

# Lloydminster Roman Catholic Separate School Division No.89



## Board of Education Meeting Agenda

7:00 p.m. November 25, 2020

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.*

- 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 28, 2020 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) Board Retreat
  
- 7) Accountability to Provincial Government
  - a) 2019-20 Annual Report
  - b) Holy Rosary High School Development
    - i) Master Service Agreement
  - c) *ACSTA 2020 Virtual AGM*
  - d) *ASBA Fall General Meeting*
  
- 8) Accountability to Community
  - a) *Nigel's News*
  - b) HRHS Level 3
  - c) School Community Council
    - i) SCC Executive
    - ii) Action Plan
  
- 9) Faith
  - a) *Catholic School Chairs & Superintendents Meeting*
  - b) *LCSD Christmas Celebration*
  
- 10) Fiscal Accountability
  - a) August 31, 2020 Financial Statements
  - b) Audit Findings Letter
  
- 11) Policy
  - a) Board Annual Work Plan

***Administrative Items:***

- 12) Organizational Management
  - a) Elementary School Christmas Concerts
  - b) Administrative Procedures
  
- 13) Personnel Management
  - a) Personnel Report
  
- 14) Information Items
  
- 15) Correspondence
  
- 16) Identification of Emergent Items
  
- 17) Closing Prayer
  
- 18) Adjournment

**December Prayer: Mrs. Paula Scott**

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

**MINUTES OF THE REGULAR BOARD MEETING**

**Wednesday, November 25, 2020**

**TIME AND PLACE:** The meeting commenced at 7:03 p.m. in Tech Warehouse via Zoom.

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

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.

Mr. Nigel McCarthy called the Organizational Board meeting to order at 7:03 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.


**20/11/25-01** Mrs. Laurie Makichuk 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. Andrea Zerr nominated Mrs. Michelle Rusteika.

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

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

**20/11/25-02**  
**Close Nominations**

Mrs. Kate Carnell moved that nominations close.

**CARRIED**

Mrs. Michelle Rusteika was acclaimed Vice-Chair.

**20/11/25-03**  
**Agenda**

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

**CARRIED**

**20/11/25-04**  
**October 28, 2020**  
**Minutes**

Mrs. Michelle Rusteika moved that the Board of Education approve October 28, 2020 Board Meeting minutes, as presented.

**CARRIED**

**20/11/25-05**  
**Attendance**  
**Counselor**

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

**CARRIED**

**20/11/25-06**  
**Archdiocese**  
**Representative**

Mrs. Kate Carnell moved that Mrs. Paula Scott be appointed as the Archdiocese Representative.

**CARRIED**

**20/11/25-07**  
**OH & S**  
**Representative**

Mrs. Michelle Rusteika moved that Mrs. Andrea Zerr and Mr. Winson Avara be appointed as the Occupational Health and Safety Representatives.

**CARRIED**

**20/11/25-08**  
**Promotions**  
**Representative**

Mrs. Laurie Makichuk moved that Mrs. Andrea Zerr and Mrs. Kate Carnell be appointed as the Promotions Representatives.

**CARRIED**

**20/11/25-09**  
**SCSBA**  
**Board of Directors**  
**Representative**

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

**CARRIED**

**20/11/25-10**  
**SCC**  
**Liaison**

Mrs. Michelle Rusteika moved that Mrs. Laurie Makichuk be appointed as the School Community Council Liaison.



**CARRIED**

**20/11/25-11**  
**Signing Authority**

Mrs. Kate Carnell 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**

**20/11/25-12**  
**Auditors**

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

**CARRIED**

**20/11/25-13**  
**Meeting Dates**  
**2020-2021**

Mrs. Kate Carnell moved that Committee of the Whole and Board of Education meeting schedule for 2020-2021 be accepted, as presented.

**CARRIED**

**20/11/25-14**  
**Indemnity and**  
**Expense Rates**

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

The Board Chair shall receive an honorarium of \$1,500.83 per month. The Board Vice-Chair shall receive an honorarium of \$1,125.63 per month. Trustees shall receive an honorarium of \$750.42 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**

**20/11/25-15  
2019-2020 Annual  
Report** Mrs. Andrea Zerr moved that the Board of Education approve the 2019-2020 Annual Report, pending minor changes made after Ministry of Education and Finance Format review and approval, as presented.

**CARRIED**

**20/11/25-16  
HRHS Development  
Master Service  
Agreement** Mrs. Kate Carnell moved that the Board of Education approve that the Administration sign the Master Service Agreement between the Ministry of Education, LCSD and Colliers International pending final edits.

**CARRIED**

**20/11/25-17  
SCC Executive** Mrs. Laurie Makichuk moved that the Board of Education approve the 2020-2021 SCC Executive, as presented.

**CARRIED**

**20/11/25-18  
SCC Action Plans  
and Budgets** Mrs. Andrea Zerr moved that the Board of Education approve the 2020-2021 School Community Council Action Plans and Budgets, as presented.

**CARRIED**

**20/11/25-19  
Audit Financial  
Statements and  
Board Audit  
Findings Letter** Mrs. Michelle Rusteika moved that the Board of Education approve the August 31, 2020 Audited Financial Statements, pending minor changes made after Ministry of Education and Finance format review and approval.

**CARRIED**

**20/11/25-20  
Board Annual  
Work Plan** Mrs. Kate Carnell moved that the Board of Education approve the Board Annual Work Plan.

**CARRIED**

**20/11/25-21  
Closed Session** Mrs. Michelle Rusteika moved that the Board meeting move to a closed session at 8:11 p.m.

**CARRIED**

**20/11/25-22**  
**Reconvene**

Mrs. Laurie Makichuk moved that the Board meeting move out of closed session at 8:30 p.m.

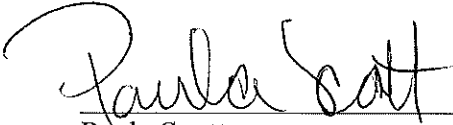
**CARRIED**

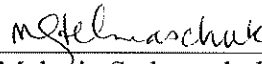
Mr. Cal Fendelet led the closing prayer.

**20/11/25-23**  
**Adjournment**

Mrs. Kate Carnell moved that the Board meeting adjourn at 8:32 p.m.

**CARRIED**

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

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

December 16, 2020  
Date