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CALGARY SOCIETY FOR CHRISTIAN EDUCATION

CSCE Annual General Meeting



TUESDAY
JUNE 15
7:00PM



ZOOM LINK

www.calgarychristianschool.com

CSCE ANNUAL GENERAL MEETING

June 15, 2021

MEETING PACKAGE CONTENT

- Notice of Meeting
- Agenda
- Minutes of the CSCE Annual General Meeting – February 9, 2021
- Motion to destroy all ballots of previous elections & resolution
- Board Member Nominees Biographies (5)
 - Voting will be conducted electronically
 - Vote for each nominee to begin a three year term
 - Vote for one additional director to extend his term by one year.
- Resolution: To increase credit and loan facilities for the CSCE
- Resolution: To appoint Enns & Company as auditors
- Treasurer Report
- Board Chair Report
- Executive Director Report

NOTICE of MEETING

The Annual General Meeting (AGM) for the Calgary Society for Christian Education will be conducted, **Tuesday, June 15, 2021 at 7:00 PM via ZOOM.**

To login, click on this link:

<https://us02web.zoom.us/j/82517054576?pwd=SE9Pa0RQVklbFVJSnZjTERnUGliQT09>

This will be the first meeting of the CSCE at which the election of directors and passing of resolutions will be done electronically. Instructions on how to participate in a vote will be provided at the time of the meeting.

There will be a *Question and Answer* period at the end of the meeting. We encourage you to send your questions for the meeting in advance by email to board@calgarychristianschool.com.

Copies of the Board's proposed resolutions as well as Board nominee biographies have been included in the meeting package. Please acquaint yourself with the information prior to the meeting.

CSCE Fall Society Meeting
Tuesday, June 15 2020 at 7:00 p.m.

Calgary Christian School –Secondary Campus

Via ZOOM: <https://us02web.zoom.us/j/82517054576?pwd=SE9Pa0RQVklbFVJSnZjTERnUGliQT09>

AGENDA

- I. Welcome & Prayer Gord Van Vliet, *Chair*
- II. Call to Order
- III. Society Business Gwen Uittenbosch, *Secretary*
 - A. MOTION to Accept the Minutes of the CSCE Meeting – February 9, 2021
 - B. MOTION to destroy ballots of all previous society resolutions and elections
 - C. Election of New Board Members Gord Van Vliet, *Chair*
 - 1. Explanation of digital voting process and ballot count
 - 2. Presentation of the Ballot - Introduction of Nominees
 - 3. Vote and Results
 - D. MOTION Steven Kroeker, *Treasurer*
To increase credit and revolving loan facilities for the Calgary Society for Christian Education to a maximum, aggregate value of \$2,000,000.
 - E. MOTION
To appoint Enns & Company as auditors for the fiscal year ending August 31, 2021.
 - F. MOTION to conclude the business portion of the meeting.
- IV. Treasurer's Report Steven Kroeker, *Treasurer*
 - A. Financial Update
- V. Executive Director's Report Ken DeWyn, *Executive Director*
 - A. Impact of Pandemic on Campus and Operations
 - B. Secondary Campus Improvement Plan
- VI. Chairman's Report Gord Van Vliet, *Chair*
 - A. Priorities for Society
 - B. Board Transitions and Recognition
- VII. Question & Comment Period
- VIII. Closing & Prayer Layne Kilbreath, *Director of Faith Formation*

CSCE Meeting Minutes

Tuesday, February 9, 2021

7:30-8:00 pm

Drive In @ CCS Secondary School Parking

Lot via Zoom

1. Welcome & Prayer

Gord Van Vliet, Board Chair

- Members arrived and remained in their vehicles for the meeting.
- Members logged into the meeting via Zoom to establish two-way audio communications.
- Ballots were distributed to each member upon arrival.
- Having confirmed a quorum, the chair called the meeting to order at 7:36 PM, and welcomed everyone for coming out on the coldest night of the year to attend the AGM.

