

Minutes of a regular meeting of the Board of Trustees of the Red Deer Catholic Regional Schools, held November 29, 2016.

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

Absent: J. P. Stewart, Assoc. Sup't - Personnel

The meeting was called to order at 6:50 p.m.

ENCOUNTERING JESUS, THE LIVING WORD: Mr. Ryan Ledene, Superintendent of Faith Development and Division Support, lead Trustees in opening scripture, meditation and prayer.

1. APPROVAL OF AGENDA

The following additions were made the agenda:  
 #6 will become #4, #4 will become #5, #5 will become #6  
 #9. JANUARY MEAL WITH PRIESTS  
 #10. BOARD ADVENT MESSAGE FEEDBACK  
 #11. BOARD CHRISTMAS SOCIAL

16/11/29-28-LaGrange

**THAT THE AGENDA BE APPROVED AS AMENDED**

**CARRIED.**

## 2. ADOPTION OF MINUTES

16/11/29-29-McNiff

**THAT THE MINUTES OF THE REGULAR  
MEETING OF OCTOBER 25, 2016 BE  
ADOPTED AS CIRCULATED**

**CARRIED.**

## 3. GRAD SERVICE PROJECT

Mrs. Shannon Nivens, Events Co-ordinator from École Secondaire Notre Dame High School, presented the 2017 Grad service project to Trustees and Senior Administration. This is a student driven annual service project and this year the Grad Committee chose to raise funds for Red Deer Victim Services Unit. The goal is to purchase a service dog for the local unit in Red Deer. To honour the 20th anniversary of École Secondaire Notre Dame in 2017, the fundraising effort will consist of a 20 hour scavenger hunt in which each team will be challenged to raise \$2,017.

The challenge will take place from February 27 to March 4, 2017 and all team registrations have been opened up to include any Alumni with previous connections to École Secondaire Notre Dame. This will help celebrate the final year of Red Deer Catholic Regional Schools having only one high school.

## 4. DIVISION THREE YEAR EDUCATION PLAN 2015-2018 AND ANNUAL EDUCATION RESULTS REPORT 2015/2016

The Division Three Year Education Plan 2015-2018 and the Annual Education Results Report (AERR) for 2015-2016 were presented to Trustees. The 2015-2018 Three-year Division Education Plan highlights the Division's priorities, trends and potential issues for the next three school years. The priorities continue to include emphasis on LIFT (Literacy, Inclusion, Faith and Technology).

The reports, along with the AERR summary for stakeholders are posted on the Division's website.

16/11/29-30-Bouchard

**THAT THE BOARD APPROVES THE  
DIVISION'S THREE YEAR ANNUAL  
EDUCATION RESULTS REPORT 2015 TO 2018  
AND THE ANNUAL EDUCATION RESULTS  
REPORT FOR THE 2015/2016 SCHOOL YEAR,  
AS AMENDED**

**CARRIED.**

5. 2015-2016 AUDITED FINANCIAL STATEMENT

Ms. Melissa Milne and Mr. Rhyan Drummond from MNP were welcomed to the meeting. Ms. Milne gave an overview of the Audit Findings Report with the Board of Trustees. She expressed that there were no deficiencies found and it was a clean audit. She acknowledged and thanked staff for their excellent cooperation in completing the audit. The Secretary Treasurer also requested Board approval for transfers to operating reserves and capital reserves.

16/11/29-31-LaGrange

**THAT THE BOARD APPROVES THE 2015-2016  
AUDITED FINANCIAL STATEMENTS AND;  
THAT THE BOARD APPROVES THE  
TRANSFER TO/FROM OPERATING RESERVES  
AND CAPITAL RESERVES AS FOLLOWS:  
CAPITAL RESERVES OF \$117,758 TO  
OPERATIONS AND MAINTENANCE FROM  
CURRENT SURPLUS AND AMORTIZATION;  
CAPITAL RESERVES OF \$480,616 TO  
TRANSPORTATION FROM CURRENT  
SURPLUS AND AMORTIZATION;  
CAPITAL RESERVES OF \$121,454 TO  
ADMINISTRATION FROM CURRENT SURPLUS  
AND AMORTIZATION;  
CAPITAL RESERVES OF \$53,082 TO SCHOOL  
AND INSTRUCTION FROM CURRENT  
SURPLUS AND AMORTIZATION.**

**CARRIED.**

## 6. 2016-2017 DIVISION BUDGET UPDATE

The Secretary-Treasurer presented Trustees with updated figures to the 2016-2017 Division budget. It was noted that there was very little change from the spring budget.

Trustee McNiff expressed his thanks on behalf of the Board to Mr. Steeves for his time and effort in the work he does to keep the Division in a good financial position.

## 7. FACILITY MASTER PLAN

On an annual basis administration reviews the Facility Master Plan (FMP) to determine priorities for the spending of the Infrastructure Maintenance and Renewal (IMR) funding provided to the board from Alberta Education. The plan is updated annually after review with schools and the maintenance department. A copy of the updated plan was presented to Trustees for review and discussion.

## 8. REQUEST FOR INPUT RE: ASBA STRATEGIC PLAN AND BUDGET

ASBA has requested input in formulating their strategic plan and budget. Trustees were able to discuss the strategic plan presented by ASBA and agreed to support it.

## 9. JANUARY MEAL WITH PRIESTS

The Associate Superintendent of Faith Development and Division Support has invited the parish priests to join the board for supper prior to the January 31, 2017 Board meeting.

## 10. BOARD ADVENT MESSAGE

Trustees were presented with the 2016 Christmas message and approved it for the upcoming Christmas season.

## 11. BOARD ANNUAL CHRISTMAS SOCIAL

The Board will have their annual Christmas celebration on January 20.

### **Capital Projects Update**

#### St. Marguerite Bourgeoys School

The final phase of St. Marguerite work has begun.

#### St. Gregory the Great Catholic School

Most exterior site work has been completed and many of the interior walls have been installed. Drywall has begun on the second level and work is progressing throughout the building. The anticipated completion date is tentatively set for the end of April.

#### St. Joseph High School

Work is continuing on the final finishes in most of the building. Completion date is tentatively set for the end of January.

### REPORTS:

- ASBA UPDATE  
Trustee MacKay provided a written report.
- ACSTA UPDATE  
Trustee LaGrange gave a verbal report.
  - ❖ Trustee LaGrange was congratulated on being elected the ACSTA president for a second term.
- EDUCATION FOUNDATION  
Trustee Hollman provided a written report and noted the following from the AGM:  
President: Mr. Kim Pasula  
Vice-president: Mrs. Heather Lewchuck  
Secretary: Mrs. Amy Corrigan

Chair Pelletier lead the group in closing prayer.

### ADJOURNMENT

16/11/29-32–Bouchard

**THAT THE REGULAR MEETING RECESS  
FOR THE MEETING OF THE COMMITTEE  
OF THE WHOLE, THE TIME BEING 9:40 P.M.**

**CARRIED.**

16/11/29-33-McNiff

**THAT THE REGULAR MEETING RECONVENE**

**CARRIED.**

16/11/29-34-McNiff

**THAT THE REGULAR MEETING  
ADJOURN, THE TIME BEING 10:10 P.M.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)