



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

Present: S. Heistad  
M. Hollman  
C. Leyson  
K. Pasula  
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  
Alan Litster, Partner, BDO  
Mitchell Kennedy, Auditor, BDO  
Tatiana Nabutovskyi, Auditor, BDO

Joined via Zoom: D. Lonsdale, Trustee

*Board Chair Hollman called the meeting to order at 3:30 PM.  
Vice Chair Lonsdale read an opening prayer aloud.*

11/28/23-01-Heistad

**THAT THE COMMITTEE OF THE WHOLE MOVE IN CAMERA AT 3:31 PM.**

**CARRIED.**

11/28/23-02-Leyson

**THAT THE BOARD MOVE OUT OF CAMERA AT 4:55 PM.**

**CARRIED.**

11/28/23-03-Watson

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

**CARRIED.**

*Board Chair Hollman called the meeting back to order at 5:32 PM.  
Trustee Heistad read the opening prayer aloud.  
Secretary-Treasurer Latka read the Land Acknowledgement aloud.*

1. APPROVAL OF AGENDA

11/28/23-04-Watson

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

**CARRIED.**

2. APPROVAL OF MINUTES

11/28/23-05-Pasula

**THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 27, 2023 BE ADOPTED AS PRESENTED.**

**CARRIED.**

11/28/23-06-Heistad

**THAT THE MINUTES OF THE SPECIAL MEETING OF NOVEMBER 13, 2023 BE ADOPTED AS PRESENTED.**

**CARRIED.**

11/28/23-07-Leyson

**THAT THE MINUTES OF THE SPECIAL MEETING OF NOVEMBER 23, 2023 BE ADOPTED AS AMENDED.**

**CARRIED.**

3. DELEGATIONS

There were no delegations at the meeting.

4. ACTION ITEMS

4.1 AUDIT REPORT - November 23, 2023 Audit Committee Minutes, Draft Audited Financial Statements

Secretary-Treasurer Latka introduced the accounting team from BDO to the Board of Trustees. Ms. Nabutovskiy presented Trustees the Final Audit Report for the year ended August 31, 2023 and stated that the audit has been substantially completed. Mr. Kennedy reviewed the Management Letter and informed Trustees that the financial statements were presented fairly, in all material respects, in accordance with Canadian

Public Sector Accounting Standards. He also indicated that the RDCRS Administration team was cooperative and easy to work with.

Latka presented the Draft Financial Statements for the year ended August 31, 2023 and highlighted the Statement of Operations showing a \$2M deficit but indicated that represented less than a quarter of a percent in variance from the budgeted amount. Latka also shared that the Statement of Financial Position shows a \$12.5M decrease in cash and cash equivalents.

11/28/23-08-Lonsdale

**THAT THE BOARD OF TRUSTEES APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING AUGUST 31, 2023 AS PRESENTED.**

**CARRIED.**

Secretary-Treasurer Latka presented Trustees with a new motion designed to allow the Division to use funds being transferred if there are unexpected expenses. She stated that these types of transfers are common within municipalities and that the auditors suggested that it be presented as a separate motion.

11/28/23-09-Pasula

**THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING TRANSFERS TO AND FROM RESERVES:**

**TO/FROM CAPITAL RESERVES**

**\$4,854,611 FROM CAPITAL RESERVES TO COVER BOARD FUNDED TANGIBLE CAPITAL ASSET ADDITIONS**

**\$419,560 FROM OPERATIONS AND MAINTENANCE CAPITAL RESERVES TO COVER THE ARO ADDITIONS**

**\$1,581,641 FROM ADMINISTRATION CAPITAL RESERVES TO TRANSPORTATION CAPITAL RESERVES**

**TO/FROM OPERATING RESERVES**

**\$1,479,637 TO OPERATING RESERVES**

**\$2,604,805 FROM OPERATING RESERVES**

**CARRIED.**

Latka expressed gratitude to the BDO team for their support and guidance this year

and publicly thanked the Human Resources and Finance teams within RDCRS for all of their work with the audit. Chair Hollman stated that he was very impressed with the detailed work done by the Secretary-Treasurer and the Auditing team this year.

*The BDO Auditing team left the meeting at 5:55 PM.*

#### 4.2 ANNUAL EDUCATION RESULTS REPORT (AERR)

Superintendent Finnigan presented the Division's Annual Education Results Report to the Board of Trustees beginning with individual school results reports for École Secondaire Notre Dame High School, Holy Family School and St. Patrick's Community School. Finnigan highlighted their annual results and school priorities stating that overall the results are down in some measures, but collaborative conversations have occurred with school administration teams and all schools have action plans.

Associate Superintendent Sawula, highlighted the Alberta Education Assurance (AEA) Measure Results and the Division's Key Strategies and Actions. Sawula stated that he is pleased to see that the Division has maintained above average results compared to the provincial average in mostly all areas and identified key actions for continued improvement and growth. Sawula also presented Trustees with the AERR Executive Summary Report as a summary of data contained within the AERR, adding that for the first time, the Schollie survey questions were made available to support staff.

Trustees posed a variety of questions and Chair Hollman thanked Sawula and the Administration team for a well done report.

