

Minutes of a Regular meeting of the Board of Trustees of the Red Deer Catholic Regional Schools, held November 26, 2019.

- Present: S. Heistad
M. Hollman (via telephone)
C. Leyson
D. Lonsdale
R. Maloughney
K. Pasula 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
J. Heidt, Executive Assistant

The meeting was called to order at 5:34 p.m.

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

1. APPROVAL OF AGENDA
Add: #12. Trustee Remuneration
#13. Future Direction for Catholic Education Foundation
#14. Stakeholder Engagement

19/11/26-01-Heistad

THAT THE AGENDA BE APPROVED AS AMENDED.

CARRIED.

2. ADOPTION OF MINUTES

19/11/26-02-Lonsdale

THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 29, 2019 AND THE SPECIAL MEETING OF NOVEMBER 1, 2019 BE ADOPTED AS CIRCULATED.

CARRIED.

3. 2018-2019 AUDITED FINANCIAL STATEMENTS

Representatives from the auditing firm BDO were in attendance to provide the Board with an overview of the 2018-2019 Audited Financial Statements. It was expressed that there were no deficiencies found and that it was a clean audit. BDO representatives thanked finance staff for their excellent cooperation in completing the audit and trustees commended the Secretary-Treasurer and his financial team. Board approval was required for transfers to operating and capital reserves as well as acceptance of the Audited Financial Statements.

19/11/26-03-Pasula

THAT THE BOARD APPROVES THE TRANSFER TO/FROM OPERATING RESERVES AND CAPITAL RESERVES AS FOLLOWS: CAPITAL RESERVES OF \$550,673 TO OPERATIONS AND MAINTENANCE FROM CURRENT SURPLUS AND AMORTIZATION; CAPITAL RESERVES OF \$636,747 TO ADMINISTRATION FROM CURRENT SURPLUS AND AMORTIZATION; AND CAPITAL RESERVES OF \$100,000 TO SCHOOL AND INSTRUCTION FROM CURRENT SURPLUS AND AMORTIZATION.

CARRIED.

19/11/26-04-Maloughney

THAT THE BOARD APPROVE THE AUDITED FINANCIAL STATEMENTS, AS PRESENTED BY THE AUDIT COMMITTEE.

CARRIED.

4. EARLY RETIREMENT INCENTIVE PROGRAM - APPLICATION

The Board received an Early Retirement Incentive Program Application. This retirement would occur in January at a natural semester break.

19/11/26-05-Pasula

THAT THE BOARD APPROVES THE APPLICATION FROM EMPLOYEE NUMBER 001 PRESENTED TO PARTICIPATE IN THE DIVISION EARLY RETIREMENT INCENTIVE PROGRAM FOR TEACHERS.

CARRIED.

5. LOCALLY DEVELOPED COURSE APPROVAL

A request to acquire Self Directed Learning 15-3 as a Locally Developed Course requires a board motion for approval.

19/11/26-06-Pasula

THAT THE BOARD OF TRUSTEES APPROVE SELF DIRECTED LEARNING 15-3 TO BE ACQUIRED.

CARRIED.

6. MONTHLY BUDGET INFORMATION

The Secretary-Treasurer noted that the division is currently on track based on the new budget updates. We are up in services and supplies but this will sort itself out as the year progresses.

7. 2019-2020 DIVISION BUDGET UPDATE

The Secretary-Treasurer and Superintendent presented trustees with an update of the 2019-2020 budget. The division predicted a reduction for the 2019-2020 school year and to prepare for this proactive measures were implemented last spring with a reduction of \$2M. After a more detailed analysis of Budget 2019, it has become apparent that the reduction in funding was more extensive than originally anticipated and are now faced with an additional \$2.75M shortfall. This is a total reduction in funding of \$4.75M for the 2019-2020 school year. It was made clear by administration that the division will endeavour to stay away from any cuts that directly affect classrooms.

Administration proposed the unanticipated shortfall of \$2.75M be addressed by:

- \$2M will be used from reserves
- \$750,000 will come from reducing direct services, purchases, software, materials and expenses. This also includes not replacing some currently vacant positions.