2. Society Business

Gord Van Vliet, Board Chair

- **MOTION:** To approve the Minutes of the CSCE Fall Meeting, November 26, 2019 and the CSCE Spring Meeting, May 19, 2020. **APPROVED** by Consensus
- Election of Board Members
 - Description of the process
 - Introduction of the Nominees
 - Completed ballots were collected prior to dismissing members
- **MOTION:** to approved the bylaw amendment defining alternative meeting options for conducting Society business. **APPROVED** by Consensus
- **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 m via Zoom. **APPROVED** by Consensus

4. Closing & Prayer

Gord Van Vliet, Board Chair

CSCE Annual General Meeting

June 15, 2021

Board Nominees

The following members of our Society have been nominated and are being recommended by the Board to serve as directors for the CSCE. Each would serve a term of 3 years (to Spring 2024).

OLUGBENGA “BENGA” ADEBAYO

Spouse: Foluke

Children: Timi (12 @ WCHS); Tobi (5)

Church: Rockpointe Church

Years with CSCE: 4

We chose CCS because of the Christian faith and Godly experience (Train up a child in the way he should go: and when he is old, he will not depart from it.- Prov 22:6). It is also a good value.

I am a professional engineer (P.Eng) licensed in Alberta (APEGA) and British Columbia (EGBC) with over 23 years experience in Oil and Gas – Pipeline Engineering, Engineering Management and Project Management. I am currently an independent contractor/consultant providing field engineering services on a pipeline construction project in British Columbia. Currently, I rotate 3 weeks on and 1 week off between northern BC and Calgary.

I want to commit time and energy to the Board because I would like to make a difference and also learn. I strongly believe in the principle of giving. I have been blessed and would love to give back.

JACO VENTER

Spouse: Cornelle

Children: Sophia (5); Maria (3)

Church: Bethel URC

Years with CSCE: 8

We want our children to have a faith based education. We believe that it is the parents' responsibility to teach our children about God. We feel that the school should be an extension of this, teaching our children within Christian and Biblical principles. The public school system in Canada does not allow for this, so our natural choice was a Christian school. We have a lot of people in our congregation that send their kids to CCS, so that helped sway us to make this choice.

I have a Chartered Accountant designation. I currently hold the position of Vice President of Finance at Baywest Homes/Section23 Developments. I am responsible for the accounting and finances of the Company. I serve on the Company's executive committee and have quarterly interaction with our Board of Directors to update them on the current financial position of the Company and present management's financial forecast and plans to the Board. Before that I worked at another homebuilder in the city for 6 years, also as the Vice-president of Finance. I completed my articles in South Africa, and then joined BDO in Calgary as a manager in their audit group, before venturing into industry.

I want to ensure that the integrity of the Christian and Biblical principles promised to us as members of the Society are adhered to in all aspects of the school. I want to ensure my children's education in a Christ centered school is protected.

MATTHEW WEENING

Spouse: Katie

Children: McKenzie (7); Copper (5); Sawyer (3)

Church: Emmanuel CRC

Years with CCS: Matt attended K-12; children enrolled over last 8 years

We believe in Christian education and that CCS offers high level education. CCS will not only prepare our kids for a bright future in what ever God has in store for them but teaches them to live and walk in the footsteps of Jesus in whatever God has in store for them in their career and personal life. We like the closeness of the school, the emphasis on seeing God in all things while also striving for academic excellence.

I am an owner of Rainbow Contractors, which is a millwork/construction company that has been in business for 50 years. I have knowledge and 15+ years experience in the construction industry and have years of business experience after graduating with a business degree from Calvin University in 2000. I have been involved with our church on council in various roles including the administrative side. I have been able use my various skills in leadership, mediation, patience, passion and listening to help make collective and collaborative decisions in the best interest of God's will in church and work.

I believe that the time is now for positive change at CCS with growth not just on the horizon, but here right now. With our elementary at capacity and our secondary school retention falling, it is imperative to formulate a clear vision and plan moving forward to keep our students committed to higher education from kindergarten through graduation. I feel it is important to make CCS available to generations to come which keeps up with today's educational and facilities standards while promoting their spiritual and mental growth. Preparing our kids to go out into God's world with the abilities required to achieve the success He has planned for them needs to be a priority when looking to the future and what CCS can provide for them.

