

Elk Island Catholic Separate School Division

Minutes of the Public Board Meeting

Held on November 29th, 2023 at 1:00 p.m.

Elk Island Catholic Separate School Division, Sherwood Park

Board Members Present:	<p>Le-Ann Ewaskiw, Board Chair Ted Paszek, Vice-Chair Jean Boisvert Shelley Charchun, via video conference Teresa Makowecki Dean Sarnecki Al Stewart</p>
Administration Present:	<p>Paul Corrigan, Superintendent Tracy Leigh, Secretary-Treasurer Brett Cox, Assistant Superintendent Human Resources Thérèse deChamplain-Good, Assistant Superintendent Educational Excellence Jody Seymour, Director Student and Staff Formation Geoff Pratt, Manager of Technology Services Michael Di Massa, Communications Coordinator Lisa Wispinski, Recording Secretary</p>
Public:	2

Call to Order	071/2023	Chair Ewaskiw called the meeting to order at 1:01 p.m.
Opening Prayer		Vice Chair Paszek offered prayers of condolences for those in our community experiencing loss and hardship. Vice Chair Paszek opened the meeting with prayer.
Singing of O'Canada		Chair Ewaskiw welcomed everyone to the meeting and everyone joined in the singing of O'Canada.
Land Acknowledgement		Superintendent Corrigan led the Land Acknowledgement. We acknowledge that we are on the traditional land of Treaty No. 6, and home of Métis Nation of Alberta Zone 4. We also acknowledge the Inuit and other diverse Indigenous peoples whose ancestors have marked their territory since time immemorial, a place that has welcomed many peoples from around the world to make their home here.

Approval of the Agenda	072/2023	Vice Chair Paszek moved to adopt the agenda as amended, with the addition of a verbal report on the recent Rural Caucus meeting, and the Government of Alberta 2024 Budget Survey.	CARRIED
Approval of the Minutes	072/2023	Trustee Stewart moved to approve the minutes of the October 18th, 2023 Public Board Meeting.	CARRIED

Faith Formation

Director Jody Seymour led the Board in faith formation. While we prepare for the season of Advent, it's important to seek intentional moments of reflection and prayer to help enrich our roles as Catholic leaders.

Technology Services

Superintendent Paul Corrigan introduced Technology Services Manager Geoff Pratt, who gave a presentation on the services that Technology Services provides, and how it aligns with the Division Assurance Plan. Some of the initiatives that Technology Services are working on this year include school based VOIP phone upgrades, improving school communications, and to continue to manage and monitor internet services and protection from threats.

Chair Ewaskiw thanked Mr. Pratt for his presentation and for the hard work of the Technology Services Department.

New Business

Audited Financial Statements

Audit committee Chair Trustee Boivsert provided opening comments.

Secretary Treasurer Tracy Leigh reviewed the audited financial statements for the year ended August 31 ,2023.

Division Revenue for the year ended August 31, 2023 was approximately \$82.1 million.

- Funding received from the Government of Alberta was approximately \$77 million.
- Fees and revenue from other sales and services was

approximately \$3.8 million

Division Expenses for the year ended August 31, 2023 were approximately \$83.1 million, leaving a deficit of \$876,221

- Certified salaries and benefits remained stable at \$37.1 million.
- Uncertified salaries and benefits increased 4% over last year due to negotiated salary increases for 3 employee groups.
- Extended health, vision and dental benefit premiums also increased over last year: extended healthy benefits increased 10.8%, dental benefits increased 6.7%, and vision increased 7%.

Operation Results by Program:

- Instruction had a deficit of \$580,149, which is less than the budgeted deficit of \$1.08 million.
- Plant Operation and Maintenance had a deficit of \$584,455, which includes \$375,000 in unsupported amortization.
- Transportation had a surplus of \$235,677
- Administration had a surplus of \$52,706

The Division's Auditor Mr. Benji Wasner, MNP LLP reviewed the 2022/2023 Auditor's Report, and reported that Elk Island Catholic Separate School Division received a clean audit opinion. No incidents of fraud or suspected fraud were reported.

