

**EDMONTON CATHOLIC SEPARATE SCHOOL DISTRICT No. 7**

**Board of Trustees**

**Minutes of the Special Board Meeting**

**2005-2006: #12**

April 24, 2006  
7:00 p.m.

Board Room  
Catholic Education Services

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**I. Call to Order**

**Vice Chairperson Engel** called the meeting to order at 7:14 p.m.

Trustee Sarich expressed condolences on the death of Justice Madam Cecilia Johnstone, who passed away on April 15, 2006. Trustee McDonald began the meeting with the opening prayer.

**Roll Call**

**Present**

D. Engel, Vice Chairperson  
J. Buddle  
P. McDonald  
M. Razzolini  
J. Sarich  
J. Urlacher

**Absent**

D. Cavaliere

**Consent Agenda**

Trustee McDonald moved that the Consent Agenda be approved with the following items:

- (1) FOIP Annual Report
- (2) AERR Review – Alberta Education

CARRIED

**Agenda**

**Trustee Sarich** moved that the agenda be approved as circulated.

CARRIED

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**II. Minutes**

**A. Minutes of the Previous Meetings**

**1. February 13, 2006 Regular Board Meeting**

**Trustee Sarich** moved that the Board of Trustees defer the minutes of the February 13, 2006 Board Planning Meeting to the next Regular Board Meeting.

CARRIED

**2. March 13, 2006 Special Board Meeting**

**Trustee Razzolini** moved that the Board of Trustees approves the minutes of the March 13, 2006 Special Board Meeting as circulated.

CARRIED

**III. Business of the Meeting**

**A. Executive Limitations**

**1. Partnership with St. Joseph HS and NAIT**

**Trustee McDonald** moved that the Board of Trustees endorse the proposed educational partnership initiative between St. Joseph High School and the Northern Alberta Institute of Technology.

CARRIED

**2. Annual Report – Learning Support Services**

**Trustee Sarich** moved that the Board of Trustees receives as information the Learning Support Services Annual Report for 2004-2005.

CARRIED

**3. Bus Pass Costs**

**Trustee Buddle** moved that the Board of Trustees receives the bus pass fees for 2006-2007 as information.

CARRIED

**B. Ends**

**1. Locally Developed Courses:**

**(a) Sport Performance 15, 25, 35**

**Trustee Buddle** moved that the Board of Trustees of Edmonton Catholic School District #7 approve for renewal the following locally developed courses to be implemented in September 2006.

Sports Performance 15	Credit Value 3
Sports Performance 15	Credit Value 5
Sports Performance 25	Credit Value 3
Sports Performance 25	Credit Value 5
Sports Performance 35	Credit Value 3
Sports Performance 35	Credit Value 5

CARRIED

**(b) Coaching 25**

**Trustee McDonald** moved that the Board of Trustees of Edmonton Catholic School District #7 approve the following locally developed course to be implemented in September 2006.

Coaching 25	Credit Value 3
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CARRIED

**(c) Fitness Leaders 35**

**Trustee Buddle** moved that the Board of Trustees of Edmonton Catholic School District #7 approve the following new locally developed course to be implemented in September 2006:

Fitness Leaders 35

Credit Value 5

CARRIED

**(d) Exercise Science 35**

**Trustee Razzolini** moved that the Board of Trustees of Edmonton Catholic School District #7 approve the following new locally developed course to be implemented in September 2006:

Exercise Science 35

Credit Value 5

CARRIED

**C. New Business**

**1. First & Second Reading of Amendment to Organizational Bylaw**

**Trustee Razzolini** moved that the Board of Trustees approves the following amendment to the Organizational Bylaw:

1. The position of Internal Auditor be included in the Organizational Bylaw under Section 7.0 Administrative Staff.
2. Section 7.0 of the Organizational Bylaw be renumbered as follows:
  - 7.1 Internal Auditor be the first item
  - 7.1 & 7.2 be renumbered to 7.2 and 7.3 respectively.