With my experience and knowledge, I believe I can be an asset in moving the proposed expansion forward as well as the future growth for our schools. It is important to look to the future while also honouring the past sacrifices of those who started CCS many years ago.

MICHELLE ZUK

Spouse: Dean

Children: Ada (2); Sadie (K)

Church: Rockpointe Church

Years with CCS: 4 years

Over 20 years ago I nannied for a family whose children attended CCS (the Redenbach's). I watched their children develop into exceedingly kind, confident, educated young humans with a love for humanity and devotion to God. I knew that one day when I had children, I would want them to attend CCS. After having children, we began our search for a home in Glenbrook so that our children could not only attend CCS but so they could be a part of the community. We live 130 meters from the front door of the school, I can hear the school bells right from my kitchen! It was especially important to our family that our children were taught in a God-Centered program, one that supported our Christian beliefs and values

I am the Executive Director of a National Association that represents the Professional Land Surveying Industry across Canada. My role includes Business Development/Stakeholder Relations/Advocacy and Strategic Planning.

I am a 10-year Rotarian at the Rotary Club of Calgary Downtown where I sat on the Board for 4 years as the Director of Youth. I helped grow the 'Stay in School Program' which provides mentorship, resources and scholarships for Post Secondary to youth in our city that are at risk of not graduating due to financial restraints.

In my previous career I was in Oil and Gas as a Business Analyst. I am currently on the Board of Directors for a small, private Limited Partnership with oil and gas assets in Alberta.

I have completed a lot of fundraising in both the public and private sector, raising funds through LPP's and other financing vehicles. I love working with Grant applications and have been successful in fund approval through Provincial and Federal level opportunities.

I have a Master's Degree in Business, but most importantly, I am a Mom - which means I am a short-order cook, a seamstress, a nurse, tutor, part-time referee, maid, chauffeur and multi-tasker extraordinaire.

I have been the Chair of the CCS Parent School Council for the past 3 years and have cherished my time working with other parents, school administrators and the staff. My mandate has always been to spread my passion for CCS to other families and to give more than I take within the community. As my Chair position ends (I did an extra year), I would love to utilize my passion for CCS and the community to support new initiatives.

At the request of the Board, the following director has agreed to extend his term by one year (to Spring 2022) in order to provide continuity in financial oversight, as well as mentoring of new directors. The Board recommends his term extension be affirmed by the Society.

STEVEN KROEKER

Spouse: Susan

Children: Joshua (12); Caleb (9); Luke (7); Megan (5)

Church: First Alliance Church

Years with CCS: 5 years

We chose CCS to provide a Christian environment for the children where they can learn to grow in Christ and develop solid, healthy friendships.

Currently, I am exploring new career opportunities after spending fourteen years with Keyera Corp., where I spent the last seven years as Chief Financial Officer, and nine years with Scotiabank, in its investment banking division. I have been Treasurer for and on the board of directors of CSCE for the past three years and I have had the opportunity to spend additional time working with the CSCE staff and finance team, developing long term financial forecasts and strategies. I am involved with the Salvation Army church in Calgary, in a Sunday School teaching capacity (grade 5 & 6) and a finance capacity.

I grew up in the Christian and Missionary Alliance denomination and still am a member at First Alliance Church. For several years I was a junior high camp counsellor and now I volunteer at the Salvation Army camp as a counsellor.

I have enjoyed my service to the CSCE Board so far, as I have been able to use the management and finance skills God has given me to advance our school's mission. I want to continue to encourage and foster a healthy and holy environment for the children where they can grow in their faith, learn how to defend their faith respectfully, and shine brighter as lights for Christ in the school and outside the school.

