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Christian
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CALGARY SOCIETY FOR CHRISTIAN EDUCATION

CSCE Annual General Meeting



**WEDNESDAY
MAY 18 @ 7PM**



**ELEMENTARY
CAMPUS GYM**

Please use West doors,
facing community
gardens/Emmanuel
Church.

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CSCE ANNUAL GENERAL MEETING

May 18, 2022

MEETING PACKAGE CONTENT

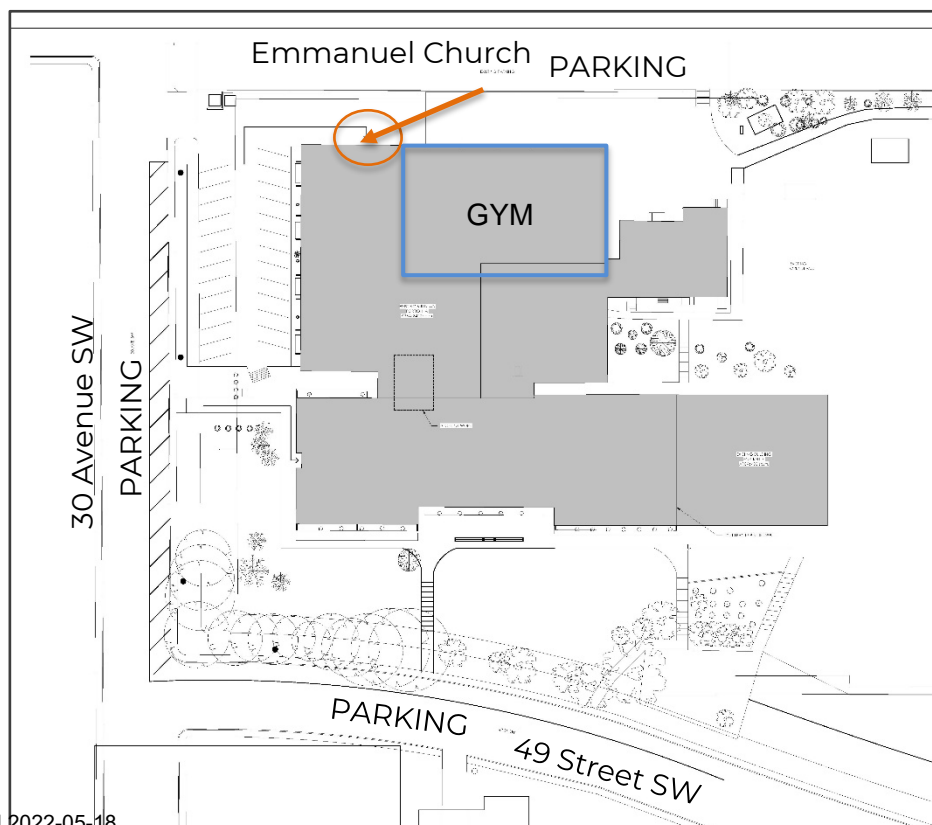
- Notice of Meeting
- Agenda
- Minutes of the CSCE Meeting – December 2, 2021
- List of Motions to be Presented
 - To approve the Minutes of the CSCE Meeting held December 2, 2021
 - To destroy ballots of all previous society elections
 - To appoint Enns & Company as auditors
- Board Member Nominees Biographies (4)
 - NOTE: Voting will be conducted by written ballot
 - NOTE: Vote for nominee to begin a three year term
- Treasurer Report
 - Year End Forecast for 2021-2022 CCS Operating Budget
 - Approved CCS Budget for 2022-2023
- Executive Director Report
- Board Chair Report

NOTICE of MEETING

The Annual General Meeting (AGM) of the Calgary Society for Christian Education will be conducted, **Wednesday, May 18 at 7:00 PM** in the **CCS Elementary School Gymnasium**. Entrance is located at the doors facing Emmanuel Church (indicated on the map below).

Calgary Christian Elementary School
2839 49 Street SW
Calgary, AB

Curbside parking is available on 49th Street and 30th Avenue. Additional parking is available in the Emmanuel Church parking lot.