11/28/23-10-Heistad

**THAT THE BOARD OF TRUSTEES APPROVE THE RED DEER CATHOLIC SEPARATE SCHOOL DIVISION'S ANNUAL EDUCATION RESULTS REPORT FOR THE 2022-2023 SCHOOL YEAR AS AMENDED.**

**CARRIED.**

*Chair Hollman called for a break at 6:30 PM.*

*Chair Hollman called the meeting back to order at 6:45 pm.*

#### 4.3 LOCALLY DEVELOPED COURSES -

Associate Superintendent Sawula presented the Locally Developed Courses report. He stated that the new locally developed courses will allow students to learn about Indigenous studies and earn credits that can be used for high school completion.

11/28/23-11-Watson

**THAT THE BOARD OF TRUSTEES APPROVES THE RENEWING/ACQUIRING OF THE LOCALLY DEVELOPED**

**COURSES AS FOLLOWS:**

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Beading (Elder Chronicles) 15	3 Credits (2023-2027)	LDC1014	2023-2024	2023-11-28	2026-2027
Braided Journeys 15	3 Credits (2023-2027)	LDC1803	2023-2024	2023-11-28	2026-2027
Braided Journeys 25	3 Credits (2023-2027)	LDC2803	2023-2024	2023-11-28	2026-2027
Braided Journeys 35	3 Credits (2023-2027)	LDC3803	2023-2024	2023-11-28	2026-2027
Medicine Wheel 15	3 Credits (2021-2025)	LDC1172	2023-2024	2023-11-28	2024-2025
Seven Teachings 15	3 Credits (2021-2025)	LDC1175	2023-2024	2023-11-28	2024-2025
Smudging (Elder Chronicles) 15	3 Credits (2023-2027)	LDC1015	2023-2024	2023-11-28	2026-2027
Tipi Making (Elder Chronicles) 15	3 Credits (2023-2027)	LDC1021	2023-2024	2023-11-28	2026-2027
Traditional Land Based Learning 25	5 Credits (2019-2024)	LDC2248	2023-2024	2023-11-28	2023-2024
Traditional Land Based Learning 35	5 Credits (2019-2024)	LDC3248	2023-2024	2023-11-28	2023-2024

**CARRIED.**

**4.4 2024-2025 SCHOOL CALENDARS - Olds-Innisfail Calendar, Red Deer-Sylvan Lake-Blackfalds Calendar, Rocky Mountain House Calendar and St. Patrick’s Community School Calendar**

Associate Superintendent Ledene presented four draft calendars for the 2024-2025 school year. He explained that a committee of nine people from across the Division established the draft calendars.

11/28/23-12-Leyson

**THAT THE BOARD OF TRUSTEES APPROVE THE 2024-2025 SCHOOL CALENDARS OF ST. PATRICK’S COMMUNITY SCHOOL (YEAR ROUND), RED DEER, SYLVAN LAKE, BLACKFALDS,**

**INNISFAIL, OLDS AND ROCKY MOUNTAIN HOUSE AS  
PRESENTED.**

**CARRIED.**

**5. DISCUSSION ITEMS**

**5.1 QUARTER 1: RDCRS BOARD STRATEGIC PLAN DASHBOARD**

Superintendent Finnigan presented the Quarter 1 RDCRS Board Strategic Plan Dashboard report to provide Trustees with indicators of progress towards the desired results within the Board Strategic Plan. Associate Superintendent Smith highlighted the work done by the Model of Student Support (MS2) model and the Collaborative Support Mode (CM) to train staff and help regulate dysregulated students.

Superintendent Finnigan informed Trustees of the formation of a new faith coach model with 45 staff in total. The group has met twice and developed roles and responsibilities, reviewed the strategic plan and the Division Schollie Data. Finnigan explained that the Faith Team has divided into an elementary team and a middle school/high school team who are working on developing foundational elements for the entire division.

Associate Superintendent Sawula informed Trustees that the revised School improvement Plan was implemented in September and that the Division has sought stakeholder input to establish exit outcomes for RDCRS students that define success.

Trustees requested more data on faith, specifically on how many other faiths there are within the Division and to provide this information at a future retreat.

**5.2 COMMUNITY RECONCILIATION GRANT - UPDATE**

Associate Superintendent Sawula provided Trustees with an update on a question raised at the last board meeting regarding the Community Reconciliation Grant. He explained that the grant has to be applied for by local Indigenous organizations with the support of a school division and that the RDCRS Indigenous Team reached out to Indigenous organizations, but there was no response for this.

**5.3 TRUSTEE CHRISTMAS GATHERING**

The Board of Trustees discussed the possibility of a Trustee and Senior Administration Christmas gathering on December 8, 2023 after the Division Faith Day.

5.4 SCHOOL STREAMERS AT PARISHES

Trustees discussed the idea of having banners and/or picture collages created to post at our local parishes. Trustees requested to see a mock up of a picture collage and they will discuss this possibility with local priests at a future meeting.

