

Minutes of a regular meeting of the Board of Trustees of the Red Deer Catholic Regional Schools, held January 31, 2017.

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

The meeting was called to order at 6:55 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:  
16. MODULAR CLASSROOM REQUEST  
17. BYLAW 2/2017

17/01/31-01 Watson

**THAT THE AGENDA BE APPROVED AS AMENDED**

**CARRIED.**

2. ADOPTION OF MINUTES

17/01/31-02-Bouchard

**THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 29, 2016 BE ADOPTED AS CIRCULATED**

**CARRIED.**

3. HOLY FAMILY REVISED SCHOOL LOGO

The Communication Department and administration from Holy Family school presented a new logo for Holy Family School.

4. DIVISION ACCOUNTABILITY REPORT – FALL 2016

The Board had an opportunity to discuss the Division Accountability Report for the time frame August 6, 2016 to November 30, 2016. The report will be posted on the Division website.

17/01/31-03 Hollman

**THAT THE BOARD APPROVES THE DIVISION ACCOUNTABILITY REPORT FOR THE PERIOD AUGUST 6, 2016 TO NOVEMBER 30, 2016 WITH REVISIONS AS NOTED.**

**CARRIED.**

5. 2017 ELECTION BY-LAW 1/2017

By-Law 1/2017 pertaining to new 4X4's formed within the Division since the last election was brought to the Board for first and second readings

17/01/31-04 LaGrange

**THAT THE BOARD APPROVES THE FIRST READING OF BY-LAW 1/2017**

17/01/31-05 Bouchard

**THAT THE BOARD APPROVES THE SECOND READING OF BY-LAW 1/2017**

The Secretary-Treasurer then asked if the Board would like to continue with the third and final reading. Trustees unanimously agreed.

17/01/31-06 MacKay

**THAT THE BOARD APPROVES THE THIRD AND FINAL READING OF BY-LAW 1/2017**

**CARRIED.**

6. FISCAL MONITORING REPORT

The Secretary-Treasurer presented Trustees with the fiscal monitoring report. Mr. Steeves indicated a zero variance to the report at this point. The only risk he indicated that could occur would be the cost of utilities increasing over the winter months.

17/01/31-07 McNiff

**THAT THE BOARD APPROVES THE FISCAL MONITORING REPORT, FOR THE PERIOD SEPTEMBER, 2016 TO DECEMBER, 2016, AS PRESENTED.**

**CARRIED.**

7. BUDGET ASSUMPTIONS

The Secretary-Treasurer presented the budget assumptions for The 2017-2018 budget year.

The assumptions include a net operating loss of \$1M to \$1.2M using reserves to cover these costs.

17/01/31-08 McKay

**THAT THE BOARD APPROVES THE BUDGET ASSUMPTIONS FOR THE 2017-2018 YEAR AS PRESENTED**

**CARRIED.**

8. DIVISION EXTERNAL AUDIT ACCOUNTABILITY REPORT

Annually, MNP provides the Board with a letter that assesses the quality indicators which are used in the evaluation process of fiscal management. The Auditors look for four quality controls as set out in the letter, and determine in each case if we have successfully completed each one. MNP gave the Board a favourable report on all four indicators.

9. SUMMER READING SURVEY RESULTS

The Associate Superintendent of Faith Development and Division Support presented Trustees with the Summer Reading Survey Results. Fifteen schools participated this year. Over 15,000 books were in the hands of 2,600 students over the past summer. The program continues to be an effective way to promote literacy.

10. ST. GREGORY THE GREAT AND ST. JOSEPH'S HIGH SCHOOL TOURS

Trustees will tour St. Gregory The Great Catholic School on February 28 and St. Joseph's High School on March 9.

11. CELEBRATION OF EXCELLENCE UPDATE

The Superintendent updated Trustees regarding the potential of the Celebration of Excellence moving back to a May date annually. This would better accommodate retiring teachers and Years of Service awards as these would then pertain to the current year. The ATA has expressed interest in continuing the current partnership which includes ATA induction.

12. 2016 ADMINISTRATORS' RETREAT

The Associate Superintendent of Faith Development and Division Support briefed Trustees on the Retreat held in October. Administrators focused on the development of leadership narratives to share strategies and improve practice amongst our administrators.

