



Minutes of a Regular Meeting of the Board of Trustees of the Red Deer Catholic Separate School Division, held October 29, 2024.

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

Not in Attendance: K. Pasula, Trustee
R. Sawula, Associate Superintendent - Curriculum

*Chair Hollman called the meeting to order at 2:30 P.M.
Vice-Chair Watson read an opening prayer aloud.*

10/29/24-01-Heistad

THAT THE COMMITTEE OF THE WHOLE MOVE IN CAMERA AT 2:30 P.M.

CARRIED.

10/29/24-02-Leyson

THAT THE BOARD MOVE OUT OF CAMERA AT 5:04 P.M.

CARRIED.

*Chair Hollman called for a recess at 5:04 p.m.
Chair Hollman called the meeting back to order at 5:34 p.m.
Trustee Heistad read an opening prayer aloud.
Associate Superintendent Smith read the Land Acknowledgement aloud.*

1. APPROVAL OF AGENDA

10/29/24-03-Lonsdale

4.4 Trustee Remuneration

THAT THE AGENDA BE ACCEPTED AS AMENDED WITH THE ADDITION OF THE FOLLOWING ITEM.

4.4 TRUSTEE REMUNERATION

CARRIED.

2. APPROVAL OF MINUTES

10/29/24-04-Watson

THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 24, 2024 BE ADOPTED AS PRESENTED.

CARRIED.

3. DELEGATIONS

There were no delegations at the meeting.

4. ACTION ITEMS

4.1. POLICY REVIEW

■ POLICY 4 - TRUSTEE CODE OF CONDUCT

Board Chair Hollman explained that as a result of issues that came up last year, it became evident that a review of the policy was needed. He stated that the Superintendent was tasked to conduct research on the policy and as a result revisions were suggested. Trustees discussed the revisions and suggested several others.

10/29/24-05-Watson

THAT THE BOARD OF TRUSTEES APPROVE THE CHANGES AND UPDATES TO POLICY 4 - TRUSTEE CODE OF CONDUCT, AS AMENDED.

CARRIED.

4.2. BOARD OF TRUSTEES ANNUAL SELF-EVALUATION

Board Chair Hollman reported that the Board of Trustees underwent a formal self-evaluation process facilitated by a consultant as part of board policy.

10/29/24-06-Lonsdale

THAT THE BOARD APPROVE THE BOARD SELF-EVALUATION REPORT AS DEVELOPED AT THE FACILITATED WORKSHOP OF OCTOBER 10, 2024 AND THAT THE BOARD CHAIR BE AUTHORIZED TO MONITOR THE PRIORITIES AND SUGGESTIONS AGREED TO AND BRING ITEMS FORWARD FOR BOARD CONSIDERATION AS DEEMED APPROPRIATE.

CARRIED.

4.3. SUPERINTENDENT EVALUATION

Board Chair Hollman reported that the Board of Trustees has completed the formal annual evaluation of the Superintendent, conducted with the assistance of a consultant.

10/29/24-07-Heistad

THAT THE BOARD APPROVE THE SUPERINTENDENT'S EVALUATION REPORT AS DEVELOPED IN THE EVALUATION WORKSHOP OF OCTOBER 10, 2024, AS AN ACCURATE ACCOUNTING OF THE SUPERINTENDENT'S PERFORMANCE FOR THE PERIOD SEPTEMBER 1, 2023, TO AUGUST 31, 2024; AND FURTHER, THE BOARD AUTHORIZES THE CHAIR TO MAKE ANY REQUIRED TECHNICAL EDITS AND TO SIGN THE REPORT ON THE BOARD'S BEHALF.

CARRIED.

4.4 TRUSTEE REMUNERATION

Chair Hollman proposed a reevaluation of the August 27, 2024 increase in trustee remuneration, following discussions in talking circles. Other Trustees acknowledged the necessity of revisiting the August increase in trustee remuneration, citing a desire to demonstrate the Board's commitment to fiscal responsibility.

The 3% increase implemented on September 1, 2024, was based on board policy which states that rates of remuneration for trustees shall be adjusted annually in September

based on the Consumer Price Index for the previous year. Trustees expressed a desire to roll back the increase as of November 1, 2024, rather than retroactively to September 1, 2024, to ease the administrative burden on payroll.

10/29/24-08-Watson

**THAT THE BOARD OF TRUSTEES REDUCE THE HONORARIUM AND
PER DIEM AMOUNTS BY 3% EFFECTIVE NOVEMBER 1, 2024.
CARRIED.**

5. DISCUSSION ITEMS

5.1. QUARTERLY REPORT DISCUSSION

Superintendent Finnigan proposed discontinuing the quarterly report, which is currently part of the Board work plan and presented to the Board of Trustees quarterly. Finnigan explained that while visually appealing, the quarterly report lacks the depth and timeliness of other existing reports, often resulting in dated information. She added that the quarterly report originally filled a gap when other reports were less frequent, however, with improved reporting practices, it has become less necessary. The Superintendent requested that the Board consider removing this report from the work plan to reduce duplication.

