

## MINUTES OF THE REGULAR BOARD MEETING

Held in person and via Zoom videoconference on June 25, 2020, at 9:30 a.m.  
at The Catholic Education Centre, 1 McRae Street, Okotoks, AB

### Administration in Attendance

Scott Morrison (Superintendent)  
Vincent Behm (Associate Superintendent)  
Mariette Moss (Associate Superintendent)  
Michael Kilcommons (Associate Superintendent)  
Aileen Brunette (Executive Assistant to Superintendent)

### Attended

In Person  
In Person  
In Person  
In Person  
In Person

### Trustees in Attendance

Ron Schreiber (Chair)  
Andrea Keenan (Vice Chair)  
Joanne Van Donzel  
Harry Salm  
Michelle Rude-Volk  
Mark Chung  
Vijay Domingo  
John de Jong

### Attended

In Person  
In Person  
Via Videoconference  
Via Videoconference  
Via Videoconference  
Via Videoconference  
Absent with Regrets  
Via Videoconference

## 1

### OPENING

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|------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.01 | Call to Order                                           | Chair Schreiber called the meeting to order at 9:38 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.02 | Opening Liturgy                                         | Superintendent Dr. Morrison led the group in the Opening Prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1.03 | Board Prayer, Vocations Prayer, and Vision of the Board | All prayed the Board Prayer, Vocations Prayer, and stated the Vision of the Board. Chair Schreiber noted that the Division has been consecrated to the intercession of Mary, and asked everyone to join him in reciting a Hail Mary.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.04 | Acknowledgement                                         | <p>Chair Schreiber recited an acknowledgement that the Board meeting is taking place on Treaty 7 land as follows:</p> <p>“We would like to acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Pikani, and the Kainai. We also acknowledge the Tsuut’ina and Stoney Nakoda First Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. We are making this acknowledgement to further demonstrate our commitment to work together as a community in laying the foundation for reconciliation through education.”</p> |
| 1.05 | Lectio Divina – Gospel of Matthew                       | Trustee Salm read the Gospel of Matthew for the upcoming Sunday and invited silent reflection on the scripture. Participants identified meaningful phrases and discussed the Gospel’s message in detail.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.06 | Additions/Deletions to the Agenda                       | <p>Chair Schreiber asked if there were any additions or deletions to the proposed Board agenda. Mr. Schreiber requested the addition of Joint Use Planning Agreements under New Business as Item No. 14.02. The Board voted on the proposed addition.</p> <p><b>John de Jong moved:</b><br/>that the addition of Joint Use Planning Agreements, under New Business, as Item No. 14.02, be approved.<br/><b>Motion #94-20</b></p> <p style="text-align: right;"><i>Carried</i></p>                                                                                                                                                                    |
| 1.07 | Approval of the Agenda                                  | <p><b>Mark Chung moved:</b><br/>that the Agenda be approved as amended.<br/><b>Motion #95-20</b></p> <p style="text-align: right;"><i>Carried</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

- 1.08 Adoption of Regular Board Meeting Minutes May 28, 2020 The minutes of the Regular Board Meeting held on May 28, 2020, were reviewed by the Board and recommended for adoption as presented.

**Harry Salm moved:**

that the minutes of the Regular Board Meeting dated May 28, 2020, be approved as presented. OR amended

**Motion #96-20**

*Carried*

- 1.09 Adoption of Special Board Meeting Minutes June 10, 2020 The minutes of the Special Board Meeting held on June 10, 2020, were reviewed by the Board and recommended for adoption as presented.

**Mark Chung moved:**

that the minutes of the Special Board Meeting dated June 10, 2020, be approved as presented.

**Motion #97-20**

*Carried*

**2**

**BUSINESS ARISING**

- 2.01 School Site in High River

Trustee Van Donzel said that High River Town Council and Senior Administration met with Christ the Redeemer School Board in January where future school sites were discussed. One of the sites which is readily available is a 10-acre site located within Montrose. CTR Catholic indicated their preference for 15 acres. Executive Assistant Brunette received an email from the Town asking if CTR Catholic would be sharing the site with Foothills School Division and what type of school CTR Catholic wanted to build.

