



Minutes of a Regular Meeting of the Board of Trustees of the The Red Deer Catholic Separate School Division, held April 25, 2023.

Present: S. Heistad  
M. LaGrange  
C. Leyson  
D. Lonsdale  
K. Pasula  
A. Watson, Trustees  
K. Finnigan, Superintendent of Schools  
L. Latka, Secretary Treasurer (in training)  
R. Ledene, Assoc. Superintendent - Personnel  
R. Sawula, Assoc. Superintendent - Curriculum  
J. Smith, Assoc. Superintendent - Inclusive Learning  
R. Steeves, Secretary Treasurer  
M. St. Pierre, Executive Assistant  
A. Visscher, Communications Coordinator

Joined via Zoom: M. Hollman

The meeting was called to order by Chair Watson at 3:34 pm.

23/04/25-01-Pasula

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

**CARRIED.**

23/04/25-02-Leyson

**THAT THE BOARD MOVE OUT OF CAMERA AT 5:09 P.M.**

**CARRIED.**

23/04/25-03-LaGrange

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

**CARRIED.**

Board Chair Watson called the public meeting back to order at 5:40 p.m.

Vice-Chair Heistad led the group in prayer.

Associate Superintendent Sawula read the Land Acknowledgement aloud.

1. APPROVAL OF AGENDA

23/04/25-04-Pasula

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

**CARRIED.**

2. APPROVAL OF MINUTES

2.1 Regular Meeting Minutes, March 24, 2023

23/04/25-05-Leyson

**THAT THE MINUTES OF THE REGULAR MEETING OF MARCH 24, 2023 BE APPROVED AS AMENDED.**

**CARRIED.**

3. DELEGATIONS

3.1 PRESENTATION - RDCRS EDWIN PARR NOMINEES

Associate Superintendent of Personnel Ledene introduced the Division's two nominees for the Alberta School Boards Association (ASBA) 2023 Edwin Parr Award to the Board of Trustees. Mitchell Gaumont, from St. Gregory the Great Catholic School, was recognized as the Division finalist, and nominee Macailee Finnigan, from St. Francis of Assisi Middle School, was recognized.

3.2 PRESENTATION - RDCRS EXCELLENCE IN CATHOLIC EDUCATION AWARD

Superintendent Finnigan introduced Adam Locke, grade 6 teacher and Faith Coach at École Mother Teresa Catholic School in Sylvan Lake, as the Division Excellence in Catholic Education Award winner. The award is presented annually at the SPICE conference by the Council of Catholic School Superintendents in May.

4. ACTION ITEMS

4.1 BUDGET ASSUMPTIONS REPORT

Secretary Treasurer Steeves presented the budget assumptions report and informed Trustees that he intends to present a balanced budget. The budget assumptions report will be used to formulate the 2023-2024 budget. Superintendent Finnigan introduced the new Secretary Treasurer in training, Laurel Latka.

23/04/25-06-Pasula

**THAT THE BOARD OF TRUSTEES APPROVES THE BUDGET ASSUMPTIONS AND RISKS REPORT AS PRESENTED.**

**CARRIED.**

4.2 BOARD AND SUPERINTENDENT EVALUATION PROCESS

The ad hoc evaluations committee developed a Request for Proposal and invited governance consulting firms to respond. Three firms responded; the committee reviewed the responses and recommended the selection of Sandbar Coaching and Consulting to complete the 2022/23 Board and Superintendent evaluations.

23/04/25-07-Pasula

**THAT THE BOARD OF TRUSTEES ACCEPT THE COMMITTEE'S RECOMMENDATION TO SELECT SANDBAR COACHING AND CONSULTING AS THE SUCCESSFUL PROPOSAL.**

**CARRIED.**

4.3 POLICY REVIEW: POLICY 4 - TRUSTEE CODE OF CONDUCT

23/04/25-08-Pasula

**THAT THE BOARD OF TRUSTEES APPROVES CHANGES AND UPDATES TO POLICY 4 - TRUSTEE CODE OF CONDUCT AS PRESENTED.**

4.4 POLICY REVIEW: POLICY 7- COMMITTEES OF THE BOARD

23/04/25-09-Leyson

**THAT THE BOARD OF TRUSTEES APPROVES CHANGES AND UPDATES TO POLICY 7- COMMITTEES OF THE BOARD AS PRESENTED.**

4.5 POLICY REVIEW: POLICY 19 - BOARD OPERATIONS

23/04/25-10-Heistad

**THAT THE BOARD OF TRUSTEES APPROVES CHANGES AND UPDATES TO POLICY 19 - BOARD OPERATIONS AS PRESENTED.**

4.6 POLICY ADDITION: POLICY 28 - INSURANCE AND INDEMNITY

23/04/25-11-Pasula

**THAT THE BOARD OF TRUSTEES APPROVES THE ADOPTION OF  
THE FOLLOWING POLICY AS PRESENTED - POLICY 28 -  
INSURANCE AND INDEMNITY.**

**5. DISCUSSION**

**5.1 QUARTERLY REPORT**

Associate Superintendent of Curriculum Sawula presented Trustees with the Quarterly Report. Sawula highlighted this year's Division Faith Day and the positive response received from staff, Middle School Faith Week, the Division Education Plan, and the introduction of an Integrated Disability Management Program. Sawula also pointed Trustees to RDCRS' initial work with our Mental Health Transition Consultants, staff working collectively and collaboratively to improve students' reading proficiency, and the spring Parent-Teacher Interviews.

