

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, September 28, 2022 at 10:30 a.m. at
Catholic Education Centre, #301 – 23 Riverside Drive, Okotoks

Administration in Attendance

Scott Morrison (Superintendent)
Vincent Behm (Deputy Superintendent)
Pat MacDonald (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Cindy Nickerson (Director of Communications)
Kim Jamieson (Executive Assistant)

Attended

In Person
In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

Andrea Keenan (Chair)
Harry Salm (Vice Chair)
John de Jong
Michelle Rude-Volk
Andrew Gustafson
Mark Chung
Mark MacDonald

Attended

In Person
In Person
In Person
In Person
In Person
In Person
In Person

1

OPENING

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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 10:51 a.m. |
| 1.02 | Litany | Chair Keenan (Foothills County) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, and Consecration to Mary | Chair Keenan (Foothills County) led the Board in reciting the Board Prayer, the Vocations Prayer, and stated the Vision of the Board. Chair Keenan stated that the division has been consecrated to the saving grace of Mary and led the Board in reciting a Hail Mary. |
| 1.04 | Land Acknowledgement | Chair Keenan (Foothills County) recited CTR's draft land acknowledgement as follows:

"We acknowledge Siksik' aohsin (Blackfoot Territory) and honour Niipaitapiiwahsin (way of life) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis Nation Zone 3 and everyone else residing in the Territory." |
| 1.05 | Lectio Divina – Gospel of Luke | The Board engaged in Lectio Divina. |
| 1.06 | Additions/Deletions to the Agenda | Chair Keenan (Foothills County) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.07 | Approval of the Agenda | Mark Chung (Drumheller) moved:
that the agenda be adopted as presented.
Motion #115-22 |
| 1.08 | Adoption of Organizational Board Minutes June 30, 2022 | The minutes of the Organizational Board Meeting held on June 30, 2022, were reviewed by the Board, and recommended for adoption as presented.
Harry Salm (Strathmore) moved:
that the Minutes of the Organizational Board Meeting dated June 30, 2022, be adopted as presented.
Motion #116-22 |
| 1.09 | Adoption of Regular Board Minutes June 30, 2022 | The minutes of the Regular Board Meeting held on June 30, 2022, were reviewed by the Board, and recommended for adoption as presented. |

Carried

Carried

John de Jong (Brooks) moved:

that the Minutes of the Regular Board Meeting dated June 30, 2022, be adopted as presented.

Motion #117-22

Carried

2

BUSINESS ARISING

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| 2.01 | Catholic Education Program Review - Update | Associate Superintendent MacDonald shared that CTR will work with consultant Jennifer Woo to pilot the Catholic School Identity Tool created last Spring to complete a review of the Catholic Education Program. This review was delayed a year so that the Catholic School Identity Tool could be developed for use by all Alberta school districts at the request of Bishop McGrattan. Director of Religious Education, Grant Gay, will work with Ms. Woo to conduct in-school interviews and visits. The tentative timeline for the review is January to March 2023. |
| 2.02 | Program Review – Technology – Central Office | As per Board Policy 29, Superintendent Morrison indicated that the Technology Program at Central Office is to be reviewed this year. The Board identified that the consultant conducting the review should have knowledge of IT, administration, and infrastructure. Deputy Superintendent Behm is to consider this information and will bring back consultant recommendations to the Board. |
| 2.03 | Ecole Good Shepherd School Update | Associate Superintendent Kilcommons advised that the Alberta Ministry of Education had designated \$100,000 for CTR to conduct necessary studies on the viability of renovations at Ecole Good Shepherd School. As many of these reports had been previously prepared, Stantec was retained to complete three reports at significantly less cost. The Ministry is now considering those reports. |
| 2.04 | Influencer Engagements and Governance | Associate Superintendent MacDonald confirmed a plan is being made to bring the Board's wish to conduct community influencer engagement sessions to fruition. Drumheller and Assumption have already conducted their sessions and principals are being asked to find a date for their school's session. Trustees will be invited to these sessions. |
| 2.05 | Superchats – Meetings and Governance | Annually the Superintendents attend at each school for "Superchats" with teachers and administration. This year's theme is teacher engagement, and like the community engagement sessions, will focus on the reputation of CTR in the community, areas of improvement and advocacy. Trustees will be invited to Superchats in their community. |
| 2.06 | Outreach Facility | Superintendent Morrison shared details on a building that has become available for an outreach facility. It was noted that the enrollment numbers in the current facility warrant an expansion. Administration was thanked by the Board for their work in this area. |

Mark MacDonald (High River) moved:

That administration move forward on the purchase of the outreach facility, while not exceeding limits approved by the Minister of Education.