Associate Superintendent Kilcommons followed up with an Associate Superintendent of Foothills School Division (FSD) who expressed that FSD does not have an interest in the proposed site in Montrose. Mr. Kilcommons proposed to the Board a change in grade configurations for Holy Spirit Academy (K to Grade 4) and Notre Dame Collegiate (Grade 5 to 8), allowing for a Grade 9 to 12 school on the new site. Discussion followed. Trustee de Jong loves the plan of a middle school and felt it would be great for High River. Trustee Van Donzel noted that this is the configuration of the public schools in High River. Mr. Kilcommons will follow up with the Town of High River on CTR Catholic's plans and will unofficially share with Capital Planning that there is a potential school site in High River.

**3**

**THREE YEAR EDUCATION PLAN**

- 3.01 New Format for Three Year Education Plan

Superintendent Dr. Morrison reported that new rules indicate school divisions will no longer be allowed to combine their Annual Education Results Report with the Three-Year Education Plan. However, school divisions are allowed one last cycle this November to combine reports. Dr. Morrison stated CTR Catholic will not alter the Three-Year education plan in November 2020, because a new Three-Year Education Plan will be presented in May 2021. Trustees were all in favour of Dr. Morrison's plan.

Dr. Morrison reviewed a template for the new Three-Year Education Plan with trustees and asked for their feedback. Trustees thought that the plan was user friendly and well laid out. Dr. Morrison discussed the faith goals from the faith surveys that CTR Catholic sends out to parents, students, and staff. Director of Catholic Education, Lindsay Fagan, would like to slightly change a few questions on the faith survey. To this end a committee would be formed and recommendations would come back to the Board for approval.

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| <b>4</b> | <b>CORRESPONDENCE</b>                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.01     | Correspondence Item(s)                                                                                              | There were no correspondence items presented to the Board.                                                                                                                                                                                                                                                                                                                                             |
| <b>5</b> | <b>BOARD STANDING COMMITTEES –<br/>Liaison, Audit, Emergent Issues<br/>Feedback, and Committee of the<br/>Whole</b> |                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5.01     | Liaison Committee May 26, 2020                                                                                      | Chair Schreiber presented the minutes from the Liaison Committee meeting held on May 26, 2020.<br><br><b>Ron Schreiber (Chair) moved:</b><br>that the Minutes of the Liaison Committee meeting held May 26, 2020, be approved as presented.<br><b>Motion #98-20</b><br><br><i>Carried</i>                                                                                                              |
| 5.02     | Audit Committee May 27, 2020                                                                                        | Trustee Chung presented the minutes from the Audit Committee meeting held on May 27, 2020. Trustee Salm suggested amending some of the wording in Paragraph 6. All board members were in favour of the friendly amendment.<br><br><b>Mark Chung moved:</b><br>that the Minutes of the Audit Committee meeting held May 27, 2020, be approved as amended.<br><b>Motion #99-20</b><br><br><i>Carried</i> |
| 5.03     | Audit Committee June 4, 2020                                                                                        | Trustee Chung reported that the Audit Committee had met on June 4, 2020, to review the 2020-2021 Budget Report. Trustee Chung presented the minutes from the Audit Committee held on June 4, 2020.<br><br><b>Mark Chung moved:</b><br>that the minutes of the Audit Committee meeting held June 4, 2020, be approved as presented.<br><b>Motion #100-20</b><br><br><i>Carried</i>                      |
| 5.04     | Appointment of New Audit<br>Committee Member                                                                        | The Audit Committee recommended that Gary Strother, Chair of the St. Mary's University Board of Governors, be appointed as the "adult learning community" member of the Committee.<br><br><b>Mark Chung moved:</b><br>that Gary Strother be appointed the adult learning community member of the Audit Committee.<br><b>Motion #101-20</b><br><br><i>Carried</i>                                       |
| 5.05     | Growing Forward Together:<br>Emergent Issues Feedback<br>Committee June 22, 2020                                    | Chair Schreiber presented the minutes from the Emergent Issues Feedback Committee meeting held on June 22, 2020.<br><br><b>Ron Schreiber (Chair) moved:</b><br>that the Minutes of the Emergent Issues Feedback Committee meeting held June 22, 2020, be approved as presented.<br><b>Motion #102-20</b><br><br><i>Carried</i>                                                                         |