CSCE Resolutions

June 15, 2021

The Board recommends the following motions be approved by the CSCE members:

1. MOTION to approve the Minutes of the CSCE Annual General Meeting (2020) held February 9, 2021.
2. MOTION to destroy ballots of all previous resolutions and elections of the Society.
3. MOTION to *increase the CSCE's line of credit facilities from \$450,000 to \$1,000,000 and create a revolving term loan facility, separate from its existing term loan, up to \$1,000,000 to fund capital expenditures, with the Board retaining flexibility to adjust the limits between the operating line of credit and the capital expenditures revolving term loan facility provided the aggregate value of the combined facilities does not exceed \$2,000,000.*
4. MOTION to appoint Enns & Company as auditors of the CSCE for the fiscal year ending August 31, 2021.

- Revenues this year included COVID-19 related reimbursements and a \$200k bequest

Financial Review			
The Financial Figures are expressed in \$'000	2020-21 Budget	2020-21 Latest Forecast	2021-22 Budget
Student Enrollment Numbers			
K - 12	840	833	840
Revenue			
Christian Education Contri. & society fees	2,737	2,699	3,192
Program Fee Assistance	(160)	(110)	(110)
Family Limit Discounts	(36)	(30)	(36)
Grants	634	537	510
Bussing Fees	211	132	211
Fundraising	160	330	160
Facilities Rental Fees	100	20	80
COVID-19 Reimbursement	-	130	-
Interest and Sundry	60	52	40
Total Revenue	3,706	3,760	4,047

Financial Review

The Financial Figures are expressed in \$'000	2020-21 Budget	2020-21 Latest Forecast	2021-22 Budget
Expenses			
Salaries & wages	1,177	1,174	1,178
Program Expense	642	505	698
Sub-contracts	383	383	429
Other operating expenses	227	145	164
Transportation- Buses	223	185	260
Insurance & Subscriptions	184	170	167
Other supplies	120	120	125
Repairs & maintenance	110	110	100
Administration & Office supplies	104	54	93
Advertising	57	30	56
Mortgage interest & Bank Charges	41	32	39
Training Expenses	37	15	35
Equipment	28	28	34
Professional Fees	25	20	25
Bad Debt Expense	25	40	25
Telephone & Telecommunication	14	16	20
COVID-19 Related Expenses	-	85	-
Total Expenditure	3,397	3,112	3,448

Cash increase this year is largely due to \$200k bequest received

Financial Review

The Financial Figures are expressed in \$'000

	2020-21 Budget	2020-21 Latest Forecast	2021-22 Budget
Cash Flow			
Excess (Deficit) of Revenue Over Expenses	309	647	599
Cash Flow from Operating activities (a)	309	647	599
Projects	259	397	393
Mortgage Principal payment	50	50	168
Total cash utilized Projects & Mortgage (b)	309	448	561
Cash Increase (Decrease) during period (a - b)	0	199	38
Cash at the beginning of the period	960	960	1,159
Cash at the End of the period*	960	1,159	1,197

*Cash at the End of the Period excludes the GIC Deposit balance of \$506k

Chair's Report

CSCE Annual General Meeting

June 15, 2020

It is my honour to invite and welcome all members of the Calgary Society for Christian Education (CSCE) to join us at our annual general meeting on June 15, 2021.

As I write this, it looks like rain has replaced sleet and frosty nights may be behind us; as much as they ever are in Calgary. Spring is therefore upon us! By the time you read this, springtime in Calgary, our shortest season, may already have given way to summer but this year, more even than 2020, spring with all its promises is a welcome and needed reminder that after hardship and trial there is redemption and renewal. I hope and pray that all who have suffered in one way or another since the pandemic began will personally experience the redemption and renewal that is ours in Jesus and find in Him the strength to live each day anew, come what may.

In my last report of November, 2020, I expressed our thanks for all of the students, teachers and staff of Calgary Christian School (CCS) who have worked so hard to make the 2020/21 school year a success in very challenging circumstances. Thank you again. Thanks too are due to all of the parents, spouses and caregivers whose commitment to supporting them has made this possible. CCS is truly blessed by this community.

