

Minutes of a Regular meeting of the Board of Trustees of The Red Deer Catholic Separate School Division, held November 30, 2021.

Present: S. Heistad
M. Hollman
M. LaGrange
C. Leyson
D. Lonsdale
K. Pasula and
A. Watson, Trustees
K. Finnigan, Superintendent of Schools
R. Ledene, Assoc. Superintendent - Personnel
R. Sawula, Assoc. Superintendent - Curriculum
J. Smith, Assoc. Superintendent - Inclusive Learning
R. Steeves, Secretary-Treasurer
J. Heidt, Executive Assistant
A. Visscher, Communications Coordinator

The meeting was called to order at 3:30 p.m.

21/11/30-01-Leyson

**THAT THE COMMITTEE OF THE WHOLE MOVE
IN CAMERA.**

CARRIED.

Regrets (for Committee of the Whole Meeting only): Trustee Hollman

Superintendent Finnigan, Secretary-Treasurer Steeves and Executive Assistant Heidt joined the meeting, the time being 4:15 p.m.

Executive Assistant Heidt left the meeting from 4:29 p.m. - 4:35 p.m. due to a conflict of interest.

21/11/30-02-Lonsdale

THAT THE BOARD MOVE OUT OF CAMERA

CARRIED.

21/11/30-03-Watson

**THAT THE BOARD RECESS UNTIL THE
REGULAR PUBLIC MEETING IS CALLED TO
ORDER.**

CARRIED.

Recess 4:45-5:30

Board Chair Pasula called the public meeting to order at 5:32 p.m.

Associate Superintendent Sawula led the group in prayer.

Trustee Lonsdale read the Land Acknowledgement aloud.

1. APPROVAL OF AGENDA

21/11/30-04-Watson

THAT ITEM #4.1 AUDITED FINANCIAL STATEMENTS BE PRESENTED BEFORE ITEM #3 DELEGATIONS.

CARRIED.

2. ADOPTION OF MINUTES

21/11/30-05-Leyson

THAT THE MINUTES OF THE ORGANIZATIONAL MEETING OF OCTOBER 26, 2021 BE ADOPTED AS AMENDED.

CARRIED.

21/11/30-06-Leyson

THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 26, 2021 BE ADOPTED AS PRESENTED.

CARRIED.

4. ACTION ITEMS

4.1 AUDITED FINANCIAL STATEMENTS

Trustees were provided with the 2020-2021 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 to provide the Board with an overview of the 2020-2021 Audited Financial Statements. It was expressed that there were no deficiencies found and that it was a clean audit. Next year trustees would like to meet with the auditors in the Committee of the Whole beforehand.

Board approval is required for transfers to operating and capital reserves as well as acceptance of the Audited Financial Statements.

21/11/30-07-Heistad

THAT THE BOARD OF TRUSTEES APPROVE THE TRANSFER TO/FROM OPERATING RESERVES AND CAPITAL RESERVES AS FOLLOWS: CAPITAL RESERVES OF \$752,811 TO OPERATIONS AND MAINTENANCE FROM CURRENT SURPLUS AND AMORTIZATION; CAPITAL RESERVES OF \$768,587 TO TRANSPORTATION FROM CURRENT SURPLUS AND AMORTIZATION; CAPITAL RESERVES OF \$595,586 TO SCHOOL AND INSTRUCTION FROM CURRENT SURPLUS AN AMORTIZATION; CAPITAL RESERVES OF \$1,474,681 TO SYSTEM ADMINISTRATION FROM CURRENT SURPLUS AND AMORTIZATION.

CARRIED.

21/11/30-08-Hollman

THAT THE BOARD OF TRUSTEES APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING AUGUST 31, 2021 AS PRESENTED.

CARRIED.

3. DELEGATIONS

The Chair reported that two individuals have given the proper notification to present at the board meeting; those people being Mr. Carl Fakely and Mrs. Jennifer Fakely. Mr. Fakely read aloud a written report to trustees. Mrs. Fakely read aloud a written report to trustees.

A third delegate, Mr. Brice Unland, asked to present although he had not provided the proper notification. Chair Pasula asked Trustees if there would be unanimous support to waive the notice period to allow for an additional presentation.

21/11/30-09-Leyson

THAT THE BOARD OF TRUSTEES WAIVE THE NOTICE PERIOD TO ALLOW FOR A PRESENTATION FROM A DELEGATION AT THE NOVEMBER 30 BOARD MEETING.

CARRIED UNANIMOUSLY.

Mr. Brice Unland read aloud a written report to trustees.

Recess 6:47 to 6:55

4.2 VACCINATIONS AND RAPID SCREENING PROGRAM

Superintendent Finnigan and Associate Superintendents Ledene and Smith, along with the Secretary-Treasurer, spoke to the report provided to trustees: [Vaccines and Rapid Testing Program Report](#). Dialogue and discussion around each topic in the report took place.

Recess 8:30-8:45

Dialogue continued among Trustees and the following motion was made:

21/11/30-10-Watson

THAT THE BOARD OF TRUSTEES DIRECT ADMINISTRATION TO IMMEDIATELY DEVELOP AND IMPLEMENT AN ADMINISTRATIVE PROCEDURE REQUIRING COVID-19 RAPID TESTING OR VACCINATION, FURTHER, TO DIRECT ADMINISTRATION TO REVIEW, AND REVISE WHEN NECESSARY, THE ADMINISTRATIVE PROCEDURE MONTHLY.

CARRIED.

