

MINUTES OF THE REGULAR BOARD MEETING

Tuesday, February 28, 2023 at 9:30 a.m. at the
Catholic Education Centre, Okotoks, AB

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)
John de Jong
Mark Chung
Mark MacDonald
Andrew Gustafson
John-David Bogdanowski

Attended

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

Trustees Absent with Regrets

Harry Salm (Vice Chair)
Michelle Rude-Volk

1

OPENING

- | | | |
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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:31 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, Consecration to Mary | Chair Keenan (Foothills County) led the Board in reciting the Board Prayer, the Vocations Prayer, and 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' aoohsin (Blackfoot Territory) and honour Niipaitapiiwahsin (way of life) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis Nation Region 3 and everyone else residing in the Territory." |
| 1.05 | Lectio Divina – Gospel of Matthew | 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 | John-David Bogdanowski (Canmore) moved:
that the agenda be adopted as presented.
Motion #23-23 |
| | | Carried |
| 1.08 | Adoption of Regular Board Minutes January 21, 2023 | The minutes of the Regular Board Meeting held on January 21, 2023, were reviewed by the Board and recommended for adoption as presented. |

John de Jong (Brooks) moved:

that the Minutes of the Regular Board Meeting dated January 21, 2023, be adopted as presented.

Motion #24-23

Carried

2

BUSINESS ARISING

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| 2.01 | Catholic Education Program Review - Update | Associate Superintendent MacDonald advised that consultant Jennifer Woo has completed all school visits, and over the next two weeks she will gather input from parents and students from those schools. Ms. Woo will compile all |
|------|--|---|

information and prepare her report by the end of March, which will be shared with the Board at the April Board meeting.

- 2.02 Program Review – Technology – Central Office Deputy Superintendent Behm advised that the consultant is currently working with Grant Gay, Director of Technology, to set up school visits and review CTR’s technology documentation.
- 2.03 Modernization of Holy Cross Collegiate / Sacred Heart Academy Superintendent Morrison advised that a response had not yet been received from the Ministry with respect to CTR’s request to spend capital funds for the modernization of Holy Cross Collegiate and Sacred Heart Academy in Strathmore. A consultation was held with school staff on February 6, 2023. Staff was appreciative of the Board’s decision to proceed with the modernization and requested that the band room be made large enough for current needs. It was also agreed that a second student space would be beneficial.

3

CORRESPONDENCE

- 3.01 Letter to Minister LaGrange (re: Strathmore Project) Presented as information.
- 3.02 Letter from and to Minister LaGrange (re: Insurance) Presented as information.

4

REPORTS FROM WARD COMMITTEES

- 4.01 Trustees to identify one feature from each Ward Committee Meeting for Board Highlights Chair Keenan (Foothills County) reminded Trustees to identify one feature from each Ward Committee Meeting for the February Board Highlights.
- 4.02 Okotoks Ward I Committee January 26, 2023 Trustee Gustafson (Okotoks) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Okotoks Ward I Committee meeting:
Faith: St. Francis of Assisi is working on permeating the main entrance and atrium with a stronger faith focus, particularly a focus on integrating St. Francis themes.
Learning: The elementary schools are enjoying learning about how to more effectively teach number sense in math. Personnel from the CEC are modeling the way and providing leadership. This initiative is teaching teachers while also reaffirming the positive practice most teachers are already engaged in. There was also a secondary math retreat that was well received.
Safe and Caring: The Ward discussed the importance of reinvigorating the #Relationships in a Digital Age initiative to address the challenges and dangers of excessive screen time, as well as some of the risky and impulsive behaviour students are enticed to engage in. Teaching constructive screentime habits is also a part of the initiative.
Stewardship: Positive comments were heard about the Director of Communications’ “Communication Lead” initiative. Schools are doing a much better job of promoting their schools in the media. An unintended consequence is that the social media is being viewed by more students, whereas it was parents in the past.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Okotoks Ward I Committee Meeting dated January 26, 2023, be approved as presented.

Motion #25-23

Carried

It was the will of the Board to highlight information from both safe and caring and stewardship pillars from the Okotoks Ward I Committee meeting in their February Board Highlights.

