



Minutes of a Regular Meeting of the Board of Trustees of the The Red Deer Catholic Separate School Division, held February 28, 2023.

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

Joined via Zoom K. Pasula, Trustee  
Not in attendance: R. Steeves, Secretary Treasurer

The meeting was called to order by Chair Watson at 3:36 pm

23/02/28-01-Heistad

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

**CARRIED.**

23/02/28-02-Hollman

**THAT THE BOARD MOVE OUT OF CAMERA AT 4:33 P.M.**

**CARRIED.**

23/02/28-03-Lonsdale

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

**CARRIED.**

Board Chair Watson called the public meeting back to order at 5:30 pm.  
Trustee Lonsdale led the group in prayer.  
Associate Superintendent Smith read the Land Acknowledgement aloud.

1. APPROVAL OF AGENDA

The Board added the following items to the Agenda.

- 5.3 Election Advocacy
- 5.4 Compensation Consultant and Board and Superintendent Evaluation Consultant
- 6.6 [St. Marguerite Bourgeoys Catholic School Kindergarten Proposal - February 2023](#)

23/02/28-04-Leyson

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

**CARRIED.**

2. APPROVAL OF MINUTES

- 2.1 [Regular Meeting Minutes, January 27, 2023](#)

23/02/28-05-Lonsdale

**THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 27, 2023 BE APPROVED AS PRESENTED.**

**CARRIED.**

3. DELEGATIONS

There were no delegations at the meeting.

4. ACTION ITEMS

4.1 EARLY RETIREMENT INCENTIVE PLAN APPLICATIONS

Superintendent Finnigan presented thirteen (13) applications for the Early Retirement Incentive Plan in a written report and asked Associate Superintendent Ledene to present each of the applications.

23/02/28-06-Pasula

**GIVEN:**

- 1. THAT THE ADMINISTRATION RECOMMENDED THIS POLICY BE ELIMINATED LAST YEAR, AND,**
- 2. THAT PAYING THE INCENTIVE TO RETIREES WILL RESULT IN A CASH OUTFLOW FROM THE DIVISION OF OVER \$300,000, AND,**
- 3. THAT THE POLICY ALLOWS THE BOARD TO CONTROL THE NUMBER OF STAFF MEMBERS ELIGIBLE FOR THE PROGRAM IN ANY YEAR, AND,**
- 4. THAT THIS POLICY RELATES SPECIFICALLY TO A BENEFIT THAT IS NOT PROVIDED TO ANY OTHER CATEGORY OF DIVISION**

**STAFF MEMBER, THEREFORE,**

**THAT THE BOARD REDUCE THE NUMBER OF ELIGIBLE PARTICIPANTS TO NIL AND DIRECT THE ADMINISTRATION TO INVEST THESE FUNDS IN NEEDED CLASSROOM STAFF OR RESOURCES, OR OUR SCHOOLS' NUTRITION PROGRAM.**

**DEFEATED.**

Recorded vote requested by

Trustee Pasula:

In Favour: Pasula.

Opposed: Watson, Heistad,

Lonsdale, Leyson, Hollman,

LaGrange.

23/02/28-07-Pasula

**GIVEN:**

**1. THAT THE BOARD WILL SOON BE RECEIVING LEGAL ADVICE ON TRUSTEE'S CONFLICT OF INTEREST AND CODE OF CONDUCT, AS IT RELATES TO TRUSTEE'S PERSONAL AND PECUNIARY INTERESTS', AND, TRUSTEES WITH CLOSE FRIENDS AND FAMILY RELATIVES EMPLOYED AS TEACHERS IN THE DIVISION, AND**

**2. THAT THIS POLICY RELATES SPECIFICALLY TO A BENEFIT THAT IS NOT PROVIDED TO ANY OTHER CATEGORY OF DIVISION STAFF MEMBER AND IS DESIGNED TO BENEFIT TEACHERS ONLY, THEREFORE**

**THAT TO AVOID POTENTIAL CONFLICT OF INTEREST OR CODE OF CONDUCT VIOLATIONS AND TO ENSURE FAIRNESS TO ALL OUR STAFF MEMBERS AT RDCRS THE BOARD POSTPONE THIS MATTER TO THE REGULAR BOARD MEETING IN MARCH 2023.**

**DEFEATED.**

Recorded vote requested by

Trustee Pasula:

In Favour: Pasula, Hollman.