Motion #118-22

Carried

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NOON PRAYER AND GRACE

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| 3.01 | Noon Prayer and Grace | Trustee MacDonald (High River) led the group in the Noon Prayer and Grace. |
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AFTERNOON OPENING PRAYER

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| 4.01 | Afternoon Opening Prayer | Trustee de Jong (Brooks) led the group in the Afternoon Opening Prayer. |
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FOUR YEAR EDUCATION PLAN

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| 5.01 | School-based Praxis Plans – Opening PD | Associate Superintendent MacDonald advised that part of the Opening PD for teachers focused on the sharing of successful praxis plans. These sessions were well received by teachers and provided motivation for the year ahead. Through praxis, teachers can identify student needs, research strategies, and then put them into practice with constant reflection. |
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Deputy Superintendent Behm reported that the presentation of Dr. Kendrick at the Opening PD was also well received and supports CTR's divisional priority of Healthy Schools.

6

CORRESPONDENCE

- 6.01 Letter dated July 25, 2022 from Minister LaGrange re: Outreach Facility Presented as information
- 6.02 Letter dated August 11, 2022 from Minister LaGrange re: Budget Report Presented as information

7

REPORTS FROM WARD COMMITTEES

- 7.01 Trustees to identify one feature from each Ward Committee Meeting for Board Highlights Chair Keenan (Foothills) reminded Trustees to identify one feature from each Ward Committee Meeting for the September Board Highlights.
- 7.02 Brooks Ward Committee Meeting September 14, 2022
- Trustee de Jong (Brooks) highlighted the following from CTR Catholic's four pillars, as they pertained to the Brooks Ward Committee meeting:
- Faith:** Administration and teachers at Christ The King and St. Joseph's continue to work hard on creating inclusive schools.
- Learning:** Holy Family, Christ The King, and St. Joseph's will be hosting an expert from the University of Alberta in a joint professional development session focused on intercultural problem solving.
- Safe and Caring:** Paul Davis, a popular online safety presenter, has been invited to speak to students at Holy Family, Christ The King, and St. Joseph's about online safety.
- Stewardship:** Prior to the pandemic, the total student population of Brooks expanded past the 1100 student mark for the first time. This year the student population of the CTR Brooks community is expected to exceed 1300 enrolled students for the first time. Holy Family has an enrollment of 448 students, Christ The King has an enrollment of 372 students, St. Joseph's Collegiate has an enrollment of 446 students, and St. Luke's Outreach Centre has an enrollment of 32.
- John de Jong (Brooks) moved:**
that the minutes of the Brooks Ward Committee Meeting dated September 14, 2022, be approved as presented.
Motion #119-22
- Carried**
- It was the will of the Board to highlight the growth in student enrollment in Brooks schools from the Brooks Ward Committee meeting in their September Board Highlights.
- 7.03 Okotoks Ward II Committee Meeting September 15, 2022
- Chair Kennan (Foothills) highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward II Committee meeting:
- Faith:** One of The Centre For Learning@HOME's partnership is the St. John's Choir group and they will be attending mass and singing at Our Lady of the Rockies Parish in Canmore.
- Learning:** St. Luke's Outreach has the most "academic streaming" students they've ever had. It further demonstrates that students in outreach attend St. Luke's for new reasons and have different abilities and aspirations.
- Safe and Caring:** The Centre for Learning@HOME is sending over 100 students to Camp Kindle for a three-day retreat to build relationships. The CFL recently they had over 240 students attend their annual picnic in Devon. More are planned in 5 other locations. The Program Enhancement Coordinators are running a full slate of activities in Okotoks, Red Deer, Edmonton, Grand Prairie, Medicine Hat and Lethbridge.

Stewardship: St. Luke's enrollment is up by 52 students (45%) and The Centre For Learning@HOME is up by 214 students (10%). Both schools will continue to rise until the very end of September.