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|-----------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.06      | Committee of the Whole May 28, 2020                                        | Chair Schreiber presented the minutes from the Committee of the Whole meeting held on May 28, 2020.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           |                                                                            | <p><b>Ron Schreiber (Chair) moved:</b><br/>that the Minutes of the Committee of the Whole meeting held May 28, 2020, be approved as presented.<br/><b>Motion #103-20</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>6</b>  | <b>TRUSTEES</b>                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6.01      | Upcoming Trustee Events                                                    | Presented as an information item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>9</b>  | <b>ALBERTA CATHOLIC SCHOOLS TRUSTEES' ASSOCIATION</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9.01      | ACSTA Directors' Meeting Update                                            | Trustee de Jong stated that they had an emergency meeting from which an announcement would be coming. Mr. de Jong thanked trustees and senior administration for their input on the Moving Forward Together questionnaire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>10</b> | <b>ALBERTA SCHOOL BOARDS ASSOCIATION</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 10.01     | ASBA Zone 5 Report                                                         | <p>Trustee Keenan reported that ASBA Zone 5 met on June 5<sup>th</sup> and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Alberta Education representative reported that work continues on the relaunch plans.</li> <li>• The Spring General Meeting was a success despite a few technical issues.</li> <li>• ASBA will provide further recommendations to advocate for vaping and the Tobacco Act.</li> <li>• Reminder to school boards that their ward structure must be passed before December 31<sup>st</sup> in accordance with the Education Act.</li> <li>• ASBA is providing ongoing requests to the government asking that they assist school boards with insurance premiums across the province.</li> <li>• ASBA held a meeting with Calgary Board of Education to understand the concerns and challenges they are facing.</li> <li>• The Edwin Parr nominee for Zone 5 is from the Calgary Catholic School District.</li> </ul> |
| 10.02     | Vote on Approval of Rural Caucus of Alberta School Boards 2020-2021 Budget | <p>Chair Schreiber stated that the Rural Caucus of Alberts School Boards expect costs of meetings to go down and therefore so will the fees for each board. Mr. Schreiber stated that the Rural Caucus has asked for a motion to affirm the budget from each Board. Discussion followed on approving the budget and remaining part of the rural caucus. Trustees view belonging to the caucus as very valuable and a good relationship building opportunity. Therefore,</p> <p><b>Ron Schreiber (Chair) moved:</b><br/>that the Board affirms the proposed 2020-2021 budget for the Rural Caucus of Alberta School Boards.<br/><b>Motion #104-20</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                           |
| <b>11</b> | <b>DIVISION</b>                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11.01     | Superintendents' Reports                                                   | Associate Superintendent Moss reported on wrapping up the school year as distance learning concludes. They are planning for the three scenarios of re-entry with a focus on the health and safety of students and staff. Mrs. Moss reviewed CTR Catholic's Re-Entry Plan in detail with trustees as follows:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

- General building safety
- Screening
- Responding to an illness
- Physical distancing
- Cohorting
- Masks
- Expectations for drop off and pick up of students
- Transportation
- Visitors and Volunteers at schools
- Student belongings and school supply lists
- Lunch, hot lunch, and the breakfast program
- Extra curricular activities
- Classroom learning
- Support for students with special needs
- Moving scenarios – learning together online and in class
- Diploma Exams and Provincial Achievements Tests

Questions from trustees included sanitization of mobile computer labs and sensory rooms, a possible increase in custodial staff, rigor of academic learning, and competitive sports. Mrs. Moss referred to the FAQs on CTR Catholic's website to which they prepared answers to questions they felt parents would ask. Discussion followed on Boards' liability issues and legal advice that CTR Catholic has received.

Associate Superintendent Behm reported on the following:

- Mr. Behm reviewed a letter sent to CTR Catholic's staff about their re-entry reassuring them that the division is mitigating risks for their health. Mr. Behm mentioned that he had a positive meeting with some members of the ATA local on the back to school plans and staff safety considerations.
- Mr. Behm gave a staffing update on teachers hired for the 2020-2021 school year.
- Mr. Behm reviewed the New Teacher Orientation agenda, which is moving from three days to two. Induction sessions have also moved from three days to two and will likely be hosted in Brooks as over half of CTR Catholic's new teachers reside there.

Associate Superintendent Kilcommons reported on the following:

- Mr. Kilcommons reminded trustees that per diems and out of pocket reimbursements must be submitted as soon as possible.
- Mr. Kilcommons provided an update on the establishment vote in Oyen taking place today where they will require a quorum of 21 to be successful.
- Mr. Kilcommons stated that significant challenges are presenting themselves with the construction of the new École Good Shepherd School gymnasium. Mr. Kilcommons is in the process of obtaining factual evidence to present to Capital Planning on the challenges and extra costs as it is anticipated the gymnasium cannot be built within the budget provided.
- Mr. Kilcommons reviewed capital maintenance and renewal projects that CTR Catholic is working on from the government's work stimulus monies.
- Mr. Kilcommons reported that he received a letter last week informing the division that the Calgary Board of Education has petitioned to annex additional areas south of Calgary that have been formed by both Foothills School Division and CTR Catholic. Similarly,

