



Minutes of a Regular Meeting of the Board of Trustees of the The Red Deer Catholic Separate School Division, held November 29, 2022.

Present: S. Heistad  
M. Hollman  
C. Leyson  
K. Pasula  
A. Watson, Trustees  
K. Finnigan, Superintendent of Schools  
R. Ledene, Assoc. Superintendent - Personnel  
J. Smith, Assoc. Superintendent - Inclusive Learning  
R. Steeves, Secretary-Treasurer  
M. St. Pierre, Executive Assistant  
A. Visscher, Communications Coordinator  
A. Litster, CPA/CA, BDO, Canada

Joined via Zoom M. LaGrange  
D. Lonsdale, Trustees  
R. Sawula, Assoc. Superintendent - Curriculum

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

22/11/29-01- Heistad

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

**CARRIED.**

Trustee Lonsdale led the group in prayer.

Superintendent Finnigan, Executive Assistant St. Pierre excused themselves from the committee meeting at 4:48 p.m. CPA/CA Litster joined the Committee meeting at 4:48 p.m.

22/11/29-02-Leyson

**THAT THE BOARD MOVE OUT OF CAMERA AT 5:00 P.M.**

**CARRIED.**

22/11/29-03-Pasula

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

**CARRIED.**

Board Chair Watson called the public meeting back to order at 5:34 p.m.

Associate Superintendent Ledene led the group in prayer.

Trustee Hollman read the Land Acknowledgement aloud.

1. APPROVAL OF THE AGENDA

22/11/29-04-Heistad

**THAT THE AGENDA BE APPROVED AS PRESENTED.**

**CARRIED.**

2. APPROVAL OF MINUTES

2.1 APPROVAL OF MINUTES, REGULAR MEETING MINUTES, OCTOBER 28, 2022

22/11/29-05-Hollman

**THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 28, 2022 BE ADOPTED AS PRESENTED.**

**CARRIED.**

3. DELEGATIONS

There were no delegations at the meeting.

4. ACTION ITEMS

4.1 [AUDIT REPORT - Draft Audited Financial Statements](#)

Secretary Treasurer Steeves presented Trustees with a written audit report and draft Financial Statements for review and approval. Litster informed Trustees that the financial statements were free from material misstatement and concluded that the financial statements were unqualified, fair and transparent. Litster thanked Steeves and his staff, including Finance Manager Cindy Armstrong for their work during the audit, resulting in a smooth and successful audit.

On behalf of the Audit Committee, Trustee Hollman offered thanks to the auditors and the Finance department for their work in ensuring a smooth audit process. Steeves commended Armstrong for her role in the audit process.

22/11/29-06-Leyson

**THAT THE BOARD OF TRUSTEES APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING AUGUST 31, 2022 AS PRESENTED.**

Litster left the meeting at 5:44 p.m.

4.2 EARLY RETIREMENT APPLICATIONS 2023-001 AND 2023-002

Trustees reviewed the early retirement applications and discussed the possibility of deferring all decisions of early retirement until after the application deadline. Trustees indicated it would be prudent to review all applications before making a decision on any of the applications individually so as to have a complete understanding of the financial impact. Administration requested that applications be reviewed at the next Board meeting after the application deadline of February 15, 2023.

22/11/29-07-Pasula

**THAT THE BOARD OF TRUSTEES DEFER DECISIONS ON EARLY RETIREMENT APPLICATIONS UNTIL THE FEBRUARY 28, 2023 REGULAR BOARD MEETING.**

**CARRIED.**

5. DISCUSSION

5.1 [QUARTERLY REPORT](#)

Superintendent Finnigan presented Trustees with the first Quarterly Report of the 2022-23 school year. Finnigan drew attention to page six (6) of the report to congratulate Associate Superintendent Smith on garnering \$1.46 million in grant funding in conjunction with Chinook's Edge school division for mental health and learning supports in schools. Finnigan also indicated the Division has secured Ukrainian student funding and a learning disruption grant.

Trustees asked how the funding translates for the new Ukrainian students. Associate Superintendent Sawula shared that the funding is used for providing students with additional ESL support and teachers with additional PD when required. Trustees reviewed the report and posed several other questions to Administration regarding a downward trend for our ECS numbers, an increase in

grade 10-12 student numbers, human resources hiring numbers compared to hiring needs and the nutrition grant. Administration indicated that there appears to be a province wide decrease with ECS student numbers. An increase to grade 10-12 student numbers was attributed in part to the International Student program and the sports academies that bring in students from other school divisions. Administration added that current funding is appropriate for our current staffing needs.

## 6. INFORMATION ITEMS

### 6.1 [Financial Report](#)

Secretary Treasurer Steeves presented the monthly financial report as information noting that the St. Lorenzo Ruiz project was within \$18,000 of budget at the time the report was complete and that the Division is now \$200,000 under budget.

### 6.2 [Capital Projects Report](#)

Secretary Treasurer Steeves presented a written update on the St. Lorenzo Ruiz project and the St. Gregory the Great modulars as information.

### 6.3 [Advent Message](#)

An Advent message from the Board of Trustees was shared. The message will be shared on Division social media during the month of December.

### 6.4 Trustee Reports and Updates

- Alberta School Boards Association (ASBA)  
Trustees shared that a hybrid meeting occurred December 4, 2022 and the highlights were distributed to Trustees. The next meeting will be done virtually.
- Alberta Catholic School Trustees Association (ACSTA)  
Trustees shared that the Annual General Meeting (AGM) occurred the previous weekend. Trustee Pasula was recognized for receiving an award during the AGM. The SPICE conference will be happening April 27-30, 2023 and the Blueprints conference will be happening May 2-5, 2023. Both conferences are being held in Kananaskis.
- Catholic Education Foundation  
Trustees discussed a possible date for the Raise Your Glass event in the spring of 2023 and decided the event should not be held during Lent. The item will be taken back to the committee for discussion.
- Rural Caucus of Alberta School Boards

A report was not provided.

6.5

Correspondence Report

- [Ever Active Schools Letter - Shaping the Future Conference](#)
- [Ever Active Schools - Leadership Luncheon](#)
- [Mandate Letter from Premier of Alberta](#)
- [Letter to School Boards re Mask Mandate](#)
- [2022 Fall Influenza Letter - Office of the Chief Medical Officer](#)

6.6

Upcoming Events:

Upcoming events for the division were listed as information.

Associate Superintendent Smith read a closing prayer aloud.

22/04/26-08-Heistad

**THAT THE REGULAR MEETING ADJOURN, THE TIME BEING  
6:50 P.M.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)