21/11/30-11-Pasula
(Amendment to motion
21/11/30-10-Watson)

THAT THE BOARD OF TRUSTEES DIRECT ADMINISTRATION TO IMMEDIATELY DEVELOP AND IMPLEMENT AN ADMINISTRATIVE PROCEDURE REQUIRING COVID-19 RAPID TESTING OR VACCINATION *SUBJECT TO THE FOLLOWING RESTRICTIONS:*

- ***THE DIVISION WILL PAY FOR ALL TESTING;***
- ***VACCINATIONS WILL NOT BE MANDATED;***
AND
- ***FOR THOSE IN COMPLIANCE, JOB LOSSES WILL NOT OCCUR.***

FURTHER, TO DIRECT ADMINISTRATION TO REVIEW, AND REVISE WHEN NECESSARY, THE ADMINISTRATIVE PROCEDURE MONTHLY.

CARRIED.

21/11/30-12-Watson
(as amended)

THAT THE BOARD OF TRUSTEES DIRECT ADMINISTRATION TO IMMEDIATELY DEVELOP AND IMPLEMENT AN ADMINISTRATIVE PROCEDURE REQUIRING COVID-19 RAPID TESTING OR VACCINATION SUBJECT TO THE FOLLOWING RESTRICTIONS:

- **THE DIVISION WILL PAY FOR ALL TESTING;**
- **VACCINATIONS WILL NOT BE MANDATED;**
AND
- **FOR THOSE IN COMPLIANCE, JOB LOSSES WILL NOT OCCUR.**

FURTHER, TO DIRECT ADMINISTRATION TO REVIEW, AND REVISE WHEN NECESSARY, THE ADMINISTRATIVE PROCEDURE MONTHLY.

CARRIED.

4.3 ALBERTA INFRASTRUCTURE TENDER REVIEW

Alberta Infrastructure requires the Division to bring forward the tender review process every four years.

21/11/30-13-Lonsdale

THAT THE BOARD OF TRUSTEES APPROVE THE SUPERINTENDENT TO ACT ON BEHALF OF THE BOARD FOR THE TENDER REVIEW PROCESS FOR NEW SCHOOL BUILDS ONLY UNDER \$1.5M AND THE BOARD BE NOTIFIED OF SUCH TENDER. THIS MOTION WILL EXPIRE AT THE END OF THE CURRENT TRUSTEE TERM (ELECTION 2024).

WITHDRAWN.

4.4 ANNUAL EDUCATION RESULTS REPORT (AERR)

Trustees were able to review the Annual Education Results (AERR) report. Associate Superintendent Sawula reviewed the Annual Education Results Report and noted that some measures have been changed this year by Alberta Education.

21/11/30-14-Hollman

THAT THE BOARD OF TRUSTEES APPROVE THE RED DEER CATHOLIC SEPARATE SCHOOL DIVISION'S ANNUAL EDUCATION RESULTS REPORT FOR THE 2020-2021 SCHOOL YEAR AS PRESENTED.

CARRIED.

4.5 EARLY RETIREMENT APPLICATION

An Early Retirement Application Form was brought forward from an employee who has been on leave and has requested a December 31, 2021 resignation date.

21/11/30-15-Leyson

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT APPLICATION FOR EMPLOYEE 2022-002 AT THE REDUCED RATE OF \$15,000.00.

CARRIED.

4.6 STRATEGIC DEVELOPMENT PLAN REQUEST FOR PROPOSALS

21/11/30-16-Heistad

THAT THE BOARD OF TRUSTEES CREATE AN AD HOC STRATEGIC PLANNING COMMITTEE CONSISTING OF CHAIR PASULA, TRUSTEE LAGRANGE AND TRUSTEE HOLLMAN.

CARRIED.

21/11/30-17-Hollman

THAT THE BOARD OF TRUSTEES AND THE ADMINISTRATION MEET TO REVIEW THE RECOMMENDATIONS.

CARRIED.

5. INFORMATION ITEMS

5.1 Board Chair Report

Board Chair Pasula provided a written report.

Highlighted in the report:

- More discussion will take place at the December 17 board retreat on live streaming of board meetings.

5.2 Quarterly Administrative Report

Highlighted in the report:

- As this is a new format, more discussion on the building of this report in the future will be discussed at the December 17 board retreat.

5.3 Superintendent Report

Highlighted in the report:

- The Superintendent noted that an increase of International students has been substantial even during Covid-19. The RDCRS International Team has worked hard to creatively highlight Red Deer Catholic Regional Schools.

5.4 Financial Report

The Secretary Treasurer provided a written report.

- 5.5 Capital Projects Report
The Secretary Treasurer provided a written report.
Highlighted in the report:
- St. Gregory modulars: Two are required in January but the Secretary Treasurer noted we will also need two more at the beginning of 2022-2023 school year and that renovations may need to be done inside the school to accommodate students.
- 5.6 Trustee Reports and Updates
- 5.6.1 Alberta School Boards' Association (ASBA)
Trustee Leyson provided a written report.
- 5.6.2 Alberta Catholic School Trustees Association (ACSTA)
Chair Pasula provided a written report.
- 5.6.3 Rural Caucus of Alberta
- The next meeting will be held on December 16.
- 5.6.4 Catholic Education Foundation
- The last meeting was held on November 29 and a fundraiser is planned for March 3, 2022

Associate Superintendent Ledene led the group in closing prayer.

21/11/30-18-Watson

**THAT THE REGULAR MEETING RECESS
TO THE COMMITTEE OF THE WHOLE, THE
TIME BEING 10:26 P.M.**

CARRIED.

21/11/30-19-Hollman

**THAT THE REGULAR MEETING
RECONVENE.**

CARRIED.

21/11/30-20-Leyson

**THAT THE REGULAR MEETING ADJOURN,
THE TIME BEING 11:25 P.M.**

CARRIED.

CHAIR

SECRETARY-TREASURER