Annual General Meeting
Calgary Society for Christian Education
Wednesday MAY 18, 2022 at 7:00 p.m.
Calgary Christian School – Elementary School Gymnasium

AGENDA

- I. Welcome & Prayer Ken Siemens, *Chair*
- II. Call to Order
- III. Society Business Gwen Uittenbosch, *Secretary*
 - A. MOTION to Accept the Minutes of the CSCE Meeting – December 2, 2021
 - B. MOTION to destroy ballots of all previous society resolutions and elections
 - C. Election of New Board Members Cheryl Grant, *Nominating Committee Member*
 - 1. Presentation of the Ballot & Nominees
 - 2. Voting and Completed Ballot Collection
 - E. MOTION
To appoint Enns & Company as auditors for the fiscal year ending August 31, 2022.
 - F. MOTION to conclude the business portion of the meeting.
- IV. Treasurer’s Report Steven Kroeker, *Treasurer*
- V. Executive Director’s Report Ken DeWyn, *Executive Director*
- VI. Chairman’s Report Ken Siemens, *Chair*
- VII. Question & Comment Period
- VIII. Closing & Prayer Layne Kilbreath, *Director of Faith Formation*

CSCE Meeting Minutes

Thursday, December 2, 2021

7:00-8:30 pm

Via ZOOM

1. **Welcome & Prayer** **Ken Siemens, Board Chair**
Layne Kilbreath, Director of Faith Formation
2. **House Keeping** **Ken DeWyn, Executive Director**
 - REMINDER: Participants asked to remain “muted” during course of presentation. Will open up for Q&A
3. **Society Business** **Gwen Uittenbosch, Board Secretary**
 - A. Motion: To approve the minutes of the Annual General Meeting (AGM) of the Society held on June 15, 2021.
Moved by J. Halford, Seconded by M. Weening. CARRIED
 - B. Motion: To adjourn the business portion of the meeting. Moved by C. Grant, Seconded by J. Halford. CARRIED
4. **Treasurer’s Report** **Steven Kroeker, Treasurer**
 - A. Presentation of the Audited Financial Statements of the CSCE for the fiscal year ending August 31, 2021
 - B. Financial Update – Slide presentation highlighting the current financials; record student enrolment; and program fees increased (approx. 2%) for 2022-23 to compensate for inflation.
5. **Executive Director’s Report** **Ken DeWyn, Executive Director**
 - A. Campus Project Review – CCS Improvement history was shared showing campus additions and improvements at the Elementary and Secondary since founding. Federal Covid funding helped with several recent projects.
 - B. Secondary Campus Improvement Plan
A slide presentation of Campus Care projects completed over the last 18 months was shared. This included the new HS Science Lab that will be ready for 2nd semester and revised plans for a physical education complex with a targeted construction start for mid-2022.
 - C. Faithfulness Campaign – Running dates are November 2021 to December 2023 with an overall goal of \$3M.
6. **Chairman’s Report** **Ken Siemens, Chair**

The Chair opened with a reminder that this is God’s school and asked that Society members continue to pray for wisdom. We are thankful and blessed for so many things, we have experienced a record enrolment year, and the

staff at CCS has approached the pandemic with positive attitudes and solutions to name a few. The ability to change and adapt has been the 1st key to success, to focus on God's love and his word. Love Him and love others.

7. Q & A / Comments

- Q.** Would it be possible to have before and after school childcare at CCS?
- A.** Further investigation into hosting a program was halted during the pandemic. Administration would be willing to assess the level of need and renew exploring program options.
- Q.** Are there plans to start a GSA at the High School?
- A.** The Chair invited the Secondary Principal to provide information. This "Brave Space" will be developed in 2022 through conversation, prayer and in consultation with other Christian schools who have experience with these types of student inclusion groups. In the coming months, the parent community will be provided opportunities to engage in dialogue with leadership on how CCS can best respond to this request based on its values and purpose. Comments and questions may be addressed to the Secondary Principal and/or the Executive Director.
- Q.** Who does the accountability lay with in regards to CCS faith formation program?
- A.** The Chair affirmed that it is the Board that is the "gatekeeper" ensuring the integrity of our faith formation program.
- Q.** What might CCS do if vaccinations are mandated for students by Alberta Education and/or Palliser School Division?
- A.** The Executive Director shared how the CSCE had provided initial feedback to District leaders on what possible impact any mandates might have on our school community. Palliser and the CSCE have continued to work together to make testing requirements more accessible and affordable.

