



**Calgary
Christian
School**

Learn,
to shape God's world.

CALGARY SOCIETY FOR CHRISTIAN EDUCATION

Fall Society Meeting



**TUESDAY
FEB 9
7:30PM**



**CCS
SECONDARY
CAMPUS
PARKING LOT**

www.calgarychristianschool.com

CSCE ANNUAL GENERAL MEETING

MEETING PACKAGE CONTENT

- Notice of Meeting
- Agenda
- Minutes of the CSCE Fall Meeting - November 26, 2019
- Minutes of the CSCE Spring Meeting – May 19, 2020
- Board Member Nominees Biographies (3)
 - Ballots will be handed out at the Drive In
 - Vote for the nominee to begin a three year term
 - Vote for two current directors to continue their terms for one additional year
- Proposed Bylaw Amendment

NOTICE of MEETING

The Annual General Meeting (AGM) for the Society will be conducted, **Tuesday, February 9, 2021 at 7:30 PM** in the Calgary Christian Secondary School Parking Lot.

Participants will remain in their vehicles through the duration of the meeting and will be required to use Zoom on their phones to receive the audio content of the meeting.

In order to properly prepare for this meeting and to encourage a quorum, please **RSVP** your attendance at the Drive-In AGM by using [THIS LINK TO SIGNUP GENIUS](#). Members who RSVP will receive a confirmation email with details about the event.

This in-person event is being held in order that we may conduct the necessary business of our Annual General Meeting. Our bylaws currently require the physical presence of members for these activities. The content of the meeting will be the same as those materials distributed by email November 3, 2020.

The business of the AGM will include the Election of a New Director and a motion to adopt a Bylaw Amendment that permits alternative meeting and voting methods. A quorum of **64 members** at the meeting is the minimum required to transact business. Reaching quorum helps ensure the orderly processing and accountability for these important activities.

A subsequent Question and Answer period for Society members will be held via video conferencing **Wednesday, February 10 at 7:30 PM**. Use [this 2nd Zoom link](#) to participate in this video conference gathering for CSCE members and their families.

We encourage you to send your questions for the meeting in advance by email to info@calgarychristianschool.com.

AGENDA

This meeting will be conducted in two parts.

First, in person **February 9** in the Secondary Campus Parking Lot to conduct the business of the Annual General Meeting. And second, in a video conference **February 10** to answer questions from the Society.

PART I - ANNUAL GENERAL MEETING

FEBRUARY 9, 2021 at 7:30 PM in the CCS Secondary School Parking Lot
Synchronous audio provide via [ZOOM LINK](#).

- I. Welcome and Prayer

Gordon Van Vliet, *Board Chair*
Layne Kilbreath, *Director of Faith Formation*

- II. Society Business
 - A. MOTION: to approve the Minutes of the CSCE Fall Meeting, November 26, 2019 and the CSCE Spring Meeting, May 19, 2020.

 - B. Election of Board Members
 1. Description of the process
 2. Introduction of Nominees
 - a) Nominee for three year term
 - b) Two directors to extend their terms for one additional year
 3. Ballot distribution and Vote collection

 - C. MOTION: to approve the bylaw amendment defining alternative meeting options for conducting Society business.

 - D. MOTION: to conclude the business portion of the meeting and adjourn to a Virtual Meeting of the CSCE on February 10, 2021 at 7:30 PM via Zoom.

PART II – QUESTION & ANSWER PERIOD WITH CSCE BOARD

FEBRUARY 10, 2021 at 7:30 PM via [ZOOM LINK](#)

Hosted by:

Gord Van Vliet, Chair
and Ken DeWyn, Executive Director.

