

Minutes of a regular meeting of the Board of Trustees of the Red Deer Catholic Regional Schools, held August 25, 2015.

Present: G. Pelletier  
A. LaGrange  
M. Hollman  
D. MacKay  
L. McNiff and  
A. Watson, Trustees  
V. P. Mason, Superintendent of Schools  
K. Finnigan, Assoc. Sup't – Inclusive Learning  
J. P. Stewart, Assoc. Sup't - Personnel  
K. Jaeger, Supervisor of Support Services  
D. Khatib, Division Principal  
R. Steeves, Secretary-Treasurer  
J. Heidt, Executive Assistant

Absent: R. Ledene

The meeting was called to order at 6:35 p.m.

Dr. Khatib, Division Principal, led Trustees in opening prayer.

1. APPROVAL OF AGENDA

15/08/25-04-MacKay

**THAT THE AGENDA BE APPROVED AS PRESENTED**

**CARRIED.**

ADOPTION OF MINUTES

15/08/25-05-LaGrange

**THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 23 , 2015 BE ADOPTED AS CIRCULATED**

**CARRIED.**

3. BOARD SELF-EVALUATION

Trustees completed the Board self evaluation on June 19 and were able to review the written report.

15/08/25-06-Bouchard

**THAT THE BOARD APPROVES THE BOARD SELF-EVALUATION REPORT, FOR THE 2014-2015 YEAR, AS DEVELOPED IN THE BOARD WORKSHOP OF JUNE 19, 2015.**

4. SUPERINTENDENT ANNUAL EVALUATION

Trustees completed the CEO evaluation for the 2014-2015 year on June 19 and were able to review the written report.

15/08/25-07- Watson

**THAT THE BOARD APPROVES THE CEO EVALUATION REPORT AS DEVELOPED IN THE BOARD WORKSHOP OF JUNE 19, 2015 AS AN ACCURATE ACCOUNTING OF THE SUPERINTENDENT'S PERFORMANCE RELATIVE TO THE ROLE EXPECTATIONS CONTAINED IN HIS JOB DESCRIPTION AND DEFINED IN THE *PERFORMANCE ASSESSMENT GUIDE*.**

5. APPOINTMENT OF AUDITORS

The Division is on year 4 of a 5 year agreement with the auditing firm MNP.

15/08/25-08- MacKay

**THAT THE BOARD APPROVES THE AUDITING FIRM OF MNP, FOR THE FISCAL YEAR ENDING AUGUST 31, 2015.**

**CARRIED.**

6. 2016-2017 CALENDAR APPROVAL

The Associate Superintendent of Personnel presented the amended 2016-2017 school calendar with 2 full day PD days added.

15/08/25-09-McNiff

**THAT THE BOARD OF TRUSTEES SUPPORTS THE AMENDED 2016-2017 SCHOOL CALENDAR WITH 2 ADDITIONAL P.D. DAYS.**

**CARRIED.**

7. ST. FRANCIS TENDER RESULTS

Tenders for the construction of the St. Francis 9 classroom addition were called for on July 23, 2015 and closed on August 13, 2015.

The Supervisor of Support Services shared with Trustees that Shunda Consulting and Construction Management Ltd. was awarded the contract for the St. Francis of Assisi School addition. The provincial government has given a verbal confirmation of funds to date but no official letter saying the funds have been released has been received. The bids were very competitive and all came in lower than Alberta Education approved funds.

15/06/23-10-Hollman

**THAT THE BOARD OF TRUSTEES APPROVES THE TENDER SUBMITTED BY SHUNDA CONSULTING & CONSTRUCTION MANAGEMENT LTD. IN THE AMOUNT OF \$2,587,000 PLUS \$116,494 IN ALTERNATE AND SEPARATE PRICING FOR A TOTAL CONTRACT VALUE OF \$2,703,494.**

**CARRIED.**

## 8. STAFF APPRECIATION YEARLY BUDGET

The Secretary-Treasurer reviewed the annual Board staff appreciation budget with Trustees which has been approximately \$5,000 per year for staff appreciation gifts over and above those items already covered annually (Evening of Excellence, Wine and Cheese for Division Opening). The Board discussed the budget as well as shared some ideas of gifts that could be appropriate for Christmas, Faith Day and the Administrators' Retreat.

### INFORMATION ITEMS:

#### CAPITAL PROJECTS UPDATE

The Supervisor of Support Services provided updates on the following capital projects:

##### *St. Marguerite Bourgeoys School*

*Construction is slightly delayed due to Alberta Infrastructure approval of a sprinkler system which will go to tender in the next two weeks. Construction will commence soon after tenders are received.*

##### *St. Gregory the Great Catholic School*

*A development permit has been submitted to the Town of Blackfalds and work will commence this fall. The building pad will also be completed this fall so that construction will be ready to commence in the spring. The tentative sod turning date is October 20, 2015.*

##### *St. Joseph High School*

*The foundation for the gym and fieldhouse has been poured and work is progressing on schedule.*

##### *St. Francis of Assisi Middle School*

*Tenders for the 9 classroom addition closed on August 13, 2015 with the contract being awarded to Shunda Consulting and Construction Management Ltd.*

*St. Teresa Modular Addition*

*Occupancy is expected for August 28 or August 31 with the completion ready for the first day of school.*

*Holy Trinity Modular Addition*

*Occupancy is expected for August 28 or August 31 with the completion ready for the first day of school.*

*Fr. Voisin Modular Addition*

*ABC Schools Partnership is managing Phase 3 of this project. If the modular addition is not complete for the start of the 2015-2016 school year, the school has a contingency plan to place 50 additional students during the first part of the school year.*

ASBA UPDATE

Trustee MacKay reported that at the last meeting held in June it was decided that break-out sessions on specific topics will take place at future meetings. The break-out session at the upcoming September ASBA Zone 4 meeting will be cross ministry. Trustees were asked to bring forward any items they feel they would like to advocate for to Trustee MacKay.

ACSTA UPDATE

The next meeting will be held on September 10 and 11, 2015.

EDUCATION FOUNDATION

Trustee Bouchard was pleased to announce that \$43,750 in funds for many school initiatives as well as \$2,500 in student scholarships were distributed in June.

CLOSING PRAYER

Trustee Watson led the group in closing prayer.

15/06/23-11-Watson

**THAT THE REGULAR MEETING RECESS  
FOR THE MEETING OF THE COMMITTEE OF  
THE WHOLE, THE TIME BEING 7:30 P.M.**

**CARRIED.**

15/06/23-12-McNiff  
**MEETING RECONVENE**

**THAT THE REGULAR**

**CARRIED.**

15/06/23-13-McNiff

**THAT THE REGULAR MEETING ADJOURN,  
THE TIME BEING 8:45 P.M.**

**CARRIED.**

ADJOURNMENT

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(CHAIR)

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(SECRETARY-TREASURER)