8. AGENDA ITEMS FOR MEETING WITH MLAS

A meeting has been set for December 13 with all MLAs who serve within RDCRS division boundaries. The following items will make up the agenda for that meeting:

1. Budget
2. Cross-ministry funding
3. Insurance

9. BOARD ADVENT MESSAGE FEEDBACK

Trustees were presented with the board advent message which they approved for distribution.

10. KEY MESSAGES FOR COMMUNICATION

1. Announcement of new middle school and potential boundary changes.
2. 2019-2020 Division budget update.

11. POLICY REVIEW

Due to the implementation of the *Education Act* recently it is required that several Board Policies be reviewed to align with the *Act*. Trustees reviewed and revised Draft Policy 3 - Trustee Role Description

19/11/26-07-Lonsdale

**THAT THE BOARD APPROVES THE CHANGES TO
DRAFT POLICY 3 - TRUSTEE ROLE DESCRIPTION, AS
AMENDED.**

CARRIED.

12. TRUSTEE REMUNERATION

At the August Board meeting Trustees decided to pause Section 14.1.3 of Policy 19 with regard to trustee wage adjustment until the November board meeting due to uncertainty of the provincial budget at that time. Discussion took place and trustees agreed pause this for the entire 2019-2020 school year meaning there will be no wage or per diem increase this year.

19/11/26-08-Pasula

THAT THE BOARD RESCIND MOTION 19/08/27-05-Pasula THAT FOR THE 2019-2020 SCHOOL YEAR SECTION 1 OF POLICY 19 BECOME EFFECTIVE IN NOVEMBER RATHER THAN SEPTEMBER, 2019.

19/11/26-09-Pasula

THAT FOR THE 2019-2020 SCHOOL YEAR SECTION 14.1.3 (PARAGRAPH 1 ONLY) OF POLICY 19 BE SUSPENDED AND REVISITED AT THE AUGUST 2020 BOARD MEETING.

13. FUTURE DIRECTION/OPTION FOR CATHOLIC EDUCATION FOUNDATION

The Foundation has operated for 10 years and has had success in funding several scholarships and funding initiatives in schools that would otherwise not be funded by education dollars. A Vitreo Group solutions brief was presented to trustees and it was decided that Trustees Heistad and Leyson, who sit on the Catholic Education Foundation Committee, will bring this information to the next Foundation meeting. They will bring their findings back to the January Board meeting.

14. STAKEHOLDER ENGAGEMENT

- Chair Watson discussed JUPA's (Joint Use Planning Agreements) which are a requirement of municipalities.
- The Superintendent and Trustee Lonsdale attended a meeting in Rocky Mountain House regarding a possible community project.

INFORMATION ITEMS:

CAPITAL PROJECTS UPDATE

St. Patrick's Community School

The final phase of the modernization will be completed by the end of November. The St. Patrick's staff will officially make the final moves on November 29, 2019.

St. Benedict the Moor Centre

There were some minor setbacks with abatement that was unanticipated. The project will begin to gear up now that we have dealt with the abatement issues and the move in date is anticipated to be approximately March 15.

REPORTS:

ACSTA

Trustee Pasula gave a verbal report.

- ACSTA recently hired a curriculum coordinator through CCSTA.
- A succession planning committee has been struck.
- Mission Collaborative Initiative (MCI) is an undertaking initiative bringing together Catholic education, health and social services partners.

ASBA

- No report. Next meeting will be held on December 3.

CATHOLIC EDUCATION FOUNDATION

- Next meeting will be held on December 16.
- The annual fundraising event will be held on March 5 and will be held at Kerrywood Nature Centre.

RURAL CAUCUS

- Trustee Heistad will be doing a survey on the board's behalf with regard to rural funding.
- Alberta Rural Caucus Symposium will be held March 1- 3, 2020.

CARC

- Trustee Leyson attended her first meeting as the Zone 4 CARC representative.

Trustee Heistad lead the group in closing prayer.

19/11/26-10-Leyson

**THAT THE REGULAR MEETING RECESS FOR
THE COMMITTEE MEETING THE TIME BEING
9:20 P.M.**

CARRIED.

19/11/26-11-Lonsdale

THAT THE REGULAR MEETING RECONVENE

CARRIED.

19/11/26-12-Heistad

**THAT THE REGULAR MEETING
ADJOURN, THE TIME BEING 10:20 P.M.**

CARRIED.

(CHAIR)

(SECRETARY-TREASURER)