CSCE Meeting Minutes

1. Welcome & Prayer

Gord Van Vliet, Board Chair
Layne Kilbreath, Director of Discipleship

- Introduction of the Board Directors

2. Society Business

Iris Charabin, Board Secretary

- Motion: To approve the minutes of the Annual General Meeting (AGM) of the Society held on May 14, 2019.
Moved by S. Kroeker, Seconded by L. Couillard. CARRIED
- Motion: To destroy the election ballots from the AGM, May 14, 2019.
Moved by K. Ermtter, Seconded by C. Stromberg. CARRIED
- Motion: To adjourn the business portion of the meeting.
Moved by K. DeWyn, Seconded by H. Goosens. CARRIED

3. Treasurer's Report

Steven Kroeker, Board Treasurer

- Presented the Audited Financial Statements for the Fiscal Year ending August 31, 2019
 - Review of the Cash Revenues, Expenses, Cash Flow and Mortgages
- Enns & Co financials statement summary was presented
- Program Fees for 2020-21 school year were presented as approved with no increases

4. Executive Director's Report

Ken DeWyn, Executive Director

- A CRA hearing is scheduled for June 2020 with hope for a resolution next fall on tax receipting
- CCS Online Auction Fundraiser starts Nov. 28 until Dec. 12
- Celebrations to be mentioned
 - Appreciation for Harry Fritschy and his service
 - Improved student retention, with 90% average at secondary and increased enrolment overall
 - Excellence with the Accountability Pillars
 - New Secondary Principal Jadan Barthel
 - Preschool is at capacity
 - Plans for a Secondary expansion is in the works
 - Bible curriculum approved and implemented throughout Elementary
 - New parent sessions being offered at both campuses
- Satisfaction Survey - GraceWorks
 - How we measure up to other Christian schools
 - Identified gaps between "importance and effectiveness"
 - Working towards a solution (Grad Profile, Teacher/Staff Covenant, tell the story better, Policy recommendations)
- Secondary Expansion Project
 - a) The Future of Learning in Secondary School presented by Jadan Barthel, Secondary Principal

- i. Vision for Learning at CCS
- ii. Video presentation on learning models was shared
- iii. Questions to ask:
 - What do we want our students to be like when they become adults?
 - What stays with a student long after they leave?
 - How are these skills for success are developed? (culture and environment)
- b) Features of the Secondary Expansion Design Concept presented by Ken DeWyn, Executive Director
 - i. Related project as approved part of Campus Master Plan Phase and current Strategic Plan.
 - ii. Board approved spending for development of the project
 - iii. Priorities:
 - Address deficiencies and needs
 - Promote program development
 - Encourage growth and retention
 - iv. Design Elements
 - Estimated \$16-18M
 - Entrance, Science Lab, Multi-Purpose Activity Centre
 - Black Box Theatre, Grand Staircase
 - Lower & Upper Commons, Agile Classrooms
 - Commercial Learning Kitchen
- c) Feasibility Study presented by Ken Siemens, Strategic Planning Committee
 - i. Purpose of Study:
 - Gauge level of endorsement
 - Determine a range of potential financials support
 - Matters that may need to be addressed
 - ii. SCSBC conducted the study
 - Cathy Kits & Chris Berghuis were the interviewers
 - Identified responses to project as resonance and concerns
 - Giving potential and projected giving levels
 - iii. Summary of Findings
 - Lots to celebrate
 - Quality Community
 - Support of the expansion
 - Opinions vary
 - Primary Concerns: Scope, Cost, Ability
 - Recommendation: Yellow light – Move ahead but address issues/questions/concerns

9. Chairman's Report

Gord Van Vliet, Board Chair

- Board Goals:
 - Governance policies
 - Accountability and Self-assessment
 - Policies within Society
 - Increase enrolment and retention
 - Maintenance and facility improvements
- Looking to the future:
 - Expansion and Capital Campaign

- Grad Profile
- Teacher/Staff Covenant to complement grad profile
- Request for prayer covering over Society, Ken, Staff and Palliser

