

MINUTES OF THE REGULAR BOARD MEETING

Held in Person on Thursday, November 25, 2021, at 9:00 a.m. at
Christ the Redeemer Catholic Education Centre, #301, 23 Riverside Drive, Okotoks, AB

Administration in Attendance

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

Attended

In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

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

Attended

In Person
Absent with Regrets
In Person
In Person
In Person
In Person
In Person
Absent with Regrets

1

OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:13 a.m. |
| 1.02 | Litany | Superintendent Morrison 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 (Foothills County) 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 | <p>Chair Keenan (Foothills County) recited a land 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 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 | <p>Andrew Gustafson (Okotoks) moved:
that the agenda be adopted as presented.
Motion #157-21</p> <p style="text-align: right;"><i>Carried</i></p> |
| 1.08 | Adoption of Organizational Board Minutes October 30, 2021 | <p>The minutes of the Organizational Board Meeting held on October 30, 2021, were reviewed by the Board, and recommended for adoption as presented.</p> <p>John de Jong (Brooks) moved:
that the Minutes of the Organizational Board Meeting dated October 30, 2021, be adopted as presented.
Motion #158-21</p> |

Carried

- 1.09 Adoption of Regular Board Minutes October 30, 2021

The minutes of the Regular Board Meeting held on October 30, 2021, were reviewed by the Board, and recommended for adoption as presented.

Michelle Rude-Volk (Oyen) moved:

that the Minutes of the Regular Board Meeting dated October 30, 2021, be adopted as presented.

Motion #159-21

Carried

2

BUSINESS ARISING

- 2.01 École Good Shepherd School Gymnasium

Superintendent Morrison reported that the Town of Okotoks will be providing CTR Catholic with a letter of support regarding opposition to the gymnasium expansion due to concerns of disruption to the neighborhood for an extended period. Once the letter is received, Chair Keenan (Foothills County) will send a letter to the Ministry with supporting documentation including a PowerPoint explaining CTR Catholic's facility appeal. Trustee Gustafson (Okotoks) shared a personal story of the impact on the community that could occur regarding parking issues.

The facility appeal PowerPoint will be shared at the Board's upcoming meeting with MLA Sigurdson.

- 2.02 Response to Vaccine Procedure

Chief Deputy Superintendent Behm updated trustees on the staff response to the vaccine administrative procedure that was recently sent out. Staff inquiries include further clarification on what testing would consist of, how information will be stored, what other purposes it would be used for, and who would have access to the information.

Chief Deputy Superintendent Behm asked that the meeting move In Camera to discuss a labour issue.

John de Jong (Brooks) moved:

that the Board move 'In Camera' to discuss a labour issue. The meeting went In Camera at 10:02 a.m.

Motion #160-21

Carried

Channin Liedtke (Canmore) moved:

that the Board move to Open Session. The meeting resumed Open Session at 10:14 a.m.

Motion #161-21

Carried

3

ANNUAL EDUCATION RESULTS REPORT

- 3.01 Presentation on the 2020-2021 Annual Education Results Report

Superintendent Morrison reviewed CTR Catholic's 2021-2021 Annual Education Results Report highlighting Student Learning Engagement, Active Citizenship, High School Completion Rates, Education Quality Welcoming, Caring, Respectful, and Safe Learning Environments, Access to Supports and Services, and Parental Involvement. The division's Faith results were also reviewed, with satisfaction averaging at approximately 93%. Local measures are new to the reporting process and were reviewed by Superintendent Morrison for each provincial domain. CTR Catholic is one of the highest performing jurisdictions in the province with very high satisfaction rates, outperforming provincial averages on every measure of achievement and satisfaction. Of special note is the fact that student satisfaction rates are what raise CTR's overall rates the most.

- 3.02 Motion to Approve 2020-2021 Annual Education Results Report **Mark MacDonald (High River) moved:** that the 2020-2021 Annual Education Results Report be approved, as presented.
Motion #162-21

Carried

4

CORRESPONDENCE

- 4.01 Letter from ATA Local President Presented as an information item.
- 4.02 Letter from Provincial ATA President Presented as an information item.
- 4.03 Acceptance of Correspondence Chair Keenan (Foothills County) presented the correspondence items, which were circulated amongst Board members.

