



Minutes of a Regular Meeting of the Board of Trustees of the The Red Deer Catholic Separate School Division, held May 26, 2023.

Present:

- S. Heistad
- M. Hollman
- M. LaGrange (joined meeting at 1:50 pm)
- 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

The meeting was called to order by Chair Watson at 11:33 a.m.

23/05/26-01-Leyson

THAT THE COMMITTEE OF THE WHOLE MOVE IN CAMERA.

CARRIED.

23/05/26-02-Lonsdale

THAT THE BOARD MOVE OUT OF CAMERA AT 12:53 p.m

CARRIED.

23/05/26-03-Pasula

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

CARRIED.

Board Chair Watson called the public meeting back to order at 1:36 p.m.

Trustee Hollman led the group in prayer.

Associate Superintendent Ledene read the Land Acknowledgement aloud.

1. APPROVAL OF AGENDA

23/05/26-04-Hollman

THAT THE AGENDA BE APPROVED AS AMENDED.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Meeting Minutes, April 25, 2023

23/05/26-05-Heistad

**THAT THE MINUTES OF THE REGULAR MEETING OF April 25, 2023
BE APPROVED AS PRESENTED.**

CARRIED.

3. DELEGATIONS

There were no delegations at the meeting.

4. ACTION ITEMS

4.1 DIVISION OPERATIONAL BUDGET APPROVAL 2023-2024

Secretary-Treasurer Steeves presented a balanced budget for the 2023-2024 year, indicating that this was the 17th and final budget to be presented by him due to his upcoming retirement. Steeves highlighted that previously, he had estimated a 1.1% increase in student population, but stated that the Division has seen significant growth and that student population is now forecast to increase by 2.9%. The revenue reflects a 2.9% increase in student population.

Steeves explained that costs have increased due to an increase in certificated salaries and benefits, and higher costs for support staff due to an increase in student numbers. Steeves informed Trustees that expenses remain consistent with prior years, and our accumulated operating surplus will be in line with the requirements of 3.15% at the end of year. Trustees asked Steeves several clarification questions on the budget.

23/05/26-06-Heistad

**THAT THE BOARD OF TRUSTEES APPROVE THE 2023-2024
BUDGET AS PRESENTED.**

CARRIED.

Trustees congratulated Secretary-Treasurer Steeves on his final budget presentation and financial reports and thanked him for all of the detail and information provided to them over the years.

4.2 DIVISION EDUCATION PLAN YEAR 2 IMPLEMENTATION

Associate Superintendent Sawula presented Trustees with adjustments made to the outcomes, measures, strategies and plan implementation of the Division Education for 2023-2026. Sawula indicated that changes to the Education Plan have been captured in blue font and provided a summary of the adjustments. Sawula highlighted several ongoing opportunities for supporting student achievement and growth such as establishing a faith-filled culture, an emphasis on student and staff mental health, supporting student growth and achievement in the areas of literacy and numeracy and continuing to support the implementation of the new curriculum.

23/05/26-07-Lonsdale

THAT THE BOARD OF TRUSTEES APPROVE THE ADJUSTMENTS MADE TO OUTCOMES, MEASURES, STRATEGIES AND PLAN IMPLEMENTATION AS PRESENTED FOR YEAR TWO OF THE IMPLEMENTATION OF THE 2023-2026 DIVISION EDUCATION PLAN.

CARRIED.

4.3 JOINT USE PLANNING AGREEMENT REPORT

Secretary Treasurer Steeves presented a Joint Use Planning Agreement with the Town of Rocky Mountain House and Wild Rose School Division for approval.

23/05/26-08-Leyson

THAT THE BOARD OF TRUSTEES APPROVE THE JOINT USE PLANNING AGREEMENT WITH THE TOWN OF ROCKY MOUNTAIN HOUSE AND WILD ROSE SCHOOL DIVISION AS PRESENTED.

CARRIED.

4.4 COMMITTEE MEMBERSHIP

Chair Watson declared a conflict of interest with the ATA Negotiations Committee and requested that another Trustee who is not in conflict to take her place. Trustees Heistad and Hollman also declared conflict of interest with the ATA Negotiations Committee.