5.5 SCHOOL FEES - BACKGROUND INFORMATION: AP NO 202 - SCHOOL AND TRANSPORTATION FEES, AP NO. 203 - SCHOOL FUNDRAISING

Trustee Pasula explained that he has received parent concerns regarding school fees and that the cost of having students participate in activities can be high for families especially those who have more than one child in activities. Pasula requested a full listing of fees charged by the Division and a report to view what the fee waiver forms are being used for. He stated that there is a risk and fear that there may be families who are unable to participate in certain activities due to the associated fees and would like to find ways to help these families.

Superintendent Finnigan indicated data will be provided to Trustees by February or March so that Trustees have an opportunity to review it before the new budget is approved in April.

6. INFORMATION ITEMS

6.1 SUPERINTENDENT REPORT

Superintendent Finnigan presented the Superintendent report as information.

6.2 SECRETARY-TREASURER REPORT

Secretary-Treasurer Latka presented the Secretary-Treasurer report as information and provided a fall budget update. Latka stated that although it is no longer required, it is helpful to prepare a fall budget update to adjust for budget changes since the Spring. She explained that the Spring budget was balanced, but the fall budget update shows a \$2.1M deficit and she will look at in-year adjustments to reduce the amount of the projected deficit. She added that an email from the province received on today's date announced more student funding that will help offset the deficit by approximately \$400,000.

11/28/23-13-Pasula

**THAT THE COMMITTEE OF THE WHOLE MOVE IN CAMERA AT 8:14 PM.**

**CARRIED.**

**THAT THE BOARD MOVE INTO OUT OF CAMERA AT 8:25 PM.**

**CARRIED.**

Latka provided a brief overview of the St. Lorenzo Ruiz budget and also informed Trustees that an international field trip was not approved for the spring of 2025 due to government recommendations against travel to the requested countries which are experiencing high levels of political unrest..

**6.3 ADVENT MESSAGE**

The Trustee Advent message was shared and it will be shared across the Division during the Advent season.

**6.4 TRUSTEE REPORTS AND UPDATES**

- **ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA)**  
Trustee Heistad provided an oral report stating the ASBA Zone 4 meeting occurred in Wetaskiwin on November 27, 2023. Heistad confirmed that the Edwin Parr Celebration is being held on May 27, 2024 at the Innisfail Golf & Country Club. She also informed Trustees that ASBA is meeting with the Minister of Energy to discuss the cost of electricity as well as the Minister of Affordability and Utilities to discuss the cost of other utilities.
  
- **ASBA POSITION STATEMENT COMMITTEE**  
Trustee Watson shared that the committee has not had an opportunity to meet but is looking forward to beginning that work.
  
- **ALBERTA CATHOLIC SCHOOL TRUSTEES ASSOCIATION (ACSTA)**  
Trustee Leyson provided an oral report and provided highlights from the ACSTA AGM & Convention that occurred November 16-19, 2023. Leyson attended the Orientation event on November 16 followed by the ACSTA AGM and Convention and informed Trustees that she will be a part of AGM Planning and Governance teams.
  
- **RURAL CAUCUS OF ALBERTA SCHOOL BOARDS**  
Vice-Chair Lonsdale provided an oral report and informed Trustees that she represented the Board at the Rural Caucus Fall General Meeting on November 19, 2023. She informed Trustees that the Alberta Rural Education Symposium is being held on March 3-5, 2024 at the River Cree near Edmonton.
  
- **CATHOLIC EDUCATION FOUNDATION**



Trustee Pasula provided Trustees with a written report and informed Trustees that over the last number of years, the Foundation has held a special fundraising event at the Kerry Wood Nature Centre facility. At the October meeting of the Foundation, board members discussed the option of organizing a “sports type fundraiser” and volleyball, hockey, basketball, or curling were cited as the types of sports that such an event could be organized around. This type of fundraising event would also contribute to one of the other Foundation objectives which is to develop some form of RDCRS Alumni Network - to bring together the community of graduates and staff members from the Division’s schools. Further discussions were held by the board at the last meeting and this fundraising and network development option will be further discussed with members of the RDCRS alumni over the next few months. A report will be brought to the Board at its next meeting. In addition to the preliminary assessment of the sports related fundraisers, the other business purpose of the last meeting involved the board in an exercise that generated a list of fund development tactics to investigate for possible integration into the new broader fund and organization development plan of the Foundation.

6.5 CORRESPONDENCE

There was no correspondence provided.

6.6 UPCOMING EVENTS:

- December 8, 2023 - Division Faith Day
- December 18, 2023 - Board Retreat, Montfort
- January 22, 2024 - Asba Zone 4 Meeting
- January 25, 2024 - Board Retreat, Montfort

Trustee Pasula read the closing prayer aloud.

11/28/23-15-Heistad

**THAT THE BOARD OF TRUSTEES GO INTO CAMERA AT 8:54 PM.**

**CARRIED.**

11/28/23-16-Lonsdale

**THAT THE BOARD OF TRUSTEES MOVE OUT OF CAMERA AT 9:48 PM.**

**CARRIED.**

11/28/23-17-Leyson

**THAT THE MEETING ADJOURN, THE TIME BEING 9:48 PM.**

**CARRIED.**

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(CHAIR)

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(SECRETARY-TREASURER)