

Lloydminster Roman Catholic Separate School Division No.89



Board of Education Meeting Agenda

7:00 p.m. November 22, 2023

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.

Treaty Land Acknowledgement

Presentation: Junior Kindergarten

- 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 25, 2023 Board Meeting Minutes
 - b) November 8, 2023 Special Board Meeting Minutes

Board Discussion / Directions:

- 5) *Protocol for Chief Lewis*
- 6) 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

- 7) Accountability to Community
- a) *Kary Communications*
 - b) *Archdiocese Board & Superintendent Meeting*
 - c) *ACSTA 2023 AGM and Conference*
 - d) SSBA Board Chairs Council Meeting
 - e) SSBA 2023 Fall General Assembly
 - f) Sandy Beach Community Camp Transportation

- 8) Accountability to Provincial Government
- a) Annual Report Approval
 - b) School Community Council
 - i) SCC Executive
 - ii) Action Plan
 - c) Graduation Requirements Update Meeting

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

- 10) Faith
- a) *LCSD Advent Mass*

- 11) Fiscal Accountability
- a) August 31, 2023 Financial Statements
 - b) Audit Findings Letter

- 12) Policy
- a) Board Annual Work Plan
 - b) Policy 4 Trusteeship Conduct and Ethics

Administrative Items:

- 13) Organizational Management
- a) Administrative Procedures
 - b) Purchase of Van & Use of Reserve
 - c) Purchase of Mother Teresa ECEC Playground

- <> 14) Personnel Management
- a) Personnel Report

15) Information Items

16) Correspondence

- a) 2024 Council Appointment to the City/School Planning Committee
- b) City of Lloydminster Protest March letter

17) Identification of Emergent Items

18) Closing Prayer

19) Adjournment

December Prayer: Mrs. Laurie Makichuk

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

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, November 22, 2023

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

ATTENDANCE: Mrs. Michelle Rusteika (Chaired)
Mrs. Paula Scott (Virtual till 8:06 p.m.)
Ms. Andrea Zerr
Mr. Cal Fendelet
Mrs. Kate Carnell
Mrs. Laurie Makichuk (arrive at 7:14 p.m.)
Mr. Winson Avara

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

Prayer led by Mrs. Michelle Rusteika.

Treaty Acknowledgement by Mrs. Michelle Rusteika

Presentation:

1. Stacey Kennedy and Alison Fulkerth, Jr. Kindergarten
2. Cynthia Young, Protocol for Chief Lewis

ORGANIZATION MEETING:

Mr. Nigel McCarthy called the Organizational Board Meeting to order at 8:02 p.m.

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.

23/11/22-01 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. Laurie Makichuk nominated Mrs. Michelle Rusteika.

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

23/11/22-02
Close Nominations

Mrs. Kate Carnell moved that nominations close.

CARRIED

Mrs. Michelle Rusteika was acclaimed Vice-Chair.

23/11/22-03
Agenda

Ms. Andrea Zerr moved that the Board of Education adopt the agenda, as presented.

CARRIED

23/11/22-04
October 25, 2023
Minutes

Mrs. Kate Carnell moved that the Board of Education adopt October 25, 2023 Board Meeting minutes, as presented.

CARRIED

23/11/22-05
November 8, 2023
Special Board
Meeting Minutes

Mr. Winson Avara moved that the Board of Education approve November 8, 2023 Special Board Meeting Minutes, as presented.

CARRIED

23/11/22-06
Attendance
Counselor

Mrs. Laurie Makichuk moved that Mr. Vince Orioux, Superintendent of Learning, be appointed Attendance Counselor.

CARRIED

23/11/22-07
Archdiocese
Representative

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

CARRIED

23/11/22-08
OH&S
Representatives

Mrs. Kate Carnell moved that Mrs. Paula Scott and Mr. Winson Avara be appointed as the Occupational Health and Safety Representatives.

CARRIED

23/11/22-09
Promotions
Representative

Mr. Winson Avara moved that Ms. Andrea Zerr be appointed as the Promotions Representative.

CARRIED

23/11/22-10
SCSBA
Board of Directors
Representative

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

CARRIED

23/11/22-11
SCC
Liaison

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

CARRIED

23/11/22-12
First Nations
Liaison

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

CARRIED

23/11/22-13
Signing Authority

Mr. Cal 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

23/11/22-14
Auditors

Ms. Andrea Zerr moved that the Board of Education appoint the firm of MNP as auditors for the 2023-2024 fiscal year.