Andrea Keenan (Okotoks) moved:

that the minutes of the Okotoks Ward II Committee Meeting dated September 15, 2022, be approved as presented.

Motion #120-22

Carried

It was the will of the Board to highlight students from St. Luke's are choosing the academic stream for various reasons, including high-end athletics from the Okotoks Ward II Committee meeting in their September Board Highlights.

7.04 Oyen Ward Committee Meeting
dated September 23, 2022

Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic's four pillars, as they pertained to the Oyen Ward Committee meeting:

Faith: Father Rodel will be blessing students' and parishioners' pets on Saturday. Board members will be celebrating Mass with students prior to the Board meeting on October 21st.

Learning: Assumption School was awarded the 2022-2023 Alberta Foundation for the Arts – Artist & Education Theatre Residency of \$8100. This will be a great opportunity for students to learning about the arts in a small school without specialists to teach the arts.

Safe and Caring: Every child eats breakfast at the school every morning and parents are now donating food to support this practice. One of the reasons parents donate is because they want their children to eat at school to avoid even earlier mornings due to long bus rides. For these parents, it's a time issue rather than a financial issue.

Stewardship: The Board meeting will be in Oyen on October 22nd. On October 21st, there will a student led Mass at 5 p.m., a parent prepared potluck at 6 p.m., and an outdoor movie and bonfire at 7:30 p.m.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Oyen Ward Committee Meeting dated September 23, 2022, be approved as presented.

Motion #121-22

Carried

It was the will of the Board to highlight Father Rodel's blessing of student and parishioner pets from the Oyen Ward Committee meeting in their September Board Highlights.

8

**BOARD STANDING
COMMITTEES**

8.01 Committee of the Whole
Meeting

Chair Keenan (Foothills) presented the minutes from the Committee of the Whole meeting held on June 30, 2022.

Mark MacDonald (High River) moved:

that the minutes of the Committee of the Whole meeting dated June 30, 2022, be approved as presented.

Motion #122-22

Carried

8.02 Faith Committee Meeting

Trustee de Jong (Brooks) presented the minutes from the Faith Committee meeting of September 16, 2022.

John de Jong (Brooks) moved:

that the minutes of the Faith Committee Meeting dated September 16, 2022, be approved as presented.

Motion #123-22

Carried

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| 8.03 | GrACE CTR Committee Meeting | Trustee MacDonald provided a report from the GrACE CTR Committee meeting held on September 27, 2022. The minutes from this meeting will be presented at the October 22, 2022 Board meeting for approval. |
| 8.04 | Audit Committee Meeting | Trustee Chung presented the minutes from the Audit Committee meeting held on September 27, 2022. |

Mark Chung (Drumheller) moved:

that the minutes of the Audit Meeting dated September 27, 2022, be approved as presented.

Motion #124-22

Carried

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TRUSTEES

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| 9.01 | Upcoming Trustee Events | Presented as an information item. |
| 9.02 | Bishop's Luncheon Attendance (October 19, 2022) | Trustees were asked to RSVP to Jaime Nickerson if attending the Bishop's Luncheon. Trustees will be asked to introduce parent representatives and priests at their table. |
| 9.03 | Staff Recognition | Trustees discussed and agreed on a gift to recognize staff at Christmas. |
| 9.04 | Board Retreat – Agenda, Date and Venue | The Board Meeting and Retreat is scheduled for May 25 and 26, 2023. Alternate dates will be circulated as a conflict with these dates was identified. |

10

ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

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| 10.01 | ACSTA Directors' Meeting Update | <p>Trustee Gustafson advised that the Directors of ACSTA met on September 8 and 9, 2022. Highlights include the following:</p> <ul style="list-style-type: none">• Their theme for the year will be "<i>Walking Together in Catholic Education</i>".• Discussions are underway for a Catholic teacher formation symposium similar to that held in 2014.• Their budget has been passed and will be presented to school boards soon. Of note is an increase to membership fees.• A special general meeting will be held shortly to vote on new bylaws. The bylaws will be provided to school boards in November.• ACSTA has a new website which now has a members' area.• A Catholic Education toolkit is being prepared and will be distributed to provincial election candidates.• A speaker has been confirmed for their S.P.I.C.E Retreat (April 27 to 30, 2023) and Blueprints Retreat (May 2 to 5, 2023) in Kananaskis. |
| 10.02 | ACSTA Fall General Meeting Attendance | Registration is now open for ACSTA FGM. Trustees advised whether they could attend, and Executive Assistant Kim Jamieson is to register participants. |

As CTR may have a former Trustee member receiving an award, Board members agreed that they would host that Trustee's family for the awards ceremony in Red Deer.