5

REPORTS FROM WARD COMMITTEES

- 5.01 Trustees to Identify One Ward Highlight to Feature in Board Highlights Chair Keenan (Foothills County) reminded trustees to identify one pillar highlight from the presented Ward meetings for the November Board Highlights.
- 5.02 Canmore Ward Committee November 2, 2021 Trustee Liedtke (Canmore) highlighted the following from CTR Catholic's four pillars, as they pertained to the Canmore Ward Committee meeting:
Faith: Father Nathan's engagement with the school has been great. Father does Adoration and Mass and is very responsive. The opening Mass was live streamed, with no technical issues.
Learning: [FAB LABS](#) (Thursdays 3:30 p.m. - 4:45 p.m.) are "maker spaces" involving hands-on activities with coding, robotics, and 3D printing. The program is run by Mr. Arvisais and is cutting edge and world class.
Safe and Caring: School Council is supporting teachers in supporting students (e.g., after school clubs and activities). Examples of clubs and activities are the Head Strong Club for both mental and physical health and a Board Game Club.
Stewardship: School Council's fundraising branch has established a budget of \$51,971! Online fundraisers have been highly successful.

Channin Liedtke (Canmore) moved:

that the Minutes of the Canmore Ward Committee meeting held November 2, 2021, be approved as presented.

Motion #163-21

Carried

- 5.03 Drumheller Ward Committee November 17, 2021 Superintendent Morrison highlighted the following from CTR Catholic's four pillars, as they pertained to the Drumheller Ward Committee meeting:
Faith: St. Anthony's School had an offsite Grade 12 retreat, facilitated by the Director of Catholic Education, Lindsay Fagan. It was highly successful.
Learning: St. Anthony's teacher teams and departments are focused on improving student learning by using effective classroom discussions, addressing gaps in learning, and focusing on assessment.
Safe and Caring: St. Anthony's teams have developed superb mental health activities by each team as part of their healthy schools' strategies, e.g. body breaks, relationship building walkers, and the Champions program.
Stewardship: The council is hosting the GrACE Director, Dr. Bonnie Annicchiarico, to speak about advocacy for Catholic education.

Mark MacDonald (High River) moved:

that the Minutes of the Drumheller Ward Committee meeting held November 17, 2021, be approved as presented.

Motion #164-21

Carried

- 5.04 Trustees Identify Ward Statement for Board Highlights It was the will of the Board to highlight coding, robotics, and 3D printing from the Canmore Ward learning statement in the November Board Highlights.

6

**BOARD STANDING COMMITTEES
– Committee of the Whole,
GrACE CTR, and Audit**

- 6.01 Committee of the Whole October 29, 2021 Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole meeting held on October 29, 2021

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Committee of the Whole meeting dated October 29, 2021, be approved as presented.

Motion #165-21

Carried

- 6.02 GrACE CTR Committee November 17, 2021 Trustee MacDonald (High River) presented the minutes from the GrACE CTR Committee meeting held on November 17, 2021.

Mark MacDonald (High River) moved:

that the minutes of the GrACE CTR Committee meeting dated November 17, 2021, be approved as presented.

Motion #166-21

Carried

- 6.03 Audit Committee November 22, 2021 Associate Superintendent Kilcommons presented the minutes from the Audit Committee meeting held on November 22, 2021.

John de Jong (Brooks) moved:

that the minutes of the Audit Committee meeting dated November 22, 2021, be approved as presented.

Motion #167-21

Carried

7

TRUSTEES

- 7.01 Upcoming Trustee Events Presented as an information item.

8

**ALBERTA CATHOLIC SCHOOLS
TRUSTEES' ASSOCIATION**

- 8.01 ACSTA Directors' Meeting and AGM Update The Board was elated that Trustee Salm (Strathmore) was elected ACSTA President at the AGM and are confident that he will bring unity back to the Association. Trustee Rude-Volk (Oyen) reported that a temporary budget, without the revenue, was passed after a lengthy debate on the motion. Discussion followed on the bylaws of ACSTA being changed and the best time to do so.

9

**ALBERTA SCHOOL BOARDS
ASSOCIATION**

- 9.01 ASBA Zone 5 Report and FGM Update Chair Keenan (Foothills County) reported that they had a hybrid meeting on November 12th at Golden Hills School Division and highlighted the following:
- The new Chair is Theresa Letendre from Foothills School Division, and the Vice-Chair is Melyssa Bowen from Rocky View School Division.
 - The Zone 5 Director is Rob Pirie from Golden Hills School Division with an alternate of Judi Hunter from Rocky View School Division.