- 4.03 Drumheller Ward Committee
February 1, 2023
- Trustee Chung (Drumheller) highlighted the following from CTR Catholic's four pillars, as they pertained to the Drumheller Ward Committee meeting:
Faith: Father baptised two students from St. Anthony's School which is a strong reflection on both the parish and the school.
Learning: St. Anthony's School had a three-year high school completion rate of 100% and diploma exam results were excellent with a pass rate 8% higher than the province and an excellence rate 19% higher than the province.
Safe and Caring: The parking lot at St. Anthony's School is 100% full on most days in the second semester. This creates safety and convenience issues.
Stewardship: School council has noticed an increased presence in social media as a result of the Communication Lead's work at St. Anthony's School. St. Anthony's has always had a good presence in the local paper.
- Mark Chung (Drumheller) moved:**
that the minutes of the Drumheller Ward Committee Meeting dated February 1, 2023, be approved as presented.
Motion #26-23
- Carried**
- It was the will of the Board to highlight learning from the Drumheller Ward Committee meeting in their February Board Highlights.
- 4.04 Canmore Ward Committee
February 14, 2023
- Trustee Bogdanowski highlighted the following from CTR Catholic's four pillars, as they pertained to the Canmore Ward Committee meeting:
Faith: School Council really appreciated Fr. Lazano speaking to council about the devotion to Mary and the relationship between the parish and the school.
Learning: Our Lady of the Snow's diploma pass rate results were 93%. This is 18% higher than the provincial average.
Safe and Caring: School Council has an intentional focus in recognizing teachers with gifts and food.
Stewardship: School Council sponsors some great fundraisers, including a movie night (led by the grads), Basket of Blessings (an online auction in which classrooms created and donated baskets), the poinsettia fundraiser and the golf tournament in the Spring.
- John-David Bogdanowski (Canmore) moved:**
that the minutes of the Canmore Ward Committee Meeting dated February 14, 2023, be approved as presented.
Motion #27-23
- Carried**
- It was the will of the Board to highlight recognition of School Council's efforts from the Canmore Ward Committee meeting in their February Board Highlights.

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BOARD STANDING COMMITTEES

- 5.01 Committee of the Whole January
20, 2023
- Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole meeting of January 20, 2023.
- Andrea Keenan (Foothills County) moved:**
that the minutes of the Committee of the Whole Meeting dated January 20, 2023, be approved as presented.
Motion #28-23
- Carried**

6	TRUSTEES		
6.01	Upcoming Trustee Events	Presented as information.	
7	ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION		
7.01	ACSTA Directors' Meeting Update	Trustee Gustafson (Okotoks) advised that a two-page document had been circulated to all members setting out the process being followed to renew ACSTA's governance model. The next step will be to circulate a survey to all members on the governance model. The Board discussed the representation structure for ACSTA. Highlights of the ACSTA Directors' meeting include the following: • Newman College presented on their Catholic Trustee Certificate Program, a year-long program with six courses, each taking 10 weeks to complete with a cost of \$600. • Election readiness – trustees are asked to meet with MLAs and candidates if possible. ACSTA will circulate a feedback form in this regard. • ACSTA is collecting transportation and formation stories via email. • Details will be provided about a lobbying event being planned for Edmonton in March. • A policy review resulted in changes to the per diem policy, the in-camera policy, and the reserves policy. The second reading of these policies will take place at the next Board meeting. Feedback must be submitted by April 1, 2023. • Edmonton Catholic School Division has returned to ACSTA.	
8	ALBERTA SCHOOL BOARDS ASSOCIATION		
8.01	ASBA Zone 5 Report	Trustee MacDonald (High River) advised that Zone 5 met on February 3, 2023. Items discussed include the following: • Alberta Education reminded all that the Professional Code of Conduct is now in effect, as is the Personal Learning Regulation. Also discussed by Alberta Education was support for displaced Ukrainian students and an increase of low incident funding. Divisions were thanked for their work on their Annual Education Results Reports. • President Marilyn Dennis reported that a meeting of school board chairs occurred on January 30, 2023. ASBA has met with the Minister and with MLAs. An election toolkit is forthcoming. Upcoming submission deadlines include March 7 for proposed bylaw amendments, May 1 for submission of emergent position statements, and May 31 for regular submissions for the Fall General Meeting. • Dr. Abboud sought member feedback on a draft PowerPoint prepared on governance. • ASBA Friends of Education Award deadline is approaching and school boards are encouraged to submit a nomination.	
8.02	ASBA Board Chairs' Report	Mark Chung (Drumheller) moved: that the meeting move in camera to discuss a strategical issue at 10:47 a.m. Motion #29-23	Carried
8.03	ASBA Friends of Education Nomination	Mark Chung (Drumheller) moved: that the meeting return to open session at 11:01 a.m. Motion #30-23	Carried

Mark MacDonald (High River) moved:

that the Board of Trustees submit a nomination for the ASBA Friends of Education as discussed.