CARRIED

23/11/22-15
Meeting Dates
2023-2024

Mrs. Laurie Makichuk moved that the Committee of the Whole and Board of Education meeting schedule for 2023-2024 be at 7:00 p.m. be accepted, as presented.

CARRIED

22/11/22-16
Indemnity and
Expense Rates

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

The Board Chair shall receive an honorarium of \$1,665.43 per month. The Board Vice-Chair shall receive an honorarium of \$1,249.07 per month. Trustees shall receive an honorarium of \$832.71 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 each Trustee who is away on LCSD business out of the City of Lloydminster.

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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	\$.50
\$1.15	\$.51
\$1.20	\$.52
\$1.25	\$.53
\$1.30	\$.54
\$1.35	\$.55
\$1.40	\$.56
\$1.45	\$.57
\$1.50	\$.58

Technology Allowance rate of \$625/year.
 Administration will be paid at the same rate for hotels, meals and mileage.

CARRIED

**23/11/22-17
 Sandy Beach
 Community Camp**

Mrs. Laurie Makichuk 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 2024.

CARRIED

**23/11/22-18
 Annual Report**

Mrs. Kate Carnell moved that the Board of Education approve the 2022-2023 Annual Report pending minor changes or updates after Ministries of Education and Finance format review and approval.

CARRIED

**23/11/22-19
 SCC Executive**

Mrs. Laurie Makichuk moved that the Board of Education approve the 2023-2024 School Community Council Executive, as presented.

CARRIED

**23/11/22-20
 SCC Action Plans
 and Budgets**

Ms. Andrea Zerr moved that the Board of Education approve the 2023-2024 School Community Council Action Plans and Budgets, as presented.

CARRIED

**23/11/23-22
Reserve for
Province of
Alberta Grants**

Mr. Cal Fendelet moved that the Board of Education approve to set up a \$188,080 Reserve for the Province of Alberta Grants.

CARRIED

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

Ms. Andrea Zerr moved that the Board of Education approve the August 31, 2023 Audited Financial Statements, pending minor changes made after the Ministry of Education and Finance format review and approval.

CARRIED

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

Ms. Andrea Zerr moved that the Board of Education approve the Board Annual Work Plan as a document to be revised throughout the year.

CARRIED

**23/11/22-24
Policy 4
Trusteeship
Conduct and
Ethics**

Mrs. Kate Carnell moved that the Board of Education approve the revision to Policy 4 Trusteeship Conduct and Ethics.

CARRIED

**23/11/22-25
Purchase of Van
& Use of Reserve**

Mr. Cal Fendelet moved that the Board of Education award the tender for up to two 2024 Transit-350 Passenger AWD High Roof HD Ext. Van 148" WB DRW XLS to Cam Clark Ford Sales (2012) Ltd in the amount of \$79,872.25, per van plus GST. Delivery to be made when each van is available.

CARRIED

**23/11/22-26
Purchase of
Mother Teresa
ECEC Playground**

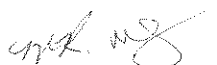
Mr. Cal Fendelet moved that the Board of Education award the tender of a new playground to Blue Imp Recreational Products of Canada in the amount of up to \$95,000 including GST to be installed in the Spring of 2024 at Mother Teresa Early Childhood Education Center.

CARRIED

**23/11/22-27
Closed Session**

Mrs. Kate Carnell moved that the Board meeting move to a closed session at 9:29 p.m.

CARRIED



23/11/22-28
Reconvene

Mrs. Laurie Makichuk moved that the Board meeting move out of closed session at 9:45 p.m.

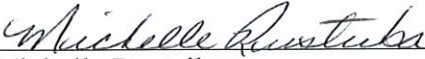
CARRIED

Mrs. Laurie Makichuk led the closing prayer.


23/11/22-29
Adjournment

Ms. Andrea Zerr moved that the Board meeting adjourn at 9:48 p.m.

CARRIED



Michelle Rusteika
Acting Chairperson



Melanie Stelmaschuk, CPA, CA
Chief Financial Officer

December 13, 2023
Date