Opposed: Watson, Heistad,

Lonsdale, Leyson, LaGrange.

Association Superintendent Ledene presented each application to the Board.

23/02/28-08-Lonsdale

**THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-001, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN**

INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-09-Heistad

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-002, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-10-Leyson

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-003, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-11-Hollman

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-004, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-12-Lonsdale

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-005, AND THE EMPLOYEE WILL RECEIVE \$15,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$5,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING

THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-13-Lonsdale

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-006, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-14-Hollman

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-007, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-15-Heistad

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-008, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$6,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-16-Lonsdale

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-009, AND THE EMPLOYEE WILL RECEIVE \$15,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$5,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**DEFEATED.**

23/02/28-17-Hollman

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-010, AND THE EMPLOYEE WILL RECEIVE \$8,400 PAID BY THE DIVISION IN INSTALLMENTS OF \$2,800 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-18-Lonsdale

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-011, AND THE EMPLOYEE WILL RECEIVE \$15,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$5,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-19-Heistad

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-012, AND THE EMPLOYEE WILL RECEIVE \$30,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$10,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

23/02/28-17-Leyson

THAT THE BOARD OF TRUSTEES APPROVE THE EARLY RETIREMENT INCENTIVE APPLICATION FOR EMPLOYEE 2023-013, AND THE EMPLOYEE WILL RECEIVE \$15,000 PAID BY THE DIVISION IN INSTALLMENTS OF \$5,000 (LESS DEDUCTIONS AND WITHHOLDINGS AS MAY BE REQUIRED BY LAW) BY JANUARY 15 IN THE YEAR FOLLOWING THE RETIREMENT DATE OF THE TEACHER AND ON JANUARY 15 OF EACH SUBSEQUENT YEAR UNTIL THE ERA IS PAID IN FULL.

**CARRIED.**

- 4.2 [POLICY REVIEW: POLICY 14 - APPEALS AND HEARINGS ON STUDENT MATTERS](#)  
Superintendent Finnigan presented changes to Policy 14 - Appeals and Hearings on Student Matters. Trustees approved the requested changes within the report but additionally requested that the email link in section 3 be linked to an email address that goes directly to the Secretary Treasurer's inbox.

23/02/28-18-Hollman

**THAT THE BOARD OF TRUSTEES APPROVE THE CHANGES & UPDATES TO POLICY 14 - APPEALS AND HEARINGS ON STUDENT MATTERS AS AMENDED.**

**CARRIED.**

Chair Watson called for a break at 7:00 p.m  
The meeting was called back to order at 7:10 pm

## 5. **DISCUSSION**

- 5.1 [MENTAL HEALTH GRANT UPDATE](#)  
Associate Superintendent Smith provided Trustees with an update on the Mental Health Grant secured by Red Deer Catholic School Division and Chinook's Edge School Division in December, 2022. As noted in the report, Smith explained that the grant money would be used for a new program that would be implemented by both school divisions, called the Mental Health Transition Consultants Model. A joint log has been developed and a majority of the Mental Health Transition Consultants have been hired. Smith informed Trustees that the team is working to support access to programming and working with students purposefully while they wait for community support.

Trustees indicated they were happy to hear that they were able to hire staff so quickly, and provided thanks to Administration for the work that has been done.

- 5.2 [TRUSTEE RECOGNITION EVENT](#)  
Superintendent Finnigan provided Trustees with a brief background for the Trustee Recognition event and proposed to host the 2023 Trustee Appreciation Event on Wednesday, May 17, 2023 at the Red Deer Gasoline Alley Farmers Market.