Superintendent Dr. Morrison received an email from the Superintendent of Calgary Catholic asking if CTR Catholic would support giving up the formed area in question. A lengthy discussion on this issue followed. The Board was not comfortable with giving up formed territory and there was no motion made to do so as a result. The Board would like to further explore processes, consequences, and implications related to how formed areas are designated to divisions. As a starting point, it was decided that Dr. Morrison would reach out to Calgary Catholic's Superintendent and Mr. Kilcommons would reach out to Alberta Education advising them that CTR's Board is not comfortable with granting this request at this time. Further, Dr. Morrison is to advise his counterpart in Calgary Catholic that this discussion should occur at the Board level.

Superintendent Dr. Morrison reported on the following:

- Changes to funding for The Centre for Learning@HOME online students.
- Dr. Morrison shared graduation mass and commencements you tube links for upcoming CTR Catholic graduations.

## **7 NOON PRAYER AND GRACE**

7.01 Noon Prayer and Grace

Associate Superintendent Moss led the group in the Noon Prayer and Grace.

## **8 AFTERNOON OPENING PRAYER**

8.01 Afternoon Opening Prayer

Vice Chair Keenan led the group in the Afternoon Opening Prayer.

## **12 INTERNATIONAL FIELD TRIPS**

12.01 International Field Trips

Associate Superintendent Kilcommons advised trustees that they have approved three international field trips for April 2021. Mr. Kilcommons suggested that a discussion be held in the near future on these trips as the Board may decide to postpone and he would like to give people as much notice as possible of the cancellation.

## **13 LOCALLY DEVELOPED COURSES**

13.01 Locally Developed Courses

There were no locally developed courses brought forward for approval.

## **14 NEW BUSINESS**

14.01 Appointment of Deputy Superintendent

Superintendent Dr. Morrison reported that the Alberta Teachers' Association requires affirmation in the form of a Board motion, appointing a Deputy Superintendent that can step into the role of Acting Superintendent, if so required. Dr. Morrison advised the Board that he would do these appointments yearly, appointing his Associate Superintendents on a rotating basis. Therefore,

### **Michelle Rude-Volk moved:**

that Associate Superintendent Michael Kilcommons be designated as Deputy Superintendent for The Christ the Redeemer Catholic Separate School Division effective September 1, 2020, to August 31, 2021.

### **Motion #105-20**

**Carried**

14.02 Joint Use Planning Agreements

Chair Schreiber reported that notice was received from the Deputy Minister regarding the necessity for joint use planning agreements to be put in place by 2023. Mr. Schreiber said that CTR Catholic has such agreements with Okotoks and High River is being worked on. Municipalities are aware of the need for the agreements, so Mr. Schreiber asked that the division be proactive in getting them set up. Associate Superintendent Kilcommons

stated that CTR Catholic has a good template of a joint use planning agreement and he will reach out to each municipality to start the process.

**15 IN CAMERA SESSION**

15.01 In Camera Session Begins

Chair Schreiber requested that the meeting move In Camera to discuss a human resources issue.

**Ron Schreiber (Chair) moved:**

that the Board move 'In Camera' to discuss a human resources issue. The meeting went In Camera at 2:42 p.m.

**Motion #106-20**

**Carried**

15.02 Return to Open Session

**Ron Schreiber (Chair) moved:**

that the Board move to Open Session. The meeting resumed Open Session at 3:09 p.m.

**Motion #107-20**

**Carried**

**16 BOARD HIGHLIGHTS**

16.01 Board Highlights Items

The Board directed administration to include in Board Highlights pertinent information coming out of the June Board meeting.

**17 AGENDA ITEMS FOR NEXT BOARD MEETING**

17.01 Call for Proposed Agenda Items

Trustees requested an update on the new Catholic Education Centre at the September Board meeting.

**18 CLOSING**

18.01 Closing Liturgy

Associate Superintendent Behm led the group in the Closing Liturgy.

18.02 Adjournment

**Michelle Rude-Volk moved:**

that the meeting adjourn. The meeting adjourned at 3:11 p.m.

**Motion #108-20**

**Carried**

SIGNATURE OF CHAIR:

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SIGNATURE OF ASSOCIATE SUPERINTENDENT,  
CORPORATE SERVICES:

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