

Minutes of a Regular meeting of the Board of Trustees of the Red Deer Catholic Regional Schools, held November 24, 2020.

Present: S. Heistad
M. Hollman
C. Leyson
D. Lonsdale
R. Maloughney
K. Pasula and
A. Watson, Trustees
K. Finnigan, Superintendent of Schools
R. Ledene, Assoc. Sup't - Personnel
R. Steeves, Secretary-Treasurer
J. Heidt, Executive Assistant

Meeting held via Zoom

The meeting was called to order at 5:36 p.m.

Division Principal, Ryan Sawula, led Trustees in prayer.

Trustee Maloughney read the Land Acknowledgement aloud.

1. APPROVAL OF AGENDA

20/11/24-01-Hollman

THAT THE AGENDA BE APPROVED AS PRESENTED.

CARRIED.

2. ADOPTION OF MINUTES

20/11/24-02-Lonsdale

THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 27, 2020 BE ADOPTED AS AMENDED.

CARRIED.

3. ACTION ITEMS

3.1 CELEBRATION OF EXCELLENCE AWARDS

Due to Covid-19 the annual Celebration of Excellence Awards evening for staff was cancelled. As a result, staff will be honoured in their school communities in the coming weeks. Vice-Chair Lonsdale expressed her appreciation and congratulations to all staff receiving awards and this was reiterated by Chair Pasula and his fellow Trustees. Trustees agreed it is not an ideal situation for honouring staff but due to circumstances, it must be done this way.

3.2 APPROVAL OF THE AUDITED FINANCIAL STATEMENTS

Trustees were provided with the 2019-2020 audited financial reports, the final report to the audit committee, and the audited financial statements report. Representatives from the auditing firm BDO were in attendance (via zoom) to provide the Board with an overview of the 2019-2020 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 Board approval is required for transfers to operating and capital reserves as well as acceptance of the Audited Financial Statements.

20/11/24-03-Watson

THAT THE BOARD APPROVES THE TRANSFER TO/FROM OPERATING RESERVES AND CAPITAL RESERVES AS FOLLOWS: CAPITAL RESERVES OF \$336,211 TO OPERATIONS AND MAINTENANCE FROM CURRENT SURPLUS AND AMORTIZATION; CAPITAL RESERVES OF \$400,000 TO TRANSPORTATION FROM CURRENT SURPLUS AND AMORTIZATION; AND CAPITAL RESERVES OF \$300,000 TO SCHOOL AND INSTRUCTION FROM CURRENT SURPLUS AND AMORTIZATION.

CARRIED.

20/11/24-04-Hollman

**THAT THE BOARD APPROVES THE
AUDITED FINANCIAL STATEMENTS FOR THE
PERIOD ENDING AUGUST 31, 2020**

CARRIED.

3.3 APPROVAL OF THE ANNUAL EDUCATION RESULTS
REPORT (AERR)

Trustees were able to review the Annual Education Results (AERR) report and summary. This report includes the Three Year Education Plan. This report will be placed on the Division website.

20/11/24-05-Maloughney

**THAT THE BOARD APPROVES THE DIVISION'S
THREE YEAR EDUCATION PLAN AND THE
ANNUAL EDUCATION RESULTS REPORT FOR
THE 2019/2020 SCHOOL YEAR, AS PRESENTED.**

CARRIED.

3.4 THIRD READING OF BYLAW 1/2021

Trustees were required to read Bylaw 1/2021 for a third and final time. Chair Pasula read the bylaw aloud.

20/11/24-06-Leyson

**THAT THE BOARD APPROVES THE
THIRD READING OF BY-LAW 1/2021 FOR THE
NOMINATION AND ELECTION OF TRUSTEES.**

CARRIED.

3.5 REPEAL OF CONTRIBUTIONS AND EXPENDITURES
BYLAW

The Local Authorities Election Act has recently mandated that candidates running in municipal/school board elections must disclose their campaign contributions and expenditures.