8. Closing

Ken Siemens, Chair

Meeting was adjourned at 8:30pm.

CSCE Annual General Meeting

May 18, 2022

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 2025)

LYNETTE EDWARDS

Spouse: Dave

Children: Ariana (Gr.7); Darien (Gr.3); Nathanael (Age 3)

Church: Brentview Baptist Church

Years with CSCE: 4

We chose CCS because we wanted a school that integrated faith into everyday life.

Because children spend so much time at school, we wanted an environment where we can trust the influence of the teachers and staff on our kids. And we wanted other Christian adults to speak into their lives in a way we can't as parents.

I was a Logistics officer in the RCAF for 13 years. After taking time away from work to be a Mom, I worked part time as the Society Administrator at Fort McMurray Christian School. Now, I am a CPA working in Finance as Alberta Health Services.

I care a lot about the quality of education my children receive, so I feel it behooves me to get involved and not simply sit back and let it happen. I also think my previous work experience makes me a valuable asset to the team.

DAVID HOLMES

Spouse: Jolene

Children: Lucas (Gr.7); Joe (Gr.5); Abi (K)

Church: Truth Church of Calgary

Years with CSCE: 4

We were drawn to Calgary Christian School because of its commitment to provide a quality education rooted in a worldview framed by the primacy of biblical authority.

I am a designated accountant (CPA, CGA) with an additional MA in Leadership and Christian Ministry. After several years as an accountant in a large corporate environment, I spent 6 years working in full time staff ministry in my local church. I currently lead a commercial operations team for a natural gas pipeline.

Some key skills I've developed through my educational and career experiences include financial acumen, business process development and execution, leadership, communication, cross-disciplinary team management, listening, and negotiation. Many of these skills have been refined through the diverse career path in which they were developed.

I have a strong interest in Christian education, with emphasis on both Christian faith and educational development. I would value the opportunity to make a contribution to the advancement of Christian education through CSCE. There are several interesting developments currently underway at CSCE/CCS, including the facility expansion project and the faith formation review, and I am interested in supporting the society's success in these areas.

CHRIS RADKE

Spouse: Rocio

Children: Emmelina (Gr.3); Annora (Gr.1); Livianna (PS); Osias (n/a)

Church: Centre Street Church

Years with CSCE: 6

We chose CSC because of the quality of the education and the Christian values the school teaches. My spouse is also alumni.

I am a Finance specialist that has a specific skill set in treasury and financial accounting. I have worked in this sector for 10 years with several different upstream oil and gas companies. I am a holder of both the CPA (Chartered Professional Accountant) and CTP (Certified Treasury Professional) designations.

Previous to this career, I was a manager for a construction company where I led small to medium size projects (\$30,000 – \$2,000,000).

I believe God has given me a unique set of gifts and talents and I should give back to Him by serving the community. I also believe that I will get out of the organization what I put into it.

SANDY VANDER ZEIL

Spouse: Philip

Children: Ilianna (Gr.7); Noah (Gr.6); Ethaniel (Gr.4)

Church: Riverpark Church

Years with CSCE: 8

We wanted our children raised and educated in a Christian environment. It was important to us that they were raised with the Christian values that were important to us.

I am a family lawyer and partner at Dunphy Best Blocksom LLP. I specialize in mediation/arbitration and have a practice that is exclusively alternative dispute resolution.

I am passionate about the importance of a Christian Education and feel grateful that our children can attend CCS. I have significant experience on Boards and feel it is important to balance faith and learning. I would love to support and celebrate the work that is being done and needs to be done.