Since my last report, the board has continued to focus on core objectives. As outlined in Ken's report, CCS enrolment continues to meet or exceed our budget. We are particularly pleased to note that retention between grades 9 and 10 has improved markedly. Ken and the CSCE staff have been working very hard with CCS teachers, administrators, and staff to ensure that our service offering reflects the commitment to caring for each student and we believe the enrolment numbers are reflective of that. Our Covid-19 response has been ongoing and successful. We have received positive feedback on changes made to our cleaning and janitorial program and continue to work with Alberta Health to ensure that our facilities are a clean and safe place to be.

The board also continues to seek a path forward for expansion of our secondary school building. Recently the board has been looking at alternatives to traditional "brick and mortar" construction which will achieve our stated goals along with a with threefold benefit: at a lower cost, more in line with our new fundraising targets, and on a shorter construction timeframe. We are optimistic that these new possibilities will meet with your approval; our hope is to share project details with you on June 15 with a view to presenting the project and financing for approval in the fall.

In addition to these core areas of focus, the board has been working over the last 18 months on several other important projects. Building on the work of prior boards, we have strengthened the CSCE's finances through better long term forecasting, a revised fee structure, and the introduction of improved capital revenue and expense policies. At the same time, the board expanded the amount of financial assistance available for CCS students and maintained support for badly needed capital improvements. We have also been working on improving internal governance and accountability through the adoption or replacement of CSCE policies respecting, among other things, the integration of faith and learning, finance, and governance. The board has also had a number of conversations recently about how CCS and CSCE may be able to better reflect the racial diversity within our community and to better address issues of race and racism in a manner befitting those who worship the Creator of us all. As we prepare for a capital campaign to support the proposed secondary building expansion, the board has also authorized steps towards the creation of a foundation to ensure long term financial support for CCS.

I hope you will join me in offering sincere thanks to Lindy Coulliard and Harry Nutma who (along with me) have completed their respective terms of office and will be retiring from the board this year. The CSCE has benefitted greatly from their enthusiasm, their wisdom and their keen eye to detail over the past three years (actually, four years for Harry). It has been my privilege to serve with them. We are pleased that Steven Kroeker, our Treasurer, has agreed to allow his name to stand for a one year term extension to carry on with the great work he has brought to our financial planning and practices. We are also very excited to present to the membership for approval four new board candidates: Olubenga ("Benga") Adebayo, Jaco Venter, Matthew Weening, and Michelle Zuk, all of whom are passionate supporters of CCS. As you will see from their biographies, together they bring a wealth and diversity of experience.

This is my last update to you as chair of the CSCE board. I would again like to thank you for the opportunity to serve you in this way and pray that God will continue to bless our school and all of the members of the CCS community, so that we in turn may be a blessing to others.

Yours truly,

Gordon Van Vliet
CSCE Board Chair

Executive Director's Report

CSCS Annual General Meeting

June 15, 2021

It is my pleasure to share with you how God continues to bless our learning community.

Student Enrollment

While our 2020-2021 school year started with 823 students in K-12 (a decrease from the previous year), [improved retention and aggressive growth](#) across all grade levels has raised our projected student population in excess of **885 students** for the coming year. This is an unprecedented, historic high. The need for additional learning spaces, especially at the secondary, has never been more pressing.

New families regularly complement CCS for providing a very [personal and friendly approach to admissions, supported by prompt and detailed information](#). Many – including those moving to Calgary or immigrating to Canada - immediately feel welcomed and part of our community. Word of mouth and a well-equipped website continue to draw interested families to CCS.

Operations

Our team has made many and significant physical improvements to our elementary and secondary campuses in order to operate well under pandemic restrictions. This included washrooms upgraded with single touch faucets and door-less entries, removal of soft cloth furniture, modifying the layout of classrooms and common spaces to encourage physical distancing, plus entry way and in classroom hand sanitizing stations. A significant investment of time and resource was the addition of routine and repeated surface disinfecting. This required the equivalent of two, full-time employees to maintain the required level of disinfecting consistency.