11

ALBERTA SCHOOL BOARDS ASSOCIATION

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| 11.01 | ASBA Zone 5 Report | <p>Trustee MacDonald attended the ASBA Zone 5 meeting on September 9, 2022. Highlights include the following:</p> <ul style="list-style-type: none">• Ron Taylor has retired, and Nathan Freed is the new Field Services Representative. Nathan shared the following: |
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- that there will be a \$39M increase in transportation funding over three years.
- A task force to strengthen career skills for students is being created.
- There is a mental health in schools call for proposal of \$10M dollars in funding each of two years. In addition to this there will be an additional \$87M over three years for mental health, addiction and pediatric support.
- Sixty-four requests to access operating reserves have been received.
- The online teacher registry went live on August 30, 2022.
- Executive members are meeting with UPC leadership candidates.
- CSBA will be hosted by ASBA July 3-5, 2023 in Banff.
- The Fall General Meeting will be held November 20 to 22, 2022.

11.02 ASBA – Fall General Meeting Attendance

Registration has not yet opened for the ASBA FGM. Board members advised whether they could attend.

12 **TEACHERS' EMPLOYER BARGAINING ASSOCIATION**

12.01 TEBA – Status of Collective Bargaining Association

Associate Superintendent Michael Kilcommons advised that CTR has been in contact with the local Alberta Teacher Association to open local bargaining. Once the local ATA is ready to begin negotiations, they will be in contact. Negotiations for CTR will be handled by Janet Money. Administration noted that the local ATA has been great to work with in the past.

Trustee Chung advised that as CTR's representative, he recently attended a TEBA meeting. He intends to let his name stand as a Director of the TEBA Board. The Board was supportive of Trustee Chung's decision.

13 **DIVISION**

13.01 Trustees to identify one feature from each Superintendent's Report for the Board Highlights

Chair Keenan (Foothills County) reminded trustees to identify one feature per Superintendent report for the September Board Highlights.

13.02 Superintendents' Reports

Superintendent Morrison reported on the following:

- Permission has been granted by the Minister of Education to spend up to \$1M on an outreach facility in Brooks or High River.
- No official news has been received on the renovations required on the Strathmore schools.
- Enrollment in CTR schools is up by 4.2% over 2019-2020 (the last comparable year as pre-pandemic), enrollment increases are as follows: Okotoks – 1.5%; Brooks 10%; High River -1.3%; Canmore 0.5%; Drumheller 3.7%; Oyen 7.3%; Strathmore -5.9%; CFL 9.8%; and St. Luke's 52.6%.
- In response to the Influencers' Engagement Session feedback, a principals focus group was formed to consider parent communications. After reviewing results of a parent survey, the focus group has made recommendations for communications with parents.
- Work continues to have Franco Sud added to the property title in Canmore. CTR's legal counsel is being consulted and a meeting with representatives from Franco Sud will follow.

It was the will of the Board to highlight school enrollment from Superintendent Morrison's report in their September Board Highlights.

Deputy Superintendent Behm reported on the following:

- New teacher orientation was held for two days in August 2022. The feedback received from new teachers was positive.
- The teacher members for the Liaison Committee have now been named. It was noted that there is no representative from the Okotoks/High River area. This will be added to the agenda for the November 10th meeting.

- Occasionally administration receives inquiries related to teacher faith. Private teacher information must be respected when responding. Senior administration is developing a resource to assist administration in this regard.
- CTR is now fully staffed. However, it was noted that recruitment of certificated staff has been challenging as traditional recruitment strategies were not available during the pandemic. It is hoped that these practices will return this year, especially considering the increase of retirements, leaves and resignations occurring. Rural communities pose a unique challenge and ways to respond are being considered.
- The Education (Reforming Teacher Profession Discipline) Amendment Act will come into force on January 1, 2023. This is a positive improvement, and the Amendment Act will apply to teachers and teacher leaders.