Motion #31-23

Carried

9

**TEACHERS' EMPLOYER
BARGAINING ASSOCIATION**

- 9.01 TEBA – Status of Collective Bargaining Association

Trustee Chung (Drumheller) attended a TEBA meeting last week. TEBA will send out a collective bargaining survey to teachers. Negotiations with local ATAs continue and were also discussed.

Associate Superintendent Kilcommons reported that CTR administration and the Board's Negotiations Committee will meet with their hired negotiator next week and will then meet with teachers and their negotiating team on April 25 and 26, 2023. Additional dates for negotiations are scheduled if needed.

10

FOUR YEAR EDUCATION PLAN

- 10.01 Christ the King / Ecole Good Shepherd School – Student Successes

Cora-Leah Schmitt, Director of Student Services, along with Principal Errin Nelson and Family School Liaison Worker (FSLW) Scott Lachapelle from Christ The King shared with the Board the recent success story of a refugee student in Brooks. Vice Principal Brittany McDonah and teacher Susan Rasmussen from Ecole Good Shepherd School also shared a student success story in which the student has been supported throughout her journey from Kindergarten to Grade 4. In both instances, staff members worked diligently to provide clear communication and support to the families and collaborated with the Student Services team and other community services as needed.

11

NOON PRAYER AND GRACE

- 11.01 Noon Prayer and Grace

Trustee Chung (Drumheller) led the group in the Noon Prayer and Grace.

12

AFTERNOON OPENING PRAYER

- 12.01 Afternoon Opening Prayer

Trustee Gustafson (Okotoks) led the group in the Afternoon Opening Prayer.

13

DIVISION

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

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

Superintendent Morrison reported on the following:

- Alberta Regional Professional Development Consortia (ARPD) adopted the Curriculum Support Documents prepared by CTR for implementation of the new curriculum and is making them available for schools across the province, making CTR a provincial leader. In addition, Pearson also approached CTR for support with respect to curriculum assistance.

John de Jong (Brooks) moved:

that the meeting move in camera to discuss a strategical issue at 12:54 p.m.

Motion #32-23

Carried

Andrew Gustafson (Drumheller) moved:

that the meeting return to open session at 12:59 p.m.

Motion #33-23

Carried

- Ward Committee Duties and Responsibilities were reviewed as per Board Policy #07. Currently, Wards meet three times per year. As Wards are a critical part of CTR's governance structure, Superintendent Morrison recommends that the Board consider having Ward meetings four times a year. This recommendation is made for the purpose of enhancing communication between the Board, school councils, administration, and local parishes. It was noted that more time may be needed with respect to scheduling to ensure all are able to attend the meetings. Superintendent Morrison will revisit this item with the Board.

It was the will of the Board to highlight CTR's provincial leadership with ARPDC and involvement with Pearson from Superintendent Morrison's report in their February Board Highlights.

Deputy Superintendent Behm reported on the following:

- As per previous years, an analysis of the utilization of resources from Homewood Health has been received. Results were slightly lower than in previous years, likely because the service provider was switched in November. Overall, employees continue to access employee family assistance programs at a high rate, being a sign of positive organizational health. Vice principals have been greatly involved in informing staff on benefits and resources available. The majority of those accessing supports are teachers. The Human Resources Department will continue to promote and assist staff in accessing benefits.
- An Educational Assistant (EA) PD Day was held at end of January for all EAs within the Division. It was well designed and EAs were able to choose sessions that positively contributed to the work they are doing in schools. Feedback received was very positive. This professional development is in addition to the monthly PD that EAs receive at their own schools.
- Human Resources has begun tentative staffing plans for 2023-2024 with internal transfers being considered. Once transfers are complete, positions for temporary contract holders are considered before moving to new applicants. This is an efficient use of resources and time invested.