Mr. Wasner presented the Management letter and indicated that all concerns expressed in the Management letter have been addressed by the school division.

Mr. Wasner expressed appreciation for the cooperation and assistance from the Business Services team throughout the course of the audit.

On behalf of the Audit Committee, Trustee Boisvert shared that the Audit Committee met on November 27, 2023 and reviewed the Audited Financial Statements for the year ended August 31, 2023.

073/2023

Audit Committee Chair Boisvert moved that the Board of Trustees receive the Audited Financial Statements for the year ended August 31, 2023, as information and approves their release to the public and to Alberta Education.

CARRIED UNANIMOUSLY

Trustee Boisvert thanked Secretary Treasurer Leigh, the Business Services Team, Benji Wasner and the team at MNP LLP for their thorough work in preparing these statements. Trustee Boisvert also thanked members of the Audit Committee for their work throughout the year.

Vice Chair Paszek left the meeting at 3:02 pm

Value Scoping Recommendation	074/2023	Trustee Stewart moved That the Board of Trustees approve the use of capital reserves to engage a value scoping session in Fort Saskatchewan.	CARRIED
	075/2023	Trustee Boisvert moved that the board go in camera at 3:22 pm.	CARRIED
Policy Committee	076/2023	Trustee Boisvert moved to come out of camera at 3:30 pm	CARRIED
Policy 10 - Policy Making	077/2023	The policy committee moved to first reading of the review and amendments of Policy 10.	CARRIED
Policy 2 - Role of the Board		The policy committee moves first reading of the review and amendments of Policy 2.	
	078/2023	Trustee Makowecki moves to amend the previous motion to insert “review with these amendments.”	CARRIED
	079/2023	The policy committee moves first reading of the review with these amendments of Policy 2.	CARRIED
Policy 3 - Role of the Trustee	080/2023	The policy committee moves first reading of the review with these amendments of Policy 3.	CARRIED

Trustee Sarnecki thanked the policy committee for their work in reviewing Policy 10, Policy 2, and Policy 3.

The Government of Alberta budget survey was shared with the Board.

Superintendent Report

Superintendent Corrigan presented the Superintendent report with updates on:

- School Council Insurance - the division has purchased general liability insurance for each school council.
- Class sizes for 2023/24
- The division received approximately \$35,000 from the Learning Disruption Grant. Allocations were based on test scores, the small amount the division received comes from the amazing work done by EICS staff to mitigate the challenges during the pandemic.
- EICS was pleased to welcome Face to Face ministries to a number of schools this month for student retreats. This is possible due to our ongoing support from the REAL Foundation.
- The division is still reviewing the details of the budget announcement regarding Enrolment Growth Funding, and expressed concern about the removal of the displaced student grant.

081/2023

Trustee Boisvert moved to accept the Superintendent report as presented.

CARRIED

Secretary Treasurer Report

Secretary Treasurer Leigh presented the Secretary Treasurer report with updates on:

- November Financial Report
- November Governance Report
- Audit Tender

082/2023

Trustee Makowecki moved to accept the Secretary Treasurer Report for information.

CARRIED

**Alberta Catholic
School Trustees'
Association
(ACSTA)**

Trustee Sarnecki gave a report from a recent ACSTA Board of Directors' Meeting.

Rural Caucus

Trustee Boisvert gave a verbal report on Rural Caucus.

083/2023

Trustee Sarnecki moved to accept the Trustee reports as presented.

CARRIED

**Board Meeting
Evaluation**

Trustees completed the Board Meeting Evaluation form.

Closing Prayer

Trustee Boisvert closed the meeting with a prayer.

Adjournment

Chair Ewaskiw declared the meeting adjourned at 5:15 p.m.

Board Chair, Le-Ann Ewaskiw

Secretary Treasurer, Tracy Leigh