CARRIED

**Trustee Razzolini** moved that the Board of Trustees give first reading of the amendment adding 7.1 Internal Auditor to Section 7.0 of the Organizational Bylaw.

CARRIED

**7.1 Internal Auditor**

**Selection and Employment**

The Board shall, subject to the *School Act*, select and employ an internal auditor who shall provide independent, objective assurance and consulting services directly to the Board pursuant to s. 117 of the *School Act*.

**Term, Remuneration and Benefits of the Internal Auditor**

The terms of employment, remuneration and benefits of the Internal Auditor shall be determined by contract between the Board and the Internal Auditor, or a corporation or professional corporation contracting with the Board for the purpose of providing the services of the person employed as Internal Auditor to the Board, entered into from time to time and subject to the provisions of the *School Act*.

**Reporting**

The Internal Auditor shall report directly to the Board, through the Chairperson, notwithstanding any other present provision contained within this Organizational Bylaw or within present Board Governance Policy delegating authority for the reporting of administrative staff to the Superintendent or otherwise.

**Internal Auditor’s Duties**

The Internal Auditor shall:

- (a) hold and maintain a designation as either a Chartered Accountant, Certified Management Accountant or Certified General Accountant at all times;
- (b) be responsible for planning and executing financial and operational audits throughout the District;
- (c) work in cooperation with the Superintendent or designate in the performance of all duties;
- (d) assist Financial Services staff and any external auditors in order to ensure that financial reporting is consistent with generally accepted accounting principles, Alberta Education requirements and the needs of the District from time to time;
- (e) monitor the progress of management action plans arising from external audits;
- (f) on the direction of the Board and in cooperation with the Superintendent, review the operation of departments and the provision of services and programs to determine whether they operate efficiently, effectively and economically and to minimize risk;
- (g) assist in the development or enhancement of sound business practices and strategies; and,
- (h) act at all times in an ethical fashion and in accordance with all duties and responsibilities as prescribed by the person’s professional association; and,
- (i) perform any such other duties as may from time to time be determined by the Board.

**Second Reading**

**Trustee Razzolini** moved second reading by title and description, 7.1 Internal Auditor.

CARRIED

**2. Capital Plan 2007 – 2010**

**Trustee Sarich** moved that the Board of Trustees approves the Three Year Capital Plan 2007 – 2010 with the adjustment to the 2007-2008 priority projects moving the first item to the fourth item, and for the 2008-2009 priority projects moving the first item to be the second item and the second item to be the first item.

CARRIED

**3. Revised Allocation of Capital Plan**

**Trustee Buddle** moved that the Board of Trustees approves the revisions to the Allocation of Capital Plan - \$6 million that was allocated to the district in the fall of 2005 as follows:

1. Southwest and North demographic studies	\$ 75,000
2. Procure and set-up 11 modular classrooms	\$ 2,198,671
3. Portable Relocation	\$ 35,784

Total                   \$ 2,309,455

CARRIED

**4. Appointment of Auditor**

**Trustee Buddle** moved that the Board of Trustees appoint Deloitte Touche LLP as the Board's auditor for the fiscal year ending August 31, 2006.

CARRIED

**5. Supplementary Requisition**

**Trustee Urlacher** moved that by this motion the board submit to the City of Edmonton its requisition in an amount calculated by the application of millrates for the classes of property that are equal to the millrates established for 2006 for the same classes of property by the Lieutenant Governor in Council, to the equalized assessment base of the Edmonton Catholic Separate School District No. 7 as shown on the certificate or certificates received or to be received under section 161 of the *School Act*, as amended.

CARRIED

**D. Linkages**

**1. Board Representative on ASBA Board of Directors**

**Trustee Buddle** moved that the Board of Trustees appoint Debbie Cavaliere to serve a second 18 month term on the Board of Directors of the Alberta School Boards Association, effective June 2006.

CARRIED

**IV. Adjournment**

Trustee McDonald said the closing prayer.

**Trustee Buddle** moved that the meeting adjourn at 10:16 p.m.

CARRIED

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Chairperson

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Corporate Secretary