

**LAKELAND CATHOLIC BOARD OF EDUCATION**  
Regular Meeting May 31, 2023  
(Bonnyville Board Office)

1:00 p.m.

Were Present: Trustees: A. Brockhoff, D. Bauer, D. Cloutier, V. Lefebvre,  
V. MacDonald, and M. Penner

Superintendent: Pamela Guilbault  
Deputy Superintendent: Chantel Axani  
Secretary-Treasurer: Tessa Hetu  
Communications Officer: Meagan MacEachern

(A)

1. Opening Prayer/  
Approval of Agenda

The meeting was called to order at 1:06 p.m.

**(23-048)**

*Carried Unanimously.*

Trustee Brockhoff led opening prayer.

**(23-049)**

Trustee MacDonald moved approval of the agenda as provided.

*Carried Unanimously.*

(B)

2. Recommended  
Actions Routine  
Matters

a) Approval of  
Minutes of Regular  
Meeting of April 19,  
2023

Trustee Bauer moved that Lakeland R.C.S.S.D. approve the minutes of  
Regular Meeting held April 19, 2023, as provided.

**(23-050)**

*Carried Unanimously.*

3. Business arising  
From minutes

4. New Business

No other business arising from the minutes.

a) Spring Budget  
Report & Highlights

Secretary-Treasurer Hetu presented the proposed Spring Budget report for  
the year ending August 31, 2024, for consideration and approval.

Trustee Lefebvre moved that Lakeland R.C.S.S.D. approve the Spring  
Budget report for the year ending August 31, 2024, as presented.

**(23-051)**

*Carried Unanimously.*

(23-052) Trustee Bauer moved that Lakeland R.C.S.S.D. approve up to \$20,000 for the purchase of transportation routing software, to come from transportation capital reserves.

*Carried Unanimously.*

(23-053) Trustee MacDonald moved that Lakeland R.C.S.S.D. approve up to \$50,000 for Division Office furnace replacements, to come from administrative capital reserves.

*Carried Unanimously.*

(23-054) Trustee Brockhoff moved that Lakeland R.C.S.S.D. approve up to \$10,000 for transfer switch upgrades to come from instructional capital reserves.

*Carried Unanimously.*

Trustee Brockhoff provided a verbal report on the audit committees recommendation to accept the proposed Spring Budget.

Trustee Brockhoff highlighted the need to amend the Audit Committee terms of reference.

ACTION: Senior Administration to draft amended terms of reference for the next Board Meeting.

Superintendent Guilbault presented the Three-Year Education Plan (2023 - 2026) for consideration and approval.

b) 3-Year Education Plan  
(23-055) Trustee Bauer moved that Lakeland R.C.S.S.D. approve the Three-Year Education Plan (2023 -2026) as presented.

*Carried Unanimously.*

2:37 pm Chair Penner called a 10-minute recess.

2:47 pm Chair Penner called the meeting back to order.

c) International Travel Superintendent Guilbault discussed international travel considerations and plans to review this in the upcoming school year.

2:57 pm Deputy Superintendent Axani entered the meeting.

d) Honoring Spirit Awards – June 14, 2023 Superintendent Guilbault discussed the Honouring Spirit awards scheduled for June 14, 2023.

e) Joint Municipalities Meeting – June 12, 2023 Superintendent Guilbault discussed attendance at the Joint Municipalities meeting scheduled for June 12, 2023.

f) Faith Development Day – Date Change Aug. 30, 2023 – Mike Patin Superintendent Guilbault discussed the need to change Faith Development Day to August 30, 2023.

- g) Robert's Rule of Order – Gift for School Councils Superintendent Guilbault discussed gifts provided to each school that participated in the Student-Board engagement during the year.
- h) Graduation Debrief – June 14 Superintendent Guilbault discussed the need to table the debrief until June 14, 2023 meeting, once all graduations have occurred.
- i) Monthly Financial Update Secretary-Treasurer Hetu reviewed the April 2023 monthly financial report.
- j) Transportation Fees for 2023-2024 Secretary-Treasurer Hetu reviewed Division transportation fees.
- (23-056) Trustee Bauer moved that Lakeland R.C.S.S.D. continue to offer free busing for the 2023-2024 school year.

*Carried Unanimously.*

- k) Play Power Childcare Inc. Lease Renewal Secretary-Treasurer Hetu presented a 1-year lease agreement with Play Power Childcare Inc. for consideration and approval.
- (23-057) Trustee MacDonald moved that Lakeland R.C.S.S.D. approve the 1-year lease with Play Power Childcare Inc. beginning August 1, 2023, and ending July 31, 2024.

*Carried Unanimously*

- l) School Fees Secretary-Treasurer Hetu presented the Division's School fees proposed for the 2023-2024 school year.
- (23-058) Trustee Brockhoff moved that Lakeland R.C.S.S.D. approve the school fees for 2023-2024 as presented.

*Carried Unanimously*

- (23-059) Trustee Bauer moved that Lakeland R.C.S.S.D. increase the foreign Student Tuition fees as presented

*Carried Unanimously*

- m) CBO Standardized Rates Secretary-Treasurer Hetu presented proposed standardized rates for Contract Bus Operators (CBC) for 2023-2024 for consideration and approval.
- (23-060) Trustee Lefebvre moved that Lakeland R.C.S.S.D. approve the 2023-2024 Contract Bus Operator rates as presented.

*Carried.*

#### 5. Committee Reports

- a) ACSTA Trustee MacDonald provided a verbal report.
- b) GrACE Leadership Meeting Trustee MacDonald provided a verbal report.
- c) ASBA Trustee Lefebvre provided a verbal report.

- d) School Council Nothing to report.
6. Superintendent's Report Superintendent Guilbault presented the Superintendent's Report.
7. Information and proposals
- a) Trustee Corner Sign Up Form
  - b) June 1 -3, 2023, CCSTA Convention, Saskatoon, (Vince only)
  - c) June 4 - 6, 2023, ASB SGM, Virtual, Bonnyville Board Office at residence
  - d) June 14, 2023, Regular Board Meeting, BBO, 1:00 pm
  - e) June 20, 2023, School Council Celebration, St. Louis Parish Hall, Bonnyville, 5:00 pm
  - f) June 21, 2023, Indigenous Peoples Day
  - g) June 27, 2023, Board Evaluation & Goal Setting, Big Meadow, 9:00am
8. In Camera  
(23-061) Trustee Cloutier moved that Lakeland R.C.S.S.D. go in camera at 4:10 pm.

*Carried Unanimously.*

(23-062)

Trustee Cloutier moved that Lakeland R.C.S.S.D. return to public meeting at 5:00 p.m.

*Carried Unanimously.*

9. Adjournment  
(23-063)

Trustee Brockhoff moved that the meeting adjourn at 5:00 p.m.

*Carried Unanimously.*

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**CHAIRPERSON**

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**SECRETARY-TREASURER**

May 31, 2023 (s:board business/board meetings/minutes/2022-2023/reg meeting minutes/m-Regular May 31, 2023)

**ASCA WEBINAR**