23/05/26-09-Hollman

THAT THE BOARD OF TRUSTEES APPOINT TRUSTEE PASULA TO THE ATA NEGOTIATIONS COMMITTEE.

CARRIED.

Chair Watson called for a break at 3:10 p.m.

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

5. DISCUSSION

5.1 HOUR ZERO COMMUNICATION PROTOCOL

Associate Superintendent Smith reviewed the Hour Zero Communication Protocol report with Trustees and explained that the Division uses a system called Hour Zero in cases of emergency. Smith informed Trustees that, in cases of emergency, the priority is to ensure the safety of students, staff, and schools, and then to notify the Emergency Operations Center (EOC). Smith explained that recently during an emergency response, a step was missed with the response as a result of human error. Smith indicated that after reviewing the current protocols, revisions were made and a checklist of tasks was developed to prevent errors in the future.

Trustees commended Administration for how the situation was handled and for bringing it to their attention. Trustees recommended that Administration consider looking at putting a person who is not in a senior administration role as a backup to the Administrative Command Team (ACT) to prevent the possibility of alternates being away at the same time.

6. INFORMATION ITEMS

6.1 SUPERINTENDENT REPORT

Superintendent Finnigan presented the Superintendent report as information, highlighting plans for a new inclusive playground for the congregated program at St. Teresa of Avila School. The Superintendent explained that the new playground will allow students with mobility changes or disabilities to access the playground, plus it will be accessible to all residents.

6.2 [FINANCIAL REPORT](#)

Secretary Treasurer Steeves presented the Financial Report as information and indicated that, with the March revenue adjustments behind us, we now see ourselves in a slight deficit. Steeves stated the Division will start to draw down some of our surpluses until the end of the year and expects to be near the budgeted \$1,260,000.00 deficit.

6.3 TRUSTEE REPORTS AND UPDATES

- Alberta School Boards Association (ASBA)
Trustee Leyson reported that the Edwin Parr event occurred on May 25, 2023. She informed Trustees that the Division was well represented with a great nominee and first year teacher at St. Gregory the Great School.

- Alberta Catholic School Trustees Association (ACSTA)
Trustee LaGrange informed Trustees that the ACSTA Board of Directors meeting occurred on May 25-26, 2023 and that one of the major conversations was effective communication between boards. LaGrange stated that orientation for new directors will occur in November and that Archbishop Smith is replacing Bishop McGrattan as the liaison bishop to ACSTA.
- Rural Caucus of Alberta School Boards.
Vice-Chair Heistad informed Trustees that the Rural Caucus will meet prior to the ASBA Spring General Meeting and that information has been forwarded to the Trustees who will be attending.
- Catholic Education Foundation
Trustee Pasula informed Trustees that he will provide a full report for the June board meeting. Pasula stated that the Committee met in May and the board approved the Foundation's budget on grants and scholarships. Decisions will be made on June 13, 2023 by the funds committee. Chair Watson requested that minutes of the Education Foundation meetings be presented to Trustees.
- Trustee PD Reports
There were no PD reports presented.

6.4 CORRESPONDENCE REPORT

The Correspondence Report was presented as information.

6.5 UPCOMING EVENTS

- May 29, 2023 - ASBA Zone 4 Meeting (Online)
- June 4-6, 2023 - ASBA Spring General Meeting - Calgary
- June 9, 2023 - Board Retreat - Board/Superintendent Evaluations
- June 9, 2023 - St. Joseph High School Grad Mass
- June 9, 2023 - Ecole Secondaire Notre Dame High School Grad Mass

Trustee Leyson requested that a list of annual events be made available to Trustees at the organizational meeting so that meetings and retreats can be established without conflicts.

Trustee Lonsdale read a closing prayer aloud.

23/05/26-10-Heistad

THAT THE REGULAR MEETING RECESS TO THE COMMITTEE OF THE WHOLE, THE TIME BEING 3:55.

CARRIED.

23/05/26-11-Leyson

THAT THE REGULAR MEETING RECONVENE.

CARRIED.

23/05/26-12-Lonsdale

**THAT THE REGULAR MEETING ADJOURN, THE TIME BEING 5:07
p.m.**

CARRIED.

(CHAIR)

(SECRETARY-TREASURER)