Trustees expressed support for this proposal, appreciating the detailed reports that are now provided. It was suggested that each Associate portfolio provide individual reports with relevant updates as needed, as this approach would be more effective than the quarterly report.

5.2. STAKEHOLDER ENGAGEMENT UPDATE REPORT

Superintendent Finnigan presented a report detailing the upcoming stakeholder engagement sessions, which will be offered in both online and in-person formats. The report included information on topics, dates, locations, registration options and other relevant details. She noted that the Communications team has distributed this information to school communications teams, social media platforms, and school council chairs.

Trustees raised the possibility of allowing stakeholders to submit questions in advance. Finnigan noted that a meeting is scheduled for Monday morning to finalize the engagement sessions, and this suggestion will be discussed.

5.3. TRUSTEE STAKEHOLDER ENGAGEMENT WITH MLA'S

Chair Hollman presented the Trustee Stakeholder Engagement with MLAs report, noting that it has been a couple of years since this engagement last took place. It was suggested to add related agenda items for the event at the next board meeting.

5.4. JOINT SCHOOL COUNCIL MEETING

Chair Hollman proposed reintroducing a joint school council meeting in the spring, requesting that the Superintendent coordinate the event. The Superintendent sought clarification on the proposal, with two options being considered: a stakeholder engagement Town Hall in April, which would include school councils, or a separate engagement exclusively for school councils. Trustees confirmed that they would like a separate engagement for school councils and requested that administration engage with school councils early, allowing them an opportunity to suggest potential topics for discussion. March was recommended as the ideal timing, with May being too late in the school year.

6. INFORMATION ITEMS

6.1. SUPERINTENDENT REPORT

Superintendent Finnigan presented the Superintendent's Report as information. Trustees expressed interest in the information on skilled trades and career opportunities. Concerns were raised about class configurations, with enrollment numbers higher than ideal yet beyond the scope of the current budget to address. Trustees stressed the importance of closely monitoring this issue and recommended adding it to the agenda for the upcoming MLA meeting.

6.2. SYSTEM SERVICES - CAPITAL PROJECTS REPORT

Associate Superintendent Ledene presented the System Services - Capital Projects Report, as information. Ledene expressed appreciation to Trustees for attending the recent groundbreaking ceremony for St. Veronica Catholic School.

Trustees acknowledged the work on the École Secondaire Notre Dame parking lot, noting it has been a significant topic of public interest. Ledene credited the Maintenance Department for their thoughtful and creative approach to addressing the issue. Trustees raised concerns about the west side of the parking lot, which remains wide open. Ledene emphasized the importance of taking a measured approach to minimize the elimination of parking spaces.

The idea of a mini-modernization at École Secondaire Notre Dame was discussed, focusing on the potential to improve the utilization of spaces like the amphitheatre. Ledene noted that cost estimates would be provided after engaging with consultants as part of the planning process.

6.3. SECRETARY-TREASURER REPORT

Secretary-Treasurer Latka presented the Secretary Treasurer's report, which included statements of operations for last year and the first month of this year. Trustees reviewed the report, discussing key points and asking questions regarding deferred revenue, amortization, fund transfers, school generated funds and contracts and supplies. Latka also noted that a decrease in student FTE will impact government funding.

6.4. TRUSTEE REPORTS AND UPDATES

■ ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA)

Trustee Heistad shared the minutes from the meeting held last week and informed Trustees that Trustee Leyson will be on the Edwin Parr Committee.

■ ALBERTA CATHOLIC SCHOOL TRUSTEES ASSOCIATION (ACSTA)

Trustee Leyson reported that she attended a special meeting to discuss Bill 20, and will share additional information after the ACSTA Annual General Meeting (AGM).

■ RURAL CAUCUS OF ALBERTA SCHOOL BOARDS

Trustee Heistad informed Trustees that the Rural Caucus Fall Annual Meeting will occur on November 17, 2024, from 1:00-3:00 pm. She noted that she will be attending and that pre-registration is required. Trustee Lonsdale stated that she would also like to attend.

■ CATHOLIC EDUCATION FOUNDATION

Secretary-Treasurer Latka stated that November 4 or 5 may be options for having the Education Foundation AGM.

6.5. CORRESPONDENCE REPORT

There was no information in the Correspondence Report.

6.6. UPCOMING EVENTS:

Trustees reviewed the upcoming events as presented.

- November 12, 2024 - Stakeholder Engagement Session - Online
- November 13, 2024 - Stakeholder Engagement Session - In Person
- November 14, 2024 - ACSTA Board of Directors Orientation
- November 15-17, 2024 - ACSTA Convention & Annual General Meeting

- November 17-19, 2024 - ASBA Fall General Meeting
- November 20, 2024 - Audit Committee Meeting
- November 20, 2024 - CSR Meeting
- November 25, 2024 - ASBA Zone 4 Meeting

Trustee Lonsdale read a closing prayer aloud.

10/29/24-09- Lonsdale

THAT THE MEETING ADJOURN, THE TIME BEING 6:34 P.M.

CARRIED.

(CHAIR)

(SECRETARY-TREASURER)