moved that the Board of Education appoint the firm of MNP as auditors for the 2021-2022 fiscal year.

CARRIED

20/11/24-15  
Meeting Dates  
2021-2022

Mrs. Michelle Rusteika moved that Committee of the Whole and Board of Education meeting schedule for 2021-2022 be at 7:00 pm accepted, as amended.

CARRIED

20/11/24-16  
Indemnity and  
Expense Rates

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

The Board Chair shall receive an honorarium of \$1,566.21 per month. The Board Vice-Chair shall receive an honorarium of \$1,174.66 per month. Trustees shall receive an honorarium of \$783.11 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 \$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**

**20/11/24-17  
 Studio Name**

Mrs. Laurie Makichuk moved that the Board of Education adopt the classroom name as "Synergy Studios" and logo.

**CARRIED**

**20/11/24-18  
 Sandy Beach  
 Community Camp**

Ms. Andrea Zerr moved that the Board of Education supports the Sandy Beach Community Camp and supply 2 of our largest capacity school busses, at no fee other than the cost of fuel and permits for two weeks in July 2022.

**CARRIED**

**20/11/24-19  
 Ratification:  
 Holy Rosary  
 Expansion  
 Reserve**

Ms. Andrea Zerr moved that the Board of Education passed a resolution via electronic motion on November 3, 2021, to approve \$200,000 of the \$2,000,000 for Holy Rosary Expansion Reserve to cover the cost of inflation on the materials.

**CARRIED**

- 20/11/24-20  
Ratification:  
PAA Space** Mrs. Laurie Makichuk moved that the Board of Education passed a resolution via electronic motion on November 3, 2021, to adopt the the responsibility to complete the PAA space, if necessary, at a cost of up to \$248,000.  
**CARRIED**
- 20/11/24-21  
Trade Package #1** Mrs. Kate Carnell moved that the Board of Education approve Trade Package #1 Foundations for \$376,292 as approved by the Ministry of SaskBuilds and Procurement.  
**CARRIED**
- 20/11/24-22  
Trade Package #2** Mrs. Michelle Rusteika moved that the Board of Education approve Trade Package #2 Structure and Envelope for \$3,400,260 as approved by the Ministry of SaskBuilds and Procurement.  
**CARRIED**
- 20/11/24-23  
SCC Executive** Mrs. Laurie Makichuk moved that the Board of Education approve the 2021-2022 SCC Executive, as presented.  
**CARRIED**
- 20/11/24-24  
SCC Action Plans  
and Budgets** Mrs. Laurie Makichuk moved that the Board of Education approve the 2021-2022 School Community Council Action Plans and Budgets, as presented.  
**CARRIED**
- 20/11/24-25  
Audit Financial  
Statements and  
Board Audit  
Findings Letter** Mrs. Kate Carnell moved that the Board of Education approve the August 31, 2021 Audited Financial Statements, pending minor changes made after Ministry of Education and Finance format review and approval.  
**CARRIED**
- 20/11/24-26  
Board Annual  
Work Plan** Mr. Cal Fendelet moved that the Board of Education approve the Board Annual Work Plan as a document to be revised throughout the year.  
**CARRIED**
- 20/11/24-27  
Policy 2  
Role of the Board** Mr. Winson Avara moved that the Board of Education approve the revisions to Policy 2 Role of the Board appointing a First Nations Liaison Representative.  
**CARRIED**





**20/11/24-28**  
**Policy 9**  
**Board**  
**Representative**

Mrs. Michelle Rusteika moved that the Board of Education approve the revisions to Policy 9 Board Representatives appointing a First Nations Liaison Representative.

**CARRIED**

**20/11/24-29**  
**Closed Session**

Ms. Andrea Zerr moved that the Board meeting move to a closed session at 9:02 p.m.

**CARRIED**

**20/11/24-30**  
**Reconvene**

Mrs. Kate Carnell moved that the Board meeting move out of closed session at 9:32 p.m.

**CARRIED**

Mr. Cal Fendelet led the closing prayer.

**20/11/24-31**  
**Adjournment**

Ms. Andrea Zerr moved that the Board meeting adjourn at 9:35 p.m.

**CARRIED**



\_\_\_\_\_  
Paula Scott  
Chairperson of the Board



\_\_\_\_\_  
Melanie Stelmaschuk, CPA, CA  
Chief Financial Officer

December 15, 2021

Date