12. Closing & Prayer

Layne Kilbreath, Director of Discipleship

13. Questions & Comments

- Question: Is Palliser feeling any effects from the new education budget?
Answer: Palliser has been proactive therefore no negative impact.
- Question: 40% of people have insufficient information on the expansion yet 83% support it. How so?
Answer: 83% of those surveyed were supportive.
- Question: When will the expansion go ahead?
Answer: It will be in phases, with phases to be determined. Capital Campaign could be initiated as early as Fall of 2020.
- Question: Are there alternatives for \$20M? What can be achieved for less?
Answer: Phasing the project will help. These phases will be communicated. Whatever is done needs to be affordable and will depend on fundraising.
- Question: How many responses were received for the GraceWorks survey? Facility wasn't a concern, yet there was big support for expansion.
Answer: 315 responses were received which included students. Expansion will impact the type and level of programming that CCS can offer.
- Question: Who decides if the project goes ahead?
Answer: The Board has authority, however, as the bylaws state, any borrowing greater than \$1M needs the support of the Society.
- Question: Why now? Seems not enough reasons to go ahead.
Answer: Broad base of support which has been discussed over many years. Fundraising will be required. There will not be an increase to program fees to cover the expansion. If we do not grow, we cannot give a good experience to students. With the over-capacity of many schools, the demand for secondary schools is increasing. The Society already pays \$300,000 to subsidize teachers to provide programming at both campuses. The less we need to subsidize, the more these funds can support physical growth and improvement.
- Question: Expansion is necessary to grow the school, what about the idea of a unified Christian high school?
Answer: That idea has been discussed since the 1980s. We are currently the largest Christian high school in Calgary.
- Question: Will the addition double capacity?
Answer: That is the goal.
- Question: Do we advertise to other schools that we have a high school?
Answer: Yes. Especially middle schools. The new ring road will shorten the commute from the communities further south from CCS. We also cannot satisfy the need with our current footprint.

CSCE Meeting Minutes

Tuesday, May 19, 2020
7:00-8:00 pm
Via ZOOM

1. Welcome & Prayer

Gord Van Vliet, Board Chair

- The AGM has been postponed until the fall.
- Introductions of panelists: Gord Van Vliet, Board Chair; Ken DeWyn, Executive Director; Steven Kroeker, Board Treasurer; Jadan Barthel, Secondary Principal; Mike Thiesen, Elementary Principal

2. House Keeping

Ken DeWyn, Executive Director

- REMINDER: Participants asked to remain “muted” during course of presentation. Will open up for Q&A
- NOTICE: This session is being recorded as we are unable to accommodate all participants.

3. Perspective

- Acknowledging Change:
 - Grief
 - We have all experienced loss - opportunities, change of plans, jobs
 - Unable to share as we used to, e.g. Fine Arts Night is now virtual
 - It is important and necessary we take time to grieve
 - We have each other as community; we are resilient
 - We work through changes and continue to learn
 - Signs of care: Board and staff currently calling homes to check in and to share in concerns; encouraging the community
 - Gratitude
 - Thank you to our partners, teachers and parents
 - These are challenging times, but rewarding
 - Trust
 - Trust is our greatest asset
 - We are trusting as a community
 - God is good to us; demonstrates faithfulness, builds trust
 - We are here together for a purpose
 - Let us build upon this trust

4. Budget 2020-2021

Steven Kroeker, Treasurer

- Priorities for the coming year:
 - Sustain program strength
 - Support families generously (assistance)
 - Scale the operation to essential needs
 - Safeguard assets and infrastructure
 - Serve our mission with prudence, stewardship, and eye to advance
- Revenues & Assumptions are based on student number (880 PreK-12), no increase fees, double previous program assistance.
- Approved Budget of \$3.7 million

- Cash Flow
 - Capital Projects:
 - Replace west portion of HS roof
 - Replace fire alarm
 - Improvements, lighting upgrade
 - Mortgage Principal Repayment from 168K/pa to 50K/pa
 - Cash Flow surplus flexibility

5. Going Forward

Ken DeWyn, Executive Director

- Sanitation addressed
- Budget for “actual operation” at this time is unknown; to be determined
- Flexibility needed to address possible scenarios
- Priorities
 - Christian program
 - Strong academics
 - Assistance to families, support retention
 - Scalable operations
 - Sustain infrastructure
 - Grow capacity to serve
 - Secondary Expansion Plan
 - Originally anticipated multi-phase project starting 2021
 - Strategic Planning Committee to revise phase options
 - Focus on most urgent needs of secondary
 - Likely more phases, longer time period - to be determined
 - Continue to ask how is learning changing?
- Flexibility
 - Plan for adaptation
 - Develop options
 - Highly responsive to parents’ and students’ needs, and system changes
- Innovation
 - Develop technical competencies
 - Foster creativity
 - Willingness to explore – mindset