- Committees were set up and it was decided on a hybrid model for upcoming meetings due to COVID. Meetings will be held at Rocky View School Division in Airdrie with the option of Zooming in.

The Fall General Meeting went very smoothly. Trustee Gustafson (Okotoks) noted that the speakers on the last day were exceptional.

10 NOON PRAYER AND GRACE

10.01 Noon Prayer and Grace

Trustee Gustafson (Okotoks) led the group in the Noon Prayer and Grace.

11 AFTERNOON OPENING PRAYER

11.01 Afternoon Opening Prayer

Trustee Rude-Volk (Oyen) led the group in the Afternoon Opening Prayer.

12 DIVISION

12.01 Trustees to Identify One Board Highlight Feature Per Superintendent Report

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

12.02 Superintendents' Reports

Superintendent Morrison reported on the following:

- The program review for this school year is Religious Studies. Discussion followed on expanding the scope from Religious Studies to Catholic education, and the attributes and qualifications of the person conducting the review. It was the will of the Board to change the review to Catholic Education. Attributes and qualifications of the person conducting the review included: an authentic Catholic, knowledge of faith, able to consider the student's perspective, and is open and collaborative. Superintendent Morrison suggested doing a team review due to the importance of the program which would consist of an educator, a member of the clergy, and a prominent faith filled person. Superintendent Morrison will investigate and bring candidates back to the Board table for approval.
- The province reduced diploma exams to 10 percent so there may be pressure on principals to reduce weighting in normal final exams for Grades 7 to 11. Superintendent Morrison is making this a school-based decision yet advising principals to consult staff and make a school-wide decision.

Superintendent Morrison asked that the meeting move In Camera to discuss a labour issue.

Mark MacDonald (High River) moved:

that the Board move 'In Camera' to discuss a labour issue. The meeting went In Camera at 1:17 p.m.

Motion #168-21

Carried

Andrew Gustafson (xx) moved:

that the Board move to Open Session. The meeting resumed Open Session at 1:30 p.m.

Motion #169-21

Carried

It was the will of the Board to highlight a comprehensive review of Catholic Education from Superintendent Morrison's report in their November Board Highlights.

Chief Deputy Superintendent Behm reported on the following:

- Bill 85 which would introduce the creation of a public online registry that lists the professional standing of Alberta's teachers and teacher leaders, including whether certificates have been suspended or cancelled. The bill also advances a new disciplinary process for teachers and teacher leaders who have been convicted of serious offences under Canada's Criminal Code.
- The division will soon begin working on internal transfers, recruiting and job postings for the 2022 – 2023 school year. The hiring of Alberta university graduates will be competitive as metro boards will be recruiting from them only. CTR Catholic will attend career fairs in Ontario this year looking to staff high quality Catholic teachers. Discussion on recruiting from the United States followed but there are barriers due to immigration laws.
- Reviewed the retirement transition program done with staff.
- Reviewed the next steps for the vaccine administrative procedure and implications for parent volunteers and contractors.
- Reviewed a few planning complications with the 2022-2023 school calendar and the consultation process with staff and school councils. Feedback on the calendar be brought to the Board before the final approval.

It was the will of the Board to highlight feedback from staff and school councils regarding the 2022-2023 school calendar from Chief Deputy Superintendent Behm's report in their November Board Highlights.

Associate Superintendent Moss reported on the following:

- Gave the Board an update on COVID-19 in the division
- Director of Catholic Education, Lindsay Fagan, led and organized a Many and One presentation at the recent administrators' meeting. It included 10 strategies that schools can use to address racism in schools. As well, administrators at St. Joseph's Collegiate presented a case study on their school's response to racism giving an example of how they are supporting their school community.
- Literacy and numeracy are two foundational and key priorities for CTR Catholic. Through provincial grants, CTR Catholic hired additional staff who will support learning in these areas for Grade Kindergarten to 3 students.
- The new math curriculum pilot work continues in the division with teachers gathering on November 30th and December 9th to collaborate and provide feedback that will be shared with Alberta Education. Director of Learning, Cheryl Kuemper, continues to be a recognized leader and contributor in providing new curriculum feedback to CASS.
- At their recent administrators' meeting, participants reviewed procedures for how staff must respond if they suspect any type of abuse or what to do if abuse is disclosed. This is important for new teachers who many do not know the process.

