



EAST CENTRAL ALBERTA CATHOLIC SCHOOLS REGIONAL DIVISION # 16

Organizational Meeting - Minutes

Monday, August 22, 2016

Central Office

Board and Representatives:

Debra Klein	Trustee	Present
Rob Nichols	Trustee	Present
Larry Wasylik	Trustee	Absent
Jim Sanson	Trustee	Absent
Duane Austin	Trustee	Present
Mardy Charlebois	Trustee	Present
Greg Ibach	Trustee	Present

Administrators

Charlie McCormack	Superintendent / Acting Chair	Present
Dwayne Zarichny	Assistant Superintendent	Present
Mary Ann Threinen	Secretary-Treasurer	Present
Jessica Channon	Executive Assistant	Present

<u>Item</u>	<u>Content</u>	<u>Action</u>
I	Superintendent C. McCormack commenced the meeting at 4:34 p.m. <u>Call To Order</u> Opening Prayer - Trustee D. Klein	
II.	<u>Action Items</u> Call to order	
III.	<u>Disclosure Statements</u> <u>Conflict of Interest Statement</u> Trustees submitted disclosure statements to Secretary-Treasurer M. Threinen.	
IV.	<u>Election of Officers</u> <u>Election Of Officers</u> <u>Chairman</u> Superintendent C. McCormack opened the floor for nominations for the Board Chair position. Motion 2016 - 062 <i>Trustee D. Klein moved to nominate Trustee M. Charlebois for the position of Board Chair.</i> Call was made 3 times for any further nominations and no further offers were made. Motion 2016 - 063: <i>Trustee R. Nichols moved to cease nominations.</i> Trustee M. Charlebois accepted the position of Board Chair.	

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	<i>Motion carried.</i> <u>Vice-Chairman</u> Chairman M. Charlebois opened the floor for nominations for the Board Vice-Chair position. Motion 2016 - 064: <i>Trustee G. Ibach moved to nominate Trustee D. Klein for the position of Board Vice-Chair.</i> Call was made 3 times for any further nominations and no further offers were made. Motion 2016 -065: <i>Trustee G. Ibach moved to cease nominations.</i> Trustee D. Klein accepted the position of Board Vice-Chair. <i>Motion carried.</i>	
V.	<u>Formation Of Committees (Discussion)</u> The Summary of Committee Representation is as follows: <u>Finance</u> Committee of the whole. <u>Negotiations</u> Debra Klein Greg Ibach Mardy Charlebois Duane Austin <u>Policy</u> Committee of the whole. <u>Transportation</u> Duane Austin Rob Nichols Debra Klein <u>Maintenance</u> Jim Sanson Greg Ibach Duane Austin Rob Nichols <u>Public Relations</u> Committee of the whole. <u>ASBA Representative</u> Spring and fall General Meetings Meetings every 3rd Friday of the month Debra Klein Alternate: Mardy Charlebois <u>ACSTA Representative</u> Spring and Fall General Meetings Meetings every month Greg Ibach Alternate: Jim Sanson	

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VI.	<u>Signing Authority</u> Motion 2016-066: <i>Trustee G. Ibach moved to nominate the following trustees and staff of Central Office as signing authority for East Central Alberta Catholic Schools:</i> Debra Klein Mardy Charlebois Mary Ann Threinen Charlie McCormack <i>Motion carried.</i>	
VII.	<u>Meeting Place, Date and Time</u> Motion 2016-067: <i>Trustee D. Klein moved the following date, place, and time be appointed for the ECACS regularly scheduled board meetings for the 2016-2017 school year and that the Board meetings end at 9:30 pm with a motion made to extend the meeting until 10:00 pm if required.</i> Place – Board Office Date – 4th Tuesday of the month Time – 4:00 p.m. The September Board meeting will be held on the 4th Monday of the month. Additional Regular Board meetings will be held on December 6, 2016 and June 13, 2017. The board will meet at St. Jerome's School in April and Theresetta School in October. <i>Motion carried.</i>	
VIII.	<u>Remuneration, Per Diem and Travel</u> Board mileage rate was set at \$0.50 per km. Honorarium Trustees: \$180 / month Chair: \$230 / month Per diem: \$180 / day \$90 / half day Motion 2016-068: <i>Trustee G. Ibach moved that the trustee honorarium be set at \$180/month, chairman honorarium \$230/month, per diems \$180/day and \$90/half day, and \$20 will be provided to trustees and \$50 for the Board Chair every month in regard to a Phone/Internet fee pay out. Motion carried.</i> Motion 2016-069 <i>Trustee D. Klein moved that the remuneration be set at \$0.50/km and meal allowance through reimbursement by per diem basis (Breakfast \$12.00, Lunch \$18.00 and Supper \$30.00). Motion carried.</i> • Receipts will no longer be required for claiming meals on expenses; meals will be paid on a per diem basis. • A new expense claim form will be sent out to the schools along with guidelines for claiming meals.	

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	- Meals will not be covered if they are included in the conference/function registration fees. - Breakfast will not be covered unless the staff members leave before 6:30 am. - Supper will not be covered unless the staff member returns home after 6:30 pm. - The board will cover the cost of a banquet ticket if it is a part of a conference/function registration fee. This includes cost for a spouse when appropriate. Motion 2016-070: <i>Trustee R. Nichols moved that the trustee discretionary account for the Vermilion trustees be set at \$1000 per trustee and the others remain at \$500 per trustee. Motion carried.</i>	
IX.	<u>ASEBP Benefits</u> Trustees discussed the option of participating in a group blanket life insurance policy. Motion 2016-071: <i>Trustee D. Klein moved the Board does not participate in the blanket life insurance policy. Motion carried.</i>	
X.	<u>Future Business</u> Regular meeting to follow.	
XI.	<u>Closing Prayer</u> Trustee D. Klein	
XII.	<u>Adjournment</u> Meeting adjourned at 5:16 p.m.	

Respectfully submitted:

Jessica Channon, Board Executive Secretary

Date

Approved:

Mardy Charlebois, Board Chair

Date