6. Q & A/Comments

Mike Thiessen, Elementary Principal
Jadan Barthel, Secondary Principal
Ken DeWyn, Executive Director
Gord Van Vliet, Board Chair

- When is the last of school?
 - June 19 for Elementary; June 22 for Secondary
- No clear direction for the province for schools – what are possible scenarios?
 - Varying degrees of comfort for students returning to school
 - Home-based learning will be available where parents commit to a term
 - Planned term blocks
- How will physical distancing work?
 - We cannot bring all students back at the same time
 - Staggered attendance may be an option. (E.g. M/W groups & T/TH group with Fridays as a follow up day/digital learning at home days)
 - Parents to be surveyed regarding attendance preferences

- Possibly stagger recess and lunch breaks
- What is the Chromebook situation – exchange, return, next year?
 - In planning. To be announced.
- What about Diploma & Provincial exams?
 - We are adhering to policies as set by AB Education
- HS Core System
 - 2 cores at a time to be taken
 - Need feedback for systems
 - Accommodate comfort levels
- What about our year end Celebrations?
 - There will be celebrations held for K, Gr6, Gr9 and Gr12
 - Details announced as made available.
- How is the transition from Gr6 to Gr7 being handled?
 - Dayle Vienneau (MS Principal) has set up modules of incremental steps
Will use virtual links to MS.
- Other general questions about impact on operations Fall 2020
 - Elementary teacher experienced with home based learning may be assigned to students of families that want to remain at home.
 - Hybrid instruction is likely – some at school, some at home.
 - Preschool plans to resume. Current enrolment is 42 of 46 spots filled.
 - Transportation will be affected; details later this summer.
- Check out the link to *Celebration of Learning* on the CCS website.
- Costs relative to Program fees will continue to be monitored. Fees are necessary to sustain operations. The facilities and faith program are funded by the Society and we are all part of the Society. Classrooms and offices are still used daily by Society and teaching staff. If we do not collect fees, we are unable to provide the program of studies, including our Christian perspective and content. Our goal is not to increase fees but to keep them affordable and in line with actual costs.
- There is a lot of support for families. Please check the CCS website for email contacts.

7. Closing & Prayer

Ken DeWyn, Executive Director



Learn,
to shape God's world.

CSCE Board Nominee Information

Thank you for allowing your name to stand for the Calgary Society for Christian Education's Board of Directors. In order for us to provide the membership with a biography of you, kindly respond to the questions below.

JON HALFORD

Spouse: Bonita Halford

Children: Connor (Grade 10) Meghan (Grade 7)

How long have you and your family been involved with Calgary Christian School?

11 years – both our children have attended CCS since Kindergarten

Why did you choose Calgary Christian School for your children?

First, for our children to receive an education with a Christian world-view. Second, it offers Christian education from Kindergarten through Grade 12.

What is/was your profession? Please share some of your skills, knowledge and experiences that may inform your service on the Board.

I started my career as a Civil Engineer with The City of Calgary in transportation. The majority of my career at the City was in project management of transportation infrastructure projects such as roads, bridges, utility works, interchanges and LRT Extensions. I was the Project Director for the West LRT Line before switching career paths to the Oil and Gas industry. Over the last 10 years, I worked in supply chain management, commercial operations, joint ventures and I currently lead the Human Resources function for Canadian Natural Resources Limited.

Board Experience:

I have acquired governance experience throughout my career serving on various steering and oversight committees. I currently chair the Human Resources section of Canadian Natural's Management Committee and report to Canadian Natural's Human Resources Advisory Committee that oversees human resource policy direction. I currently serve on the Canadian Natural's COVID-19 Committee that oversees our corporate management of COVID-19 across the company and I also host an HR Industry Group on COVID-19.

**Education/Certification:**

Registered P.Eng. with APEGA

B.Sc. in Civil Engineering (University of Calgary)

M.B.A. (Haskayne School of Business, University of Calgary)

Why have you decided to commit your time and energy to the Board of Directors?