Calgary Society for Christian Education

**Financial Update
May 18, 2022**

2022 – 23 Budget Summary

	YE Forecast	Budget	Fav. (Unfav) Δ Budget Vs Forecast
Fiscal Year 31 August	2022	2023	
Student Enrolment K - Grade 12	903	890	-1%
Total Revenue (a)	\$4,041	\$4,090	1%
Total Expenses (b)	\$3,572	\$3,798	-6%
Total Revenue Less Expenses (c) = (a - b)	\$469	\$292	-38%
Annual Projects (Mtce/Improvement)	(\$851)	(\$412)	52%
Construction of Gym	(\$300)	\$0	100%
Mortgage Principal Repayment	(\$106)	(\$50)	52%
Total Cash utilized (d)	(\$1,257)	(\$462)	63%
Net Cash Generated (Utilized) (e) = (c + d)	(\$788)	(\$171)	78%
Fund Raising (including for Assistance) (f)	\$500	\$750	50%
Increase (Decrease) in Cash flow (g) = (e + f)	(\$288)	\$579	-301%
Cash & Cash Equivalents at Beginning of Year	\$2,081	\$1,793	-14%
Cash and Cash Equivalents at End of Year	\$1,793	\$2,372	32%

2022 – 23 Budget Revenues

	YE Forecast	Budget	Fav. (Unfav) Δ Budget Vs Forecast	Comments Budget vs Forecast
Fiscal Year 31 August	2022	2023	Forecast	
Student Enrolment K - Grade 12	903	890	-1%	
<i>Total Fees Before Assistance</i>	\$3,325	\$3,377	2%	
- ADJ Program Fee Assistance	(\$160)	(\$160)	0%	
- ADJ Program Fee Discounts	(\$39)	(\$39)	1%	
<i>Total Assistance & Discounts</i>	(\$199)	(\$199)	0%	
Net Program Fees (a)	\$3,126	\$3,178	2%	
District Contributions	\$559	\$496	-11%	Assumed Pre-school grants for COVID may not continue in the future
Transportation	\$185	\$263	42%	Budget based on post pandemic increased ridership plus fuel & bus service costs
Rental	\$73	\$80	10%	Budget based on post pandemic increased rentals
Miscellaneous Operating Income	\$73	\$73	0%	
Designated Donations	\$25	\$0	-100%	
Total Other Revenue (b)	\$915	\$912	0%	
Total Revenue (a)	\$4,041	\$4,090	1%	

2022 – 23 Budget Expenses

	YE Forecast	Budget	Fav. (Unfav) Δ Budget Vs Forecast	Comments Budget vs Forecast
Fiscal Year 31 August	2022	2023		
Salaries & Wages	\$1,355	\$1,408	-4%	Adjustment for Cost of Living
Program Expense	\$698	\$687	2%	
Sub-Contracts	\$376	\$444	-18%	Increase in cleaning activities back to pre-covid levels & increased cleaning contract cost
Transportation	\$260	\$305	-17%	Increase in bus ridership to pre-covid levels & general fuel and bus service cost
Insurance & Subscriptions	\$167	\$183	-10%	Increase in insurance, school and software licences, and subscriptions costs
Other Operating Expenses	\$164	\$182	-11%	Increase in utilities to pre-covid levels & activities service costs
Other Supplies	\$125	\$143	-14%	Increase in supplies to pre-covid levels & cost of supplies
Repairs & Maintenance	\$100	\$110	-11%	Increase in repairs activities to pre-covid levels & cost of repairs
Administration & Office Supplies	\$93	\$102	-10%	Increase in supplies with respect to capital campaign & higher cost of supplies
Advertising	\$56	\$48	14%	Reduction in ad & promo, now combined with capital campaign
Training Expenses	\$35	\$38	-7%	Increase in training activities to pre-covid levels & cost of training
Equipment	\$34	\$35	-2%	
Professional Fees	\$25	\$26	-3%	
Telephone & Telecommunication	\$20	\$20	1%	
Mortgage Interest	\$18	\$18	-3%	Increase in financing cost
Bank & CC Charges	\$21	\$23	-6%	Increase in activities back to pre-covid levels
Bad Debt Expense	\$25	\$26	-3%	
Total Expenses (b)	\$3,572	\$3,798	-6%	