It was the will of the Board to highlight that schools are fully staffed across the division from Deputy Superintendent Behm's report in their September Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Curriculum Support Documents completed to support new curriculum implementation are now housed on one website. These documents have been shared and other school divisions are also utilizing them. CTR and Director of Learning, Cheryl Kuemper, have been recognized provincially for this work.
- Literacy and numeracy assessments are now occurring in Grades 2 and 3. Funding will be based on the number of at-risk students identified. Grade 1 students will be assessed in January.
- Material for each grade level for the National Day of Truth and Reconciliation has been created by Indigenous Lead teachers.
- Elder Randy Bottle has been visiting schools and has become a great support in helping CTR to grow in understanding and assisting in permeating Indigenous culture.
- Elder Randy Bottle is working with CTR to draft a new Land Acknowledgement. The draft version is currently being used while consultation with stakeholders is being conducted.
- Diploma results analysis is well underway to determine areas of concern and how to improve results.
- A template to assist in the duty to report student disclosures has been prepared and shared with administration.

It was the will of the Board to highlight Curriculum Support Documents and their use by other Alberta school divisions from Associate Superintendent MacDonald's report in their September Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Mileage reimbursement has increased to \$0.53/km.
- The Town of Okotoks has determined St. John Paul II as the best location for a multi-sport complex. The Town will be 100% responsible for maintenance and liability and the school will have full access during school hours. A formal agreement is pending.
- Lawsuits from 2010 against CTR have been dismissed without costs and are almost resolved in their entirety.
- There is a severe shortage of bus drivers in the province. CTR has responded by doubling routes, rerouting buses, and offering driver incentives for recruitment. Transportation Coordinator Vanessa Douville was recognized for her communications with parents and proactive problems solving.

It was the will of the Board to highlight transportation, including communication to parents from Associate Superintendent Kilcommons's report in their September Board Highlights.

- 13.03 Financial Update – Annual Quarterly Report

Associate Superintendent Kilcommons advised that the auditors will be onsite next month to conduct their audit and will report back to the Audit Committee in November prior to the Board meeting.

14 INTERNATIONAL FIELD TRIPS

- 14.01 Holy Trinity Academy – Costa Rica - April 2023

Andrew Gustafson (Okotoks) moved:

that the International Field Trip to Costa Rica for students from Holy Trinity Academy in April 2023 be 'approved in full'.

Motion #125-22

Carried

- 14.02 Centre for Learning @ Home – Italy – Easter 2023

Mark MacDonald (High River) moved:

that the International Field Trip to Italy, Switzerland, Southern France and Spain, facilitated by the Centre for Learning @ Home at Easter 2023 be 'approved in full'.

Motion #126-22

Carried

Michelle Rude -Volk (Oyen) moved:

that students and supervisors from Notre Dame Collegiate, Our Lady of the Snows Catholic Academy and St. Anthony's School be allowed to be included on the Centre for Learning @ Home trip to Italy, Switzerland, Southern France and Spain, subject to approval from their local Ward Committee.

Motion #127-22

Carried

- 14.03 St. Joseph's Collegiate – Disneyland, Anaheim, California

John de Jong (Brooks) moved:

that the International Field Trip to Disneyland, Anaheim, California for students from St. Joseph's Collegiate in May 2023 be 'approved in full'.

Motion #128-22

Carried

15 LOCALLY DEVELOPED COURSES

- 15.01 Locally Developed Courses

None

16 NEW BUSINESS

- 16.01 Board of Trustees - Canmore Board Member

Harry Salm (Strathmore) moved:

that the Board communicate information about the role of trustee through Our Lady of the Snows Catholic Academy School Council and the Parish and then open nominations up in the community.

Motion #129-22

Carried

17 AGENDA ITEMS FOR NEXT BOARD MEETING

- 17.01 Call for Proposed Agenda Items

Trustees were asked to submit any items they wish added to next month's Board meeting agenda to Chair Keenan (Foothills County).

18 CLOSING

- 18.01 Closing Liturgy

Michael Kilcommons led the group in the Closing Liturgy.

18.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 4:08 p.m.

Motion #130-22

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