This is an opportunity to serve the CCS community with the knowledge, skills and experience which God has equipped me with over my career. With your support and working with the CSCE Board of Directors, I want to continue to support the high quality of Christian education and faith formation that our children have experienced in their lives. The staff and leadership at CCS have had a positive impact on our family. I would like to contribute my time and talents to continue this important work for all families who attend CCS both now and in the future.



Learn,
to shape God's world.

The following Directors have been nominated to serve an additional year as Board members:

HARRY NUTMA

Spouse: Miriam Nutma,

Graduated Children: Jeremy, Greg, Andrew, Alex, Alyda, Levi, and Caleb

Grandchildren: Logan, Trenton, Brooklyn, Jaden and Adalyn

Harry is a broadcast engineer, and has been involved with CCS since 1997. He had previously served as a Christian school board member in Thunder Bay, ON and Terrace, BC. He was elected to the CSCE Board in 2017 and has served as a member of the Strategic Planning Committee where his skills and insight have been used to develop Phase One of the Secondary Expansion Project. Regarding his support for Christian education, he has said, "I believe it is the best investment, but I probably should not write it this way. I am grateful that the Lord gave Miriam and me the opportunity to send our 7 children to Christian school - all with Christian values and solid life skills. We are also blessed with 18 grandchildren. Life is becoming more challenging. We promise with every baptism that we as a community will raise each child uniquely in the fear of the Lord, that each child will have the opportunity to know and live in Christian love, and know that their hope and purpose is in Christ. When our Lord asks me to use my gifts and talents he has given me to further his kingdom, how can I say no?"

GORD VAN VLIET

Spouse: Kim Van Vliet

Children attending CCS: Arthur (Gr. 8) and Samuel (Gr. 8)

Gord is a lawyer with Field LLP in Calgary. His involvement with CCS goes back to 1979 when he started as a student in kindergarten. His father served 2 terms on the board while he attended CCS. Kim, his wife, has been a teacher at CCS since 2000. For many years, he has been the solicitor for the Calgary Society for Christian Education and has assisted the society with mortgage loans, by-law amendments and the Master Agreement with Palliser. He is also a sessional lecturer in the Law Faculty at the University of Calgary. Elected to the Board in 2017, Gord has consistently served as an officer, first as Vice Chair and now as Chair. In addition to leading the Executive Committee of the CSCE, he has also been formative in the Policy Committee, leading efforts to update and revise CSCE board governance policies and procedures. His perspective on his involvement with Christian education: "Institutions like CCS are a critical part of how we as Christians can live out our faith in the world and I believe we are called to give of our time, talents and money to support Christian institutions within our own communities. I support CCS because Christian education is a good way to reinforce faith practices taught at home and at church and provides a forum for students to explore and develop a Christian worldview which will enable them to step into the wider world with not just a clear sense of who they are and what they believe but also how that all fits together with the curriculum. I believe our children benefit from high quality Christian K-12 education and would if elected seek to carry on the historic vision of the society and to enable and promote excellence at CCS and to face existing and future challenges the Society faces in carrying out that vision."

PROPOSED AMENDMENT TO THE BY-LAWS OF THE CALGARY SOCIETY FOR CHRISTIAN EDUCATION

The following shall be added as By-Law 3.11.

3.11 Virtual Meetings

Subject to the requirements of any applicable law, for purposes of these By-laws a Meeting may be conducted in whole or in part in electronic format, via computer, using a telephone conference, or using other electronic or virtual means, provided that all eligible attendees are able to attend, are able to hear one another, have the ability to vote, and are otherwise able to meaningfully participate in the Meeting in the same manner and to the same effect as though the Meeting had been conducted entirely in person. The Board shall from time to time establish procedures to ensure that only eligible attendees or Board invitees are present at any such Meeting, for the establishing of quorum, for the keeping of records and to ensure votes are taken and recorded in a manner that maintains their integrity. Any person present electronically, via computer on the telephone or using such other electronic means shall be deemed for all purposes to be present in person at the Meeting. Any meeting conducted electronically, via computer on the telephone or using such other electronic means shall be deemed for ally purposes to have taken place in Calgary, Alberta.