It was the will of the Board to highlight the inclusion work being done at St. Joseph's Collegiate from Associate Superintendent Moss' report in their November Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Reminder that the benefits program for trustees must be renewed in election years.
- Distributed a school summaries report that indicates pertinent information regarding each facility. It is a document highlighting the facility for the trustees' information and not meant to be distributed.
- Under the Local Authorities Election Act, trustees are obligated to submit Form 5, Candidate Financial Information, prior to March 1, 2022.

- The Office of the Superintendent sent a letter to the Minister of Education on behalf of Board Chair Andrea Keenan, asking permission from the Minister to use capital reserves for the purpose of purchasing a learning space for St. Luke's Outreach in Brooks.

It was the will of the Board to highlight the search for a new facility in Brooks from Associate Superintendent Kilcommon's report in their November Board Highlights.

13 INTERNATIONAL FIELD TRIPS

13.01 International Field Trips

There were no international field trips brought forward for approval due to the ongoing pandemic and the Board's current ban on field trips.

14 LOCALLY DEVELOPED COURSES

14.01 Locally Developed Courses

There were no locally developed courses brought forward for approval.

15 NEW BUSINESS

15.01 Presentation of Budget

Associate Superintendent Kilcommon's reported on CTR Catholic's financial review for 2020-2021, highlighting the following:

- Baker Tilly Catalyst gave the division a clean audit.
- The division continues to remain in a strong financial position.
- The fiscal year ended with a surplus of \$3,007,576 which was largely due to the COVID-19 Safe Return to Class funding. CTR Catholic also saw a substantial increase in enrolment growth due to The Centre for Learning@HOME that assisted students and staff with a smooth transition to online learning due to the pandemic.
- Revenue and expenses for the year, together with a variance analysis of each.
- The division's Capital Reserve Plan which aligns with CTR Catholic's Three-Year Capital Plan.
- A summary of COVID-19 expenditures.
- CTR Catholic continues to implement risk mitigation strategies to lower risk and insurance premiums.
- Joint venture arrangement with the Town of Okotoks for the construction of the Arts and Learning Centre.

15.02 Budget Motion #1 – Transfer from Unrestricted Surplus to Operating Reserves

Mark MacDonald (High River) moved:

that the Board transfer from Unrestricted Surplus to Operating Reserves the amount of \$500,000.

Motion #170-21

Carried

15.03 Budget Motion #2 – Transfer from Unrestricted Surplus to Capital Reserves

Mark MacDonald (High River) moved:

that the Board transfer from Unrestricted Surplus to Capital Reserves the amount of \$4,300,000.

Motion #171-21

Carried

15.04 Budget Motion #3 – Approve Audited Financial Statements

Mark MacDonald (High River) moved:

that the Board approves the Audited Financial Statements for the year ended August 31, 2021, as presented.

Motion #172-21

Carried

16 STRATEGIC PLANNING

16.01 Strategic Planning

Superintendent Morrison reviewed Role of the Board, which is to develop and monitor Board policy, to advocate for Catholic education, and engage stakeholders using generative governance, all of which can be accomplished through the division's community influencers strategy. Once trustees determine their 5 influencers, a letter will be sent to them.

Superintendent Morrison reviewed the three community influencer engagement questions which are designed to gather information on the efficacy of the division's mission, vision, and four pillars, advocacy efforts, and response to contemporary issues.

17

BOARD HIGHLIGHTS

17.01 Board Highlights Items

The Board discussed pertinent information they wished administration to include in Board Highlights coming out of the November Board meeting.

18

AGENDA ITEMS FOR NEXT BOARD MEETING

18.01 Call for Proposed Agenda Items

Trustees were asked to submit any items they wish added to future Board meeting agendas to Chair Keenan (Foothills County). Trustee Gustafson (Okotoks) requested Trustee Visibility under the Liaison Committee Meeting Report.

19

CLOSING

19.01 Closing Liturgy

Trustee Liedtke (Canmore) led the group in the Closing Liturgy.

19.02 Adjournment

Michelle Rude-Volk (Oyen) moved:
that the meeting be adjourned. The meeting adjourned at 3:41 p.m.
Motion #173-21

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