2022 – 23 Budget Projects

Figures in \$'000	YE Forecast	2022-23 Budget	Comments on 2023 budget
Building Envelope		260	ES Gym Roof Replacement \$160k, HS West Wall Repairs \$100k
ES Boiler Replacement		45	Boiler Replacement
Furniture Evergreen	30	31	Annual scheduled furniture replacement
Technology Evergreen	25	26	Annual scheduled ICT replacement
ES/HS/MS LED Lighting Upgrade	20	21	Annual scheduled upgrade of lighting to LED
ES Exterior Paint Phase 1		5	Painting of ES exterior walls
Contingency		25	
Projects	-	412	

Financial Update

- Debt outstanding at April 30, 2022 is \$625k
- Financial options with potential lenders continue to be explored
- Any additional borrowing above \$1 million requires Society members' approval

Executive Director's Report

CSCE Annual General Meeting

May 18, 2022

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

Student Enrollment

Calgary Christian School continues to experience steady and rewarding growth in each of its divisions. For the first time in our history, CCS is concluding a school year with *more than 900 students enrolled in its K-12 programs*. Combined with our preschool, which is at full capacity, the total student count served by the CSCE has *risen to 955 in 2022*. Strong retention and new family applications – especially from families immigrating to Calgary – contribute to the steady rise in student population. CCS's reputation for excellent academics and integrated faith formation programming continues to attract families from around the globe. The need for additional space, especially at the secondary, has never been more pronounced.

Program Improvement

[The CCS Learning Experience](#) was approved by the Board at its meeting last June. Unlike a scope and sequence of studies, this description of our learning priorities 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*)

At the elementary school, teachers went deeper into their *Teaching for Transformation* practices by articulating their Deep Hope for their students, and then connecting students to God's bigger story through Storylines. To see these two features in practice, visit our [Celebration of Learning](#) pages on the CCS website.

At the secondary, middle school students started a new series of Bible lessons inviting them to get to know Jesus better - who he is, what he did, and what he taught. We are fortunate to have Alison Springer (Grades 7 – 9) and Paul Verhoef (Grade 10 -12) support our Bible learning at the secondary school. These helps along with revisions to the secondary class schedule are opening up [new opportunities for additional Bible courses](#).

I was privileged to share with the Board a presentation on the entirety of our integrated faith formation program, which has many moving and complementary parts. The review affirmed the program's “rootedness” in our vision, educational philosophy and Christian values, and brought good dialogue forward regarding opportunities to better inform and engage parents in the lessons and activities of this program.

Facilities & Operations

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.

Elementary Campus

- Completed the installation of a new roof-top HVAC unit for the south classroom building to provide effective heating of fresh air.
- Installed the much-anticipated Gaga Ball pit for student enjoyment.

- Upgraded (with Palliser) five more classrooms with new projectors and white boards
- Installed additional drainage lines to help with storm water management
- Acquired more desks and chairs to replace aging units and add capacity to existing classrooms.
- In planning for two new playground sets (2023) – one to replace the aging “upper playground” and a second to serve our preschool needs.
- This summer, we will enlarge Rm 209, an under-sized Grade 3 classroom; requires us to eliminate a wall, move storage spaces, cabinets and plumbing; then replace flooring, and improve lighting.

Secondary Campus

- Continued our transition to LED lighting in prioritized locations, including classrooms and common areas.
- Acquired more desks and chairs to meet student count demands
- Completed the renovation of Rm 116 into the NEW High School Science Lab.
- This summer, we will continue our multi-year roof repair projects, and
- Renovate the main floor washrooms near the school's main entrance.

We were pleased to restart our Student Work Program this year as an essential component of campus care program and an extension of student learning.

Secondary Campus Improvement and Expansion Projects

Last year at this time, the Building Committee was tasked with devising alternatives to the original campus expansion plan that might achieve similar goals but at less cost. The strategy chosen was to combine renovations of existing space with new construction to meet the program priorities of the Secondary School.

