



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

Present: S. Heistad  
M. LaGrange  
C. Leyson  
D. Lonsdale  
A. Watson, Trustees  
K. Finnigan, Superintendent of Schools  
L. Latka, Secretary-Treasurer  
R. Ledene, Assoc. Superintendent - System Services  
R. Sawula, Assoc. Superintendent - Curriculum  
J. Smith, Assoc. Superintendent - Human Resources  
M. St. Pierre, Executive Assistant  
A. Visscher, Communications Coordinator

Joined via Zoom: K. Pasula - temporary intermittent failure of internet connection  
(NOT SUBSTANTIVE)

Not in Attendance: M. Hollman

The meeting was called to order by Chair Watson at 1:52 p.m.

1. APPROVAL OF AGENDA

23/08/25-01-Lonsdale

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

**CARRIED.**

2. APPROVAL OF MINUTES

2.1 Regular Meeting Minutes, June 20, 2023

23/08/25-02-Leyson

**THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 20, 2023 BE APPROVED AS PRESENTED.**

**CARRIED.**

3. DELEGATIONS

There were no delegations at the meeting.

4. ACTION ITEMS

4.1 ARCHBISHOP DINNER 2023

Chair Watson presented the Archbishop Dinner Report to Trustees and outlined the Superintendent's recommendation that in keeping with In keeping with Policy 24: Attendance at Fundraising Events and the Division's Strategic Plan to cultivate partnerships with Catholic agencies, Trustees and members of the Senior Administration team are encouraged to attend the event.

23/08/25-06-Lonsdale

**THAT THE BOARD OF TRUSTEES SPONSOR THE ATTENDANCE OF TRUSTEES AND/OR MEMBERS OF THE SENIOR ADMINISTRATION TEAM TO ATTEND THE ARCHBISHOP DINNER EVENT HAPPENING ON OCTOBER 6, 2023.**

**CARRIED.**

4.2 SIGNING AUTHORITY

23/08/25-07-Leyson

**THAT THE BOARD OF TRUSTEES REPLACE RODERIC STEEVES WITH LAUREL LATKA AS SIGNING AUTHORITY FOR THE DIVISION ALONG WITH CINDY ARMSTRONG, FINANCE MANAGER AND DR. KATHLEEN FINNIGAN, SUPERINTENDENT OF SCHOOLS EFFECTIVE SEPTEMBER 1, 2023.**

**CARRIED.**

4.3 SUPPLEMENTAL EXECUTIVE RETIREMENT PROGRAM (SERP)

Secretary-Treasurer Latka reviewed the SERP report with Trustees and indicated that due to the nominal amount of the accumulated SERP benefit of the retiring employee the administrative burden of annual installments over 15 years is prohibitive. Latka recommended that the employee receive the SERP benefit payment in one lump sum payment, to be paid in the month immediately following retirement. .

23/08/25-08-Lonsdale

**THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE ELIGIBLE SERP BENEFIT TO RODERIC STEEVES TO BE PAID IN ONE LUMP SUM PAYMENT IN THE MONTH IMMEDIATELY FOLLOWING RETIREMENT.**

5. DISCUSSION

5.1 MINISTER OF EDUCATION MANDATE LETTER

Superintendent Finnigan informed Trustees that the Mandate Letter from the Premier to the Education Minister highlights the direction of the Department of Education this school year. She stated that the Minister is putting a priority on building the skill-set of students, dual credit programming and career pathways, along with a focus on mental health, addiction and the role of parent school council. Finnigan advised Trustees that she feels that the Division has a strong Dual Credit and RAP program, and a strong focus on the importance of mental health. She asked Trustees to think about where they would like to focus their priorities as the Division moves into the Strategic Plan.

5.2 ADMINISTRATIVE PROCEDURE 458 - DUTY TO REPORT - REVIEW

Secretary-Treasurer Latka reviewed Administrative Procedure 458 - Duty to Report with Trustees. She also informed Trustees that Administrative Procedure 458 - Duty to Report was reviewed with Division Administrators in their August Administrator meeting and they were informed of their duty to review this procedure with all their staff. A report will be brought back to Trustees in the September meeting.

5.3 STAKEHOLDER ENGAGEMENT SESSION

Superintendent Finnigan presented the Stakeholder Engagement Session report and indicated that working in conjunction with Board Policy 19, and the Annual Board Work Plan, the Board will review and plan for a stakeholder engagement session to be hosted on November 22, 2023 in both an online and in-person format. Superintendent will provide more information on this item at a later date.

6. INFORMATION ITEMS

6.1 BOARD STRATEGIC IMPERATIVE OVERVIEW AND PROJECT TIMELINE

The Superintendent share that the Board Strategic Imperative Overview and project timeline, will be communicated to staff at the annual Division Opening day, as well as through school council agendas and parent letters that are regularly distributed from the Superintendent.

6.2 SECRETARY-TREASURER REPORT - UPDATES, FINANCIAL, SLR AND SUMMER PROJECTS

Secretary-Treasurer Latka presented the Secretary-Treasurer Report and provided highlights to the Board. Latka shared that the 2023 Statement of Operations is on target for meeting the budgeted deficit. The Maintenance Department has worked diligently on many major projects throughout the summer including new roofing, transitioning to polished concrete in schools, the renovation of the École Secondaire Notre Dame High School Cosmetology lab as well as the installation of rooftop air

conditioning units in two of the Division's schools. Latka indicated we are very excited for St. Lorenzo Ruiz Middle School's first day of school and welcoming students, parents and staff into their school community.

### 6.3 TRUSTEE REPORTS AND UPDATES

- Alberta School Boards Association (ASBA)  
Vice-Chair Leyson indicated that being involved with ASBA for the past six years has been a great experience and she is pleased to be passing the torch to Trustee Hollman.
- Alberta Catholic School Trustees Association (ACSTA)  
Trustee LaGrange indicated there is an ACSTA meeting on Tuesday, September 5, 2023.
- Rural Caucus of Alberta School Boards.  
Nothing to report
- Catholic Education Foundation  
Nothing to report
- Trustee PD Reports
  - National Trustee Gathering on Indigenous Education / CSBA Congress
  - Chair Watson shared a written report on the National Trustee Gathering on Indigenous Education as information.

### 6.4 CORRESPONDENCE REPORT

The Correspondence Report was provided by Chair Watson as information.

### 6.5 UPCOMING EVENTS

- August 30, 2023 - Rod's Retirement and Trustee/Administrator Meet and Greet Event at Gasoline Alley Farmer's Market
- September 5, 2023 - ACSTA Governance Process Meeting for Board Chair, Superintendent and ACSTA Director

Trustee Leyson read a closing prayer aloud.

23/08/25-09-Heistad

**THAT THE REGULAR MEETING ADJOURN, THE TIME BEING 2:35 P.M.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)