Trustees requested more information relating to the Integrated Disability Management Program. Associate Superintendent Ledene informed Trustees that the new initiative will be guided by a new Administrative Procedure and Appendix and is intended to be used to support staff and manage absenteeism. The new Administrative Procedure will be rolled out this spring.

Trustees also requested more information relating to Bill 85 - Students First. Associate Superintendent Ledene indicated that, in adherence to this Act, every certified teacher will need to have a new criminal record check and vulnerable record check on file and will encourage staff to begin the application process this spring to meet the January 2024 deadline set by the government.

**5.2 ADVOCACY PRIORITIES AND KEY MESSAGING**

Trustees approved a postcard outlining key advocacy priorities and key messaging to use when engaging in public and to help leverage their advocacy efforts throughout the community. Superintendent Finnigan stated that the postcards will be printed for Trustees to begin using within the community.

**5.3 STUDENT ELECTION FORUM**

Superintendent Finnigan provided Trustees with details of the Student Election Forum happening in the École Secondaire Notre Dame gymnasium and an update of the candidates who will be attending. The Superintendent indicated that the forum was opened up to all high school Social Studies students, not just Social Studies 30 students, and that the forum aligns well with their curriculum.

**6. INFORMATION ITEMS**

**6.1 FINANCIAL REPORT**

Secretary Treasurer Steeves presented the financial report for April as information. Trustees provided kudos to Secretary Treasurer Steeves for the well written financial reports over the years.

**6.2 DIVISION FISCAL PROFILE**

The Secretary Treasurer presented the Division Fiscal Profile for the 2023-2024 school year to Trustees. Steeves noted that the projected operational funding is \$97.16 M plus a funding adjustment for 2022-23 of \$555,000, for a total increase in operating funding for 2023-2024 of \$2.8 M. The reserves of \$4.35 M operating and \$6.4 M capital are presented as of August 31, 2022, and are expected to decrease in the current year due to an overall budget deficit and planned capital expenditures.

### 6.3 TRUSTEE REPORTS AND UPDATES

- Alberta School Boards Association (ASBA)  
Trustees reported that a Zone 4 meeting was held on April 24, 2023, attended by Trustee Leyson, Trustee Lonsdale, and Chair Watson. One topic of discussion was the new transportation guidelines recently announced by the Alberta government. Trustees asked how the Division will be impacted by the new transportation guidelines. Administration reported that, based on the new guidelines, the Division will need approximately 20 new buses and will therefore need to hire new drivers. Trustees also reported that the Zone 4 Edwin Parr Event will be held at the Innisfail Golf Club.

Two Division students received honourable mentions for the 2023 ASBA Honouring Spirit: Indigenous Student Awards: Benton Sewell, a Grade 4 student at École Our Lady of the Rosary School and Michelle Renouf, a Grade 4 student at St. Martin de Porres School. The students will be recognized at their schools and also through the Indigenous Education department.

- ALBERTA CATHOLIC SCHOOL TRUSTEES ASSOCIATION (ACSTA)
  - Trustee LaGrange reported that the next directors meeting is being held May 25-26, 2023 and requested assistance with the completion of the Director Report to be presented at the next ACSTA meeting. Superintendent Finnigan will prepare the report. The deadline for the report is May 12, 2023.
- Rural Caucus of Alberta School Boards  
Trustee Heistad reported that the next meeting will be held on June 4. Trustee Heistad will email the information to Trustees; all Trustees are welcome to attend.
- Catholic Education Foundation  
Trustee Pasua informed Trustees that Superintendent Finnigan has organized a Division Education Foundation 50/50 fundraiser with proceeds going to the Mustard Seed. The next Education Foundation meeting is being held on May 18, 2023.
- Trustee PD Reports  
There were no reports.

### 6.4 Correspondence Report:

- There was no report.

6.5 Upcoming Events

- May 2, 2023 - Student Election Forum @ École Secondaire Notre Dame High School
- May 2-5, 2023 - ACSTA Blueprints Conference
- May 11, 2023 - Rosary Celebration
- May 11, 2023 - Celebration of Excellence Event
- May 17, 2023 - Trustee Appreciation Dinner
- May 25, 2023 - Zone 4 Edwin Parr Event

Trustee Leyson read a closing prayer aloud.

23/04/25-12-Lonsdale

**THAT THE REGULAR MEETING RECESS TO THE COMMITTEE OF THE WHOLE, THE TIME BEING 7:13 P.M.**

**CARRIED.**

23/04/25-13-Pasula

**THAT THE REGULAR MEETING RECONVENE.**

**CARRIED.**

23/04/25-14-Lonsdale

**THAT THE REGULAR MEETING ADJOURN, THE TIME BEING 8:30 P.M.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)