



23/24 CELL PHONE & INTERNET ACCESS

Location: **BOARD OF TRUSTEES**

Cheque Payable to: **CYNTHIA LEYSON 06513**

(Teacher / Staff name)

DATE: _____

Date	Description	TOTAL (includes GST)	GST	Unit Amount
Jan 22/24	23/24 CELL PHONE & INTERNET ACCESS	\$ 900.00	\$ -	\$ 900.00
	Sept/23-Aug 31/24			
Total :		\$ 900.00	\$ -	\$ 900.00

UNIT Total:	\$ 900.00
GST/HST Total :	\$ -

TOTAL CLAIM REIMBURSEMENT: \$ 900.00

Accounts Payable Use	Representative	Admin Approval / Signature
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Inv#: 23/24 Cell/Internet
Posting Desc: 23/24-cell & Internet Sep/23-Aug 31/24

6510-41-000000-06513-80
GL Code

RECEIVED
NOV 16 2022

15.4.10 Budgets for trustees' expenses will be reviewed annually during budget deliberations. The Superintendent will ensure that trustee expenses are monitored and that trustees are advised of their status in a timely manner. Should a trustee wish to exceed their Trustee expense budget, prior approval is required from the Board.

15.5 A communications allowance of \$900.00 per annum will be provided to trustees to compensate them for the use of their personal cell phone and internet access while conducting official school board business.

16. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal information and accept a position of public trust. A copy of these statements will be provided to all trustees, senior administration, managers, and principals. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board believes that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

16.1 The trustee is expected to be conversant with the Sections 85-96 of the *Education Act*.

16.2 The trustee is solely responsible for declaring him/herself to be in possible conflict of interest.

16.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

16.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

16.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that his/her declaration and absence is properly recorded within the minutes.

16.4 The recording secretary will record in the minutes:

16.4.1 The trustee's declaration;

16.4.2 The trustee's abstention from the debate and the vote; and

16.4.3 That the trustee left the room in which the meeting was held.

17. Board Self-Evaluation

17.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled *Superintendent Evaluation Process, Criteria and Timelines*.



Maria St. Pierre <maria.stpierre@rdcrs.ca>

Registration Confirmed - CCSTA/ACCEC AGA 2024 AGM

5 messages

Mary Laviolette <michelle.collett@ocsb.ca>
Reply-To: michelle.collett@ocsb.ca
To: Maria St Pierre <maria.stpierre@rdcrs.ca>

Thu, Feb 8, 2024 at 2:28 PM

Dear Maria,

Please save this email for future reference.

Event: CCSTA/ACCEC AGA 2024 AGM

Number in Party: 1

Time: 9:00 a.m.

Date: May 30, 2024

Location: Hyatt Regency Calgary

Address: 700 Centre St S., Calgary, Alberta, T2G 5P6, Canada

Group Confirmation Number: DJNPJ3GF94L

Group Registrant 0 (Cynthia Leyson)

Confirmation Number: XTNS57P8B3X

Cynthia Leyson								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
08-Feb-2024 2:28 PM MT	AGM24- 022024-0068	Online Charge	Administration fee:	Service Fee (Payment Type)	CAD 38.51	CAD 38.51	CAD 0.00	
08-Feb-2024 2:28 PM MT	AGM24- 022024-0068	Online Charge	Event Registration	Admission Item	CAD 975.00	CAD 975.00	CAD 0.00	
					Amt Ordered	Amt Paid	Amt Due	
					Total	CAD 1,013.51	CAD 1,013.51	CAD 0.00

To view or modify the online registration for anyone in your group, Click here. You will be asked to enter your name and the group confirmation number shown above.

Sincerely,

Mary Laviolette

mary.laviolette@cssd.ab.ca

If you no longer want to receive emails from Mary Laviolette, please [Opt-Out](#).



Mary Laviolette <michelle.collett@ocsb.ca>
Reply-To: michelle.collett@ocsb.ca
To: Maria St Pierre <maria.stpierre@rdcrs.ca>

Thu, Feb 8, 2024 at 2:28 PM

Dear Cynthia,

Your registration has been confirmed. Please save this email for future reference.