It was noted the annual retreat will move to February, 2018 for next year.

## 13. EDUCATION FOUNDATION “SPOTLIGHT” EVENT

The Superintendent and Trustee Hollman updated Trustees with regards to the March 16 event. Sponsors and VIP’s will be invited for the 5:00 event and at 7:00 the doors will open to the public for the Spotlight Event showcasing students within the Division. The Education Foundation is currently advertising in schools and on social media encouraging current students to audition for this event.

## 14. FACILITY RENTAL RATES

The Supervisor of Support Services reviewed the after hour facility rates with Trustees and recommended some minor increases. The rates, which have not increased over the last seven years, were compared with neighboring divisions’ rates. With the slight increase the new rates will now be consistent with neighboring boards but still below the provincial average.

## 15. POLICY REVIEWS - POLICY 8 - HEARINGS ON TEACHER TRANSFERS

As part of the Board’s Annual Work Plan, Trustees had an opportunity to review Policy 8 - Teacher Transfers at the October Board meeting and discussed some changes. Policy 8, with revisions, was presented to Trustees.

17/01/31-09 McKay

**THAT THE BOARD APPROVES REVISIONS TO  
POLICY 8 AS AMENDED.**

**CARRIED.**

## 16. MODULAR CLASSROOM REQUEST

Administration has received approval of two new modulars at Fr. Henri Voisin School and the relocation of five modulars from École Secondaire Notre Dame High School. Of these, four will be relocated to École Our Lady of the Rosary and one to St. Elizabeth Seton. Administration suggested that in conjunction with these moves it would be timely and beneficial to move an additional portable from École Secondaire Notre Dame High School to St. Elizabeth Seton School using capital reserves.

17/01/31-10 McKay

**THAT THE BOARD APPROVES THE RELOCATION OF A SECOND MODULAR CLASSROOM FROM ÉCOLE SECONDAIRE NOTRE DAME HIGH SCHOOL TO ST. ELIZABETH SETON SCHOOL USING CAPITAL RESERVES.**

**CARRIED.**

17. 2017 ELECTION BY-LAW 2/2017

By-Law 2/2017 pertaining to campaign expenses for Trustees for the October 2017 election was brought to the Board for first and second readings

17/01/31-11 McNiff

**THAT THE BOARD APPROVES THE FIRST READING OF BY-LAW 2/2017**

17/01/31-12 LaGrange

**THAT THE BOARD APPROVES THE SECOND READING OF BY-LAW 2/2017**

The Secretary-Treasurer then asked if the Board would like to continue with the third and final reading. Trustees unanimously agreed.

17/01/31-13 Watson

**THAT THE BOARD APPROVES THE THIRD AND FINAL READING OF BY-LAW 2/2017**

**CARRIED.**

**Capital Projects Update**

St. Marguerite Bourgeoys School

Work is progressing in the last stage of the project. This work is expected to be completed in March.

St. Gregory the Great Catholic School

The exterior of the building is complete and work is continuing on the interior with all walls in place. Painting is scheduled to start on the second floor in February.

St. Joseph High School

Work on the final small details is finishing and work on commission is well under way. Completion date is set for February 3, 2017.

REPORTS:

- ASBA UPDATE  
Trustee MacKay provided a written report.
- ACSTA UPDATE  
Trustee LaGrange gave a verbal report. The next meeting will be held on February 2 and 3.
- EDUCATION FOUNDATION  
Trustee Hollman provided a written report.

The next meeting will be held on February 21

Chair Pelletier lead the group in closing prayer.

ADJOURNMENT

16/11/29-32–LaGrange

**THAT THE REGULAR MEETING RECESS  
FOR THE MEETING OF THE COMMITTEE  
OF THE WHOLE, THE TIME BEING 9:35 P.M.**

**CARRIED.**

16/11/29-33-Bouchard

**THAT THE REGULAR MEETING RECONVENE**

**CARRIED.**

16/11/29-34-McNiff

**THAT THE REGULAR MEETING  
ADJOURN, THE TIME BEING 10:15 P.M.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)