In the past, school boards passed their own bylaw to ensure candidates disclosed their expenses and contributions. Because the Local Authorities Election Act now mandates this, Bylaw 02/2017 is redundant for the upcoming election and therefore must be repealed.

20/11/24-07-Lonsdale

THAT THE BOARD OF TRUSTEES REPEAL BYLAW 02/2017 PER THE LOCAL AUTHORITIES ELECTION ACT.

CARRIED.

3.6 EARLY RETIREMENT INCENTIVE PLAN APPLICATION

The Associate Superintendent of Personnel provided Trustees with details on a mid-year Early Retirement Incentive Plan application.

20/11/24-08-Heistad

THAT THE BOARD OF TRUSTEES APPROVE EMPLOYEE 01/2020 FOR THE EARLY RETIREMENT INCENTIVE EFFECTIVE FEBRUARY 1, 2021.

CARRIED.

4. INFORMATION ITEMS

4.1 Superintendent Finnigan gave a written report.

Highlighted in the report were:

- The Superintendent was asked to comment on the online learning and any feedback that has been received. Superintendent Finnigan reported that the high school online feedback has been favourable and the classes are manageable for teachers. Teachers being present in the high school community has been positive. There have been no negative complaints from parents to date and those students needing some extra support are at St. John Paul II.

4.2 The Secretary-Treasurer provided a written report.

- The Secretary-Treasurer noted that although the surplus is presently at \$1M, there is a significant increase in substitute teachers and educational assistants so those dollars could be used up quickly. He is confident that the Division will manage its cash flow until June 30.

- 4.3 Staff Wellness Initiative.
 - The Associate Superintendent of Personnel spoke of the possibility for staff to disconnect from work for a period of time each day. It has been proven that it is unhealthy to be connected and feel the need to reply to texts and emails at all times. This will be looked at for possible implementation in the new year.
- 4.4 Catholic Learning Opportunities (provided in report)
- 4.5 Reports
 - 4.5.1 Alberta School Boards' Association (ASBA)
 - Written report provided
 - 4.5.2 Alberta Catholic School Trustees Association (ACSTA)
 - Written report provided
 - 4.5.3 Rural Caucus (verbal report)
 - 4.5.4 Red Deer Catholic Education Foundation (verbal report)
 - Annual General Meeting was held on November 23
 - Trustee Heistad is Chair
 - Community member David Bouchard is Vice-Chair
 - Community member Shelly Holitski is Secretary
 - Secretary-Treasurer Steeves is Treasurer
 - Trustees expressed their gratitude to Community member, Heather Lewchuk, for serving on the Catholic Education Foundation for the past 6 years.
 - Trustee Leyson proposed a new community member

20/11/24-09-Leyson

THAT THE BOARD OF TRUSTEES APPROVE MS. DAGMAR KNUTSON AS A COMMUNITY MEMBER FOR THE CATHOLIC EDUCATION FOUNDATION.

CARRIED.

20/11/24-10-Watson

THAT THE REGULAR MEETING RECESS THE TIME BEING 6:29 P.M.

CARRIED.

20/11/24-11-Hollman

THAT THE REGULAR MEETING RECONVENE

CARRIED.

4.5.5 Meeting with Minister LaGrange at 6:30 pm

- Chair Pasula and Superintendent Finnigan attended a phone meeting with Minister LaGrange and the following was reported:
 - The Alberta government is open to hearing about unique circumstances occurring in schools and school divisions.
 - Kindergarten to Grade 6 students will stay in school with continued bussing services provided.
 - Grade 7-12 will go into scenario 3 until January 11, 2021. Diploma exams will be optional.
 - Winter break will be as per school division approved calendars but students will not return to school physically until January 11, 2021; schools will remain open (other than Winter break days).
 - There will be no change to instructional hours.
 - There will be no change to funding.

20/11/24-12-Watson

**THAT THE REGULAR MEETING ADJOURN,
THE TIME BEING 7:56 P.M.**

CARRIED.

Trustee Watson led the group in closing prayer.

(CHAIR)

(SECRETARY-TREASURER)