Event: CCSTA/ACCEC AGA 2024 AGM

Attending: Cynthia Leyson

Number in Party: 1

Time: 9:00 a.m.

Date: May 30, 2024

Confirmation Number: XTNS57P8B3X

Registration Information

Cynthia Leyson
Event Registration

Questions

School Board or Organization

Red Deer Catholic Regional Schools

Would you like to receive emails from CCSTA?

No	
Sessions	
May 31, 2024	
1:15 p.m. - 2:15 p.m.	Being Well with the Lord (EN)
2:30 p.m. - 3:30 p.m.	Growing in Gratitude for God's Gift (EN)
June 1, 2024	
4:30 p.m. - 4:45 p.m.	Board the Bus to St. Mary's Cathedral

View or modify your registration

We look forward to seeing you there.



Sincerely,

Mary Laviolette

mary.laviolette@cssd.ab.ca

If you no longer want to receive emails from Mary Laviolette, please [Opt-Out](#).

Your payment for the CCSTA/ACCEC AGA 2024 AGM event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Event Registration	CAD 975.00	1	CAD 975.00
Administration fee:	3.95%	1	CAD 38.51
Transaction Total			CAD1,013.51

Registration Confirmation Number: XTNS57P8B3X

[View your registration](#)

If you have any questions about this transaction or email, please contact Mary Laviolette directly at mary.laviolette@cssd.ab.ca.



Maria St. Pierre <maria.stpierre@rdcrs.ca>
To: Cynthia Leyson <cynthia.leyson@rdcrs.ca>

Thu, Feb 8, 2024 at 2:33 PM

Hi Cynthia, here is your confirmation for the CCSTA conference.

Have a great day!

[Quoted text hidden]

--

Maria St. Pierre

Executive Assistant to the Superintendent and Board of Trustees

Red Deer Catholic Separate School Division

Montfort Centre

5210 - 61 Street

Red Deer, AB T4N 6N8

403-343-1055 Ext: 310117



Cynthia Leyson <cynthia.leyson@rdcrs.ca>
To: "Maria St. Pierre" <maria.stpierre@rdcrs.ca>

Fri, Feb 9, 2024 at 2:36 PM

Thank you so much, Maria. Have a great weekend.

[Quoted text hidden]

Maria St. Pierre <maria.stpierre@rdcrs.ca>
To: Cynthia Leyson <cynthia.leyson@rdcrs.ca>

Fri, Feb 9, 2024 at 2:41 PM

Have a great weekend too!

[Quoted text hidden]

386.57
- 59.85 Terry

326.72
6

54.45

each

KEG #217 - Red Deer
8385 50th Avenue
Red Deer AB T4N 4C7
403-309-5499
Postal Code

CHECK # 215243 DATE 12/08/23
TABLE # 42 TIME 6:05PM
***** DUPLICATE CHECK *****

*** TRANSACTION RECORD ***
Trans #: 91
Lookup #: 00381885138657
RUC:DINING Table #:42
Check #: 215243
Group #: 1
Employee #: 34
Employee: Alex

DINING : Alex

VISA Purchase
*****6651 C
RID: A0000000031010
RPP Name: Visa Credit

Amount \$327.60
Tip \$59.97

TOTAL CAD \$387.57

SEAT#	ITEMS ORDERED	AMOUNT
2	WARM BREAD 4 PCS	0.00
	6 OZ SIRLOIN	33.00
	cauliflower mash	0.00
	WARM BREAD 4 PCS	0.00
	CAESAR SLD /W	13.00
	ADD CHK BRST-SLD	15.00
	7 OZ FILET	45.00
	ADD CONFIT BUTTR	3.00
	Twice Baked	0.00
	FRENCH ONION	13.00
	8 OZ SIR/OSCAR	50.00
	Twice Baked	0.00
	FRENCH ONION	13.00
	12 OZ SIRLOIN	44.00
	FRENCH ONION	13.00
	CAESAR SLD /W	13.00
	ADD CHK BRST-SLD	15.00
	10OZ PRIME RIB	41.00
	SUBTOTAL	312.00
	G.S.T.	15.60
		327.60
	TOTAL	327.60