Projects supporting continued ‘best practices’ for health will continue to be completed into the summer. These include [installation of permanent sinks and hand washing stations](#) in elementary classrooms that previously had none. And, the installation of [a new HVAC unit](#) above the 100 and 200 level classrooms, providing an improved heated, fresh air solution for those classrooms. We are fortunate to receive some Federal relief funding to compensate for these additional costs through the Palliser School District. We look forward to operating with the benefit of these improvements in the coming year and well into a post-pandemic future.

Program Improvement

Work continued on program definitions and other improvements to encourage the development of Christian character in students and provide a rigorous academic experience.

As reported last fall, a [Christian Worldview Integration and Oversight](#) policy and new [Educational Staff Covenant](#) had been adopted. The third element, known as the [Grad Profile](#) was in draft form and under review. Retitled the [“CCS Learning Experience”](#), the document has passed the review of staff and was presented to the Board in April for final review. We expect the final document to receive assent at the Board’s June meeting.

Unlike a scope and sequence of studies, the Grad Profile is an [“aspirational, memorable, and public commitment to redefine success in the terms of \(essential\) skills and habits of mind.”](#) Said another way, it is how we are specifying the [“cognitive, personal and interpersonal competencies that students should have before they graduate.”](#) For CCS, this includes the

knowledge, skills and traits we believe identify the Christian character we work to develop in our students. (Quoted definitions are borrowed from *Global Online Academy* and *Edutopia*)

Capital Improvement

In addition to the pandemic-inspired improvements in our facilities, CSCE continues to faithfully attend to our campus' other physical needs, including repair and replacement of aging buildings, equipment, and systems.

The on-again / off-again presence of students and staff provided a few opportunities to initiate or complete work that might otherwise have been deferred to summer. Completed and in process projects at CCS include:

- A donated new-to-us-but-gently-used [digital phone system](#) replaces a failing and no-longer-supported analog phone system.
- Permanent [sinks and cabinetry](#) for handwashing in Grade 3 and 5 classrooms previously operating without.
- Year Two of [roof repair](#) projects – this time, a steeply sloped area
- The [LED lighting](#) transition project continues. (We invest about \$20k annually to convert fixtures and/or bulbs as part of a total campus, multi-year conversion plan). The secondary basement and commons will be completed, as well as a Grade 5 classroom undergoing other improvements.
- Replacement of a [roof top unit onto the 100/200 classroom building](#) to provide heated fresh air. This corrects a nearly two decade deficiency, and will be funded in part with federal covid-relief dollars.
- [Parking lot](#) lines and new parking stops to replace weather deteriorated items. Barriers near the secondary entrance will be replaced with elevated concrete planters.
- Due to the significant increase in middle school population, we are purchasing [additional desks and chairs](#), equivalent to an entire classroom.
- Fire alarm panel replacement
- Improved security for the front door of the secondary campus, allowing observation by cameras and an activated door lock controlled by admin staff.

Secondary Expansion Project = Secondary Improvement Project

As the impact of the C19 pandemic extended, questions were raised about the ability of CCS to raise adequate funding to support the proposed Phase I of the Secondary Expansion Project estimated at \$8.7MM. A second feasibility study was conducted quietly in the winter of 2020-2021 with many of the same respondents who participated in the fall 2019 study. The results indicated that a slightly lower amount of donations could be expected. In effect, this would require the CSCE to consider borrowing a larger sum to achieve the same goals.

Based on this new information, the Planning Committee and the Board asked if there were alternatives to the original plan that might achieve similar goals but at less cost. Among the solutions posed were focusing on more renovations of existing spaces, and a more limited new construction plan. It was noted that renovations could improve spaces, but would not add essential space; CCSS is already at a space deficit, especially where physical education and common areas are concerned.

Investigations since that time have yielded some interesting and highly probable solutions, all of which are scheduled to be unveiled during the meeting June 15.

God has been good to us through it all. We move forward with confidence and hope.

Ken DeWyn - *Executive Director*