CCS successfully completed the first step in this revised strategy: the renovation of Rm 116 into a [new high school science lab](#). This beautiful space is currently in full-time use by several different science and math course. The second part of this expansion strategy is the proposed [double-gymnasium building](#), the plans for which are with architects and engineers now preparing details for its submission to the City for a development permit. Initial artist renderings, building layout, and preliminary costs will be shared with the community at the May 18 meeting.

[The Faithfulness Campaign](#) was formally launched in November 2021, with the express purpose of raising \$3 million from the greater CCS community. The first of several major commitments have been received, bringing our current pledged total to over \$700,000. Many families and friends have yet to make commitments; we are encouraging everyone to consider a multi-year pledge to reach this goal. It will take EVERYONE to get there. Of the total, \$2.5 million is designated for new construction, with the balance dedicated to new elementary camps playgrounds and our continuing commitment to program fee assistance to families in need over the next three years.

Throughout this time, we ask that you continue to bathe all our activities in your prayers.

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

Ken DeWyn

Executive Director

Chairman's Report

CSCE Annual General Meeting

May 18, 2022

Members of the Board, CCS school and society staff, and parents. I am pleased to provide this report in support of the CSCE Annual General Meeting.

As we move towards wrapping up another school year, there is much for the Board to update the Society on and most importantly, much for us to thank God for over the past year.

I would first like to acknowledge our wonderful staff across both campuses who have once again demonstrated their love and passion for our children by ensuring that they receive the best Christian education in Calgary. CCS has a wonderful staff who keep our school clean (and safe), well-organized and efficient, and teachers and administrators who prepare and deliver an education that connects head-knowledge to heart-knowledge of God and His plan for us, and for this we are grateful. On behalf of the Board of Directors of the CSCE as well as members of the society, I would like to thank all our staff for not only what you do for CCS, but how you do it.

As we closed out the previous school year, we updated the Society on our proposed building expansion. At that time, we had begun the process of reassessing our approach to this project with the goal of expanding our facilities to meet the needs of a growing student base while working within the constraints of our budget. That revised approach resulted in completing the renovation of classroom space into a state of the art high school science lab in December. While the process of refining the design of our next expansion project – a new secondary gymnasium – is still in progress, we have launched our fundraising campaign. We have been blessed with some strong lead gifts from our CCS community, for which we are also thankful. In order to ensure we reach our goals, I would ask all Society members to consider where and how they can be involved. As we look back over the history of our school, it is the engagement of past generations of CCS families that has created what CCS is today, and it is now our turn to continue that legacy not only for ourselves, but generations of future CCS students and families.

Another area of focus that the Board was able to engage in this year was reviewing the CCS Faith Formation Program, with the intent of understanding how biblical knowledge and our Christian worldview is woven into the student experience, preparing our children to be what God wants them to be as they move on to further education, careers, and adulthood. The Board was able to learn much about the program and provide encouragement to our administrative leadership on staying accountable to our scriptural foundations and providing even more information to parents about the program including the 'Teaching for Transformation' curriculum

used throughout CCS. Through this process, I came to a personal realization that there are many features within our faith formation and teaching program that I wasn't fully aware of as a parent. As the administration works to communicate these details more completely, my ask of parents would be to engage in the program elements as much as you are able, and then to have conversations with your children that will reinforce the faith formation values being taught at CCS, and ultimately align them to the faith values of your family.

As we complete another school year and transition into a new one, I would like to thank our departing Board members for their service to the Society. Thank you to Cheryl Grant, who has sat on our Finance and Audit Committee, as well as Policy Committee; Gwen Uittenbosch who acted as Board Secretary and brought a wealth of valuable insight as a former school principal and educator; and Steven Kroeker, our Board Treasurer who served an additional fourth year to help manage our challenges with Board succession that was impacted by the pandemic.

Finally, I thank God who has blessed CCS with an abundance of families who have chosen to be here and support our vision of His children making the world a better place.

Thank you,

Ken Siemens
Chair
CSCE Board of Directors