APPROVED 006238
00-001 0001 006238
E1821712
642001001005
12/08/2023 6:12:55 PM

TRF: 0030008000
EST: E800

VERIFIED BY PIN

Customer Copy

Thank You
Come Again

SUBTOTAL 312.00
G.S.T. 15.60

TOTAL DUE 327.60

\$54.45 {
Kathleen 6510-42 --- 00093-80 -
Laurel 6510-43 --- 07408-80 -
Doraine 6510-41 --- 06512-80 -
Anne Marie 6510-41 --- 03964-80 -
Cynthia 6510-41 --- 06513-80 -
Sharla 6510-41 --- 06502-80 -
Terry \$59.85

GST # 833703341

Thank you for visiting
The Keg - Red Deer

Visit thekeg.com/en/contact-us
to share your feedback.

2023-2024 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort / trustee

PAYABLE TO: Cynthia Leyson

DATE: Dec 29, 2023

Claim Totals

Unit Total (A+B)	43.65	\$39.15
GST/HST Total (A+B)	2.19	\$1.96
Adjusted Unit Amount		\$39.78
68% of GST/HST		\$1.33

Office Use

Purchase Order #:

Authorization:

GL Codes Optional:

Claim Total (Reimbursement): ~~\$41.11~~ 45.84

Applicant Signature

Admin/Approval Signature

X

X

no receipts entered

Date	From	To	Comment	Distance (km)
Dec 04, 2023	Deerpark	St. Marys Parish	ND advent mass (1/2)	3.3
Dec 04, 2023	St. Marys	Deerpark	ND advent mass	3.3
Dec 05, 2023	Deerpark	Monfort	ATA	8.3
Dec 05, 2023	MONfort	Deerpark	ATA	8.3
Dec 06, 2023	Deerpark	St. Marys	ND advent mass (1/2)	3.3
Dec 06, 2023	St. Marys	Deerpark	ND advent mass	3.3
Dec 08, 2023	Deerpark	St. Joseph	Faith Day	5
Dec 08, 2023	St. Joseph	Deerpark	Faith Day	5
Dec 12, 2023	Deerpark	St. Marys	Maryview Christmas concert	3.3
Dec 12, 2023	St. Marys	Deerpark	Maryview Christmas concert	3.3
Dec 14, 2023	Deerpark	St. Marys	Holy Family Advent mass	3.3
Dec 14, 2023	St. Marys	Deerpark	Holy Family Advent mass	3.3
Dec 20, 2023	Deerpark	St. Teresa	Christmas concert	7.2
Dec 20, 2023	St. Teresa	Deerpark	Christmas concert	7.2

Distance Total (km)

67.4

2.68

Previous Months YTD (km) 2556.90

New YTD for Next Month (km) ~~67.39999999999999~~
2624.30

GST Total 2.19 ~~\$1.96~~

Unit Total 43.65 ~~\$39.15~~

Mileage Total 45.84 ~~\$41.11~~

2023-2024 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



Red Deer Catholic
Regional Schools

LOCATION/DEPARTMENT: Montfort / Trustee

PAYABLE TO: Cynthia Leyson

DATE: Feb 28, 2024

Claim Totals

Unit Total (A+B)	80.11	\$74.86
GST/HST Total (A+B)	4.01	\$3.60
Adjusted Unit Amount		\$73.01
68% of GST/HST		\$2.45

Office Use

Purchase Order #:

Authorization:

GL Codes Optional:

Claim Total (Reimbursement): ~~\$75.46~~ 84.12

Applicant Signature

Admin/Approval Signature

Cynthia Leyson (Feb 29, 2024 12:22 MST)

no receipts entered

Date	From	To	Comment	Distance (km)
Feb 07, 2024	Deerpark	St. Lorenzo	SLR open house	9.9
	St. Lorenzo	Deerpark	SLR open house	9.9
Feb 12, 2024	Deerpark	Maryview	read for grade 5	3.5
	Maryview	Deerpark	read for grade 5	3.5
Feb 13, 2024	Deerpark	St. Lorenzo	Shrove Tuesday	9.9
	St. Lorenzo	Deerpark	Shrove Tuesday	9.9
Feb 14, 2024	Deerpark	St. Marys	Maryview Ash Wed	3.3
	St. Marys	Notre Dame	Notre dame Ash Wed	3
Feb 14, 2024	Notre Dame	Deerpark	Notre dame Ash Wed	6.6
Feb 16, 2024	Deerpark	St. Lorenzo	Mock Interview	9.9
	St. Lorenzo	Deerpark	Mock Interview	9.9
Feb 16, 2024	Deerpark	Monfort	ATA emergency prep	8.3
	Monfort	Deerpark	ATA emergency prep	8.3
Feb 27, 2024	Deerpark	Monfort	board meeting	8.3
	Monfort	Deerpark	board meeting	8.3
Feb 28, 2024	Deerpark	Sacred Heart	lenten mass	5.6

Date	From	To	Comment	Distance (km)
	Sacred Heart	Deerpark	lenten mass	5.6

Distance Total (km) 123.7

Previous Months YTD (km) 172.8 -0

New YTD for Next Month (km) ~~123.69999999999999~~ 296.50

GST Total 4.01 ~~\$3.60~~

Unit Total 80.11 ~~\$71.86~~

Mileage Total 84.12 ~~\$75.46~~

2023-2024 EXPENSE & MILEAGE CLAIM REIMBURSEMENT



LOCATION/DEPARTMENT: Montfort / trustee

PAYABLE TO: Cynthia Leyson

DATE: Jan 29, 2024

Claim Totals

Office Use

Unit Total (A+B) 111.91 \$100.38

Purchase Order #:

GST/HST Total (A+B) 5.60 \$5.02

Authorization:

Adjusted Unit Amount \$101.99

GL Codes Optional:

68% of GST/HST \$3.41

Claim Total (Reimbursement): ~~\$105.41~~ 117.51

Applicant Signature

Admin/Approval Signature

X
Cynthia Leyson (Jan 30, 2024 17:13 MST)

no receipts entered

Date	From	To	Comment	Distance (km)
Jan 10, 2024	Deerpark	St. Gregory	Parents engagement	20
Jan 10, 2024	St. Gregory	Deerpark	Parents engagement	20
Jan 11, 2024	Deerpark	St. Marys	Maryview Epiphany mass	3.3
Jan 11, 2024	St. Marys	Deerpark	Maryview Epiphany mass	3.3
Jan 18, 2024	Deerpark	St. Lorenzo	School Council	9.9
Jan 18, 2024	St. Lorenzo	Deerpark	School Council	9.9
Jan 19, 2024	Deerpark	St. Gregory	1k Act of Kindness beach party	20
Jan 19, 2024	St. Gregory	Deerpark	1k Act of kindness beach party	20
Jan 20, 2024	Deerpark	Montfort	ATA prep day	8.3
Jan 20, 2024	Montfort	Deerpark	ATA prep day	8.3
Jan 24, 2024	Deerpark	Montfort	ATA negotiation	8.3
Jan 24, 2024	Montfort	Deerpark	ATA negotiation	8.3
Jan 25, 2024	Deerpark	Montfort	ATA negotiation	8.3
Jan 25, 2024	Montfort	Deerpark	ATA negotiation	8.3
Jan 26, 2024	Deerpark	Montfort	Board meeting	8.3
Jan 26, 2024	Monfort	Deerpark	Board meeting	8.3

172.8

Distance Total (km)

172.8

Previous Months YTD (km)

0

New YTD for Next Month (km)

172.8

GST Total

~~\$5.02~~

5.60

Unit Total

~~\$100.38~~

111.91

Mileage Total

~~\$405.41~~

117.51