- 5.3 **ELECTION ADVOCACY**  
Chair Watson shared that Trustees will be provided with an election advocacy and messaging toolkit from the Alberta School Boards Association (ASBA) once it is released. Watson encouraged Trustees to prepare messaging and advocacy points to share with school councils. Trustees encouraged the Administration to develop ideas on how to involve schools in the election process and possibly prepare an election readiness event or open house for all candidates.

5.4 COMPENSATION CONSULTANT AND BOARD AND SUPERINTENDENT EVALUATION CONSULTANT

Trustee Pasula informed Trustees that three firms have been identified as prospects for the compensation process and five firms have been identified for the board evaluation process and recommended the creation of an ad hoc committee to review all recommendations to be able to bring them back to the Board.

23/02/28-19-Pasula

**THAT THE BOARD CREATE AN AD HOC COMMITTEE TO SOLICIT AND REVIEW PROPOSALS FROM ROSTERS OF COMPENSATION CONSULTANTS AND BOARD AND SUPERINTENDENT EVALUATION CONSULTANTS. THE COMMITTEE, COMPRISED OF TRUSTEES LEYSON, HOLLMAN AND PASULA, AND CHAIR WATSON AS EX OFFICIO, ON A BEST EFFORTS BASIS, SUPPORTED BY THE SUPERINTENDENT, WILL BRING A RECOMMENDATION FOR THE BOARD AND SUPERINTENDENT EVALUATION CONSULTANT TO THE MARCH BOARD MEETING AND A RECOMMENDATION FOR THE COMPENSATION CONSULTANT TO THE APRIL MEETING.**

**CARRIED.**

6. INFORMATION ITEMS

6.1 [SUPERINTENDENT REPORT](#)

Superintendent Finnigan presented the Superintendent Report, highlighting the preparation work for the opening of St. Lorenzo Ruiz. Key highlights of the update included two team meetings that have taken place as part of their ongoing discussion, collaboration and preparation related to the opening of St. Lorenzo Ruiz Middle School. Finnigan also congratulated the Professional Development (PD) Committee for all their work on organizing 163 sessions in total for staff.

6.2 [FINANCIAL REPORT](#)

The Financial Report was presented by Superintendent Finnigan.

6.3 TRUSTEE REPORTS AND UPDATES

- Alberta School Boards Association (ASBA)
  - Trustee Leyson reported that ASBA is asking for feedback to bylaw revisions and that there are significant changes on the budget.
  - The Edwin Parr nomination deadline is March 18, 2023
  - Trustees Leyson and LaGrange to choose the nominees for Red Deer Catholic Regional Schools but they would like input from the rest of Trustees.
- Alberta Catholic School Trustees Association (ACSTA)
  - Trustee LaGrange reported that a meeting was held in early February and attended by Trustee Pasula. Pasula sent written summaries to Trustees.
  - ACSTA is scheduling a meet a great with provincial political candidates on March 20 & 21, 2023 and is encouraging directors to participate



- Rural Caucus of Alberta School Boards
  - Trustee Heistad reported that the group will meet next Friday
- Catholic Education Foundation
  - Trustee Pasula reported that the last meeting was canceled but will be rescheduled.

6.4 [Correspondence Report](#)

6.5 Upcoming Events:

- [Division Faith Day - March 10, 2023](#)
- Board Retreat - March 13, 2023

6.6 [St. Marguerite Bourgeoys Catholic School Kindergarten Proposal - February 2023](#)

Trustee Hollman read a closing prayer aloud.

23/02/28-20-Leyson

**THAT THE REGULAR MEETING RECESS TO THE COMMITTEE OF THE WHOLE, THE TIME BEING 8:05 PM .**

**CARRIED.**

23/02/28-21-Heistad

**THAT THE REGULAR MEETING RECONVENE.**

**CARRIED.**

23/02/28-22-Lonsdale

**THAT THE REGULAR MEETING ADJOURN, THE TIME BEING 8:13 PM.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)