It was the will of the Board to highlight the Educational Assistants' PD Day from Deputy Superintendent Behm's report in their February Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Since the January Board meeting, Superchats were held at Holy Trinity Academy, St. John Paul II Collegiate, the Catholic Education Centre, and Notre Dame Collegiate. Superchats occur annually at each school and are attended by teachers and all Superintendents. The goal is to strengthen relationships and engage teachers in fellowship and conversation.
- The Pre-Kindergarten Program already being offered at Sacred Heart Academy (Strathmore) and St. Mary's (Okotoks) will also be offered at Ecole Good Shepherd School (Okotoks) next year. The program gives students a chance to develop early literacy and numeracy skills in a structured environment. It also provides CTR with an opportunity to attract new families, set students up for success in Kindergarten through to Grade 12, provides an opportunity for early intervention and targeting areas of deficits.
- Faith Days occurred February 21 and 22, 2023 with teachers from across the division gathering in Okotoks for mass, featured speakers and breakout sessions. Feedback is being gathered and will be reported on next meeting.

It was the will of the Board to highlight Superchats from Associate Superintendent MacDonald's report in their February Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- As of February 15, 2023, operating budgets for all CTR schools are on target.
- The provincial budget will be released today. The divisional profile for CTR will be received in approximately a month.
- St. Luke's High River moved to its new location last week while students were off, and doors opened to students on February 27th. Students and staff are pleased with the space.
- A part of a hill beside the playing field behind St. Anthony's School has sloughed down onto a utility road. Remediation measures and costs are being investigated with appropriate experts. This does not present a safety concern at this time, but if not remediated, the hill slough could eventually make its way to the playground.
- The visioning session planned for March 1 and 2 to further consider the potential replacement school for Ecole Good Shepherd School in the new D'Arcy Ranch Development has been cancelled. This meeting involving local trustees, senior administration, the local principal, town of Okotoks representatives, Alberta Education representatives and consultants from Group 2 will be rescheduled.
- A lawsuit commenced by CTR in 2012 against a Drumheller contracting company regarding St. Anthony's School has now been concluded. The last step was to have a lien removed from the title of the property. All expenses were covered by insurance.

It was the will of the Board to highlight St. Luke's move from Associate Superintendent Kilcommon's report in their February Board Highlights.

13.03 Board Approval of 2023-2024 School Calendars

Deputy Superintendent Behm presented the draft 2023-2024 calendar and advised that feedback received from Ward meetings, school councils, staff and principals was positive overall.

Mark Chung (Drumheller) moved:

that the 2023-2024 school calendar for CTR Catholic's traditional schools be adopted as presented.

Motion #34-23

Carried

13.04 Board Approval of 2024-2025 and 2025-2026 School Calendar Dates

John-David Bogdanowski (Canmore) moved:

that the draft 2024-2025 and 2025-2026 school calendar dates be adopted as presented.

Motion #35-23

Carried

14

INTERNATIONAL FIELD TRIPS

14.01 St. John Paul II Collegiate – Trip to Northern Ireland – Ryan Fox (Easter 2024)

John de Jong (Brooks) moved:

that the International Field Trip by St. John Paul II Collegiate to Ireland, at Easter 2024 be approved in principle.

Motion #36-23

Carried

14.02 Holy Trinity Academy – Trip to California, USA – Matthew Hassett (August 2024)

Andrew Gustafson (Okotoks) moved:

that the International Field Trip by Holy Trinity Academy to California, USA, in August 2024 be approved in principle.

Motion #37-23

Carried

14.03 Holy Trinity Academy – Trip to Cuba – Brianne Coventry (Easter 2024) - Update Associate Superintendent Kilcommons shared that the preferred service provider, EF Tours, does not provide tours to Cuba. The trip organizer, Brianne Coventry, is exploring alternate tour groups and insurance. It is expected that an update will be provided at the next Ward meeting, and the item will then be brought back to the Board.

15 **LOCALLY DEVELOPED COURSES**

15.01 Locally Developed Courses None

16 **NEW BUSINESS**

16.01 None There was no new business.

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 Associate Superintendent Pat MacDonald led the group in the Closing Liturgy.

18.02 Adjournment **John-David Bogdanowski (Canmore) moved:**
that the meeting be adjourned. The meeting adjourned at 2:39 p.m.
Motion #38-23

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
