

MINUTES OF THE REGULAR BOARD MEETING

Thursday, November 30, 2023, at 9:00 a.m. at
Catholic Education Centre, Okotoks, AB

Administration in Attendance	Attended	Trustees in Attendance	Attended
Andrea Holowka (Superintendent)	In Person	Andrea Keenan (Chair)	In Person
Vincent Behm (Deputy Superintendent)	In Person	Andrew Gustafson (Vice Chair)	In Person
Pat MacDonald (Associate Superintendent)	In Person	Harry Salm	In Person
Michael Kilcommons (Associate Superintendent)	In Person	Mark Chung	In Person
Kim Jamieson (Executive Assistant)	In Person	John de Jong	In Person
		Michelle Rude-Volk	In Person
		Mark MacDonald	In Person
		John-David Bogdanowski	In Person

Absent with regrets: Cindy Nickerson (Director of Communications)

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OPENING

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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:06 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 | Three-year Faith Theme: "Faith Seeking Understanding" | Chair Keenan (Foothills County) reminded Board members of CTR's three-year faith theme, being Faith Seeking Understanding. The Catholic Church teaches that God is Truth, Goodness, and Beauty. Each transcends the limitations of place and time and is rooted in being. This year the focus is on encountering beauty through faith and science. |
| 1.05 | Land Acknowledgement | Chair Keenan (Foothills County) recited CTR's Land Acknowledgement as below: We acknowledge Siksik' aohsin (Blackfoot Territory) and Nitsitapisini (way of life of all people) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis Nation Region 3 and everyone else residing in the Territory. We honour the Elders and Knowledge Keepers who share their teachings and wisdom. This acknowledgement is an act of gratitude to those peoples on whose traditional land we now live, work, play, or visit. |
| 1.06 | Lectio Divina – Gospel of Mark | The Board engaged in Lectio Divina. |
| 1.07 | 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. |
| 1.08 | Approval of the Agenda | Andrew Gustafson (Okotoks) moved:
that the agenda be adopted as presented.
Motion #149-23 |
| 1.09 | Adoption of Regular Board Minutes October 28, 2023 | The minutes of the Regular Board Meeting held on October 28, 2023, were reviewed by the Board and recommended for adoption as presented. |

Carried

Harry Salm (Strathmore) moved:
that the Minutes of the Regular Board Meeting dated October 28, 2023, be adopted as presented.
Motion #150-23

Carried

2	BUSINESS ARISING	
2.01	None	
3	FOUR-YEAR EDUCATION PLAN	
3.01	Presentation and Discussion of Annual Education Results Report	Superintendent Holowka reviewed CTR's Annual Education Results Report for 2022-2023. CTR outperformed the province in 12 of 12 required assurance measures. As well, 92.5% of perspective stakeholders consider CTR schools to be welcoming and caring environments. Strong learning experiences are represented by student achievement data that is above the province, and further reinforced by 93% satisfaction with education quality. With respect to faith, 90% of students, parents and teachers indicated they were satisfied with the formation, education, and partnerships that support Catholic education in CTR. John de Jong (Brooks) moved: that that CTR's 2022-2023 Annual Education Results Report be approved as presented. Motion #151-23
Carried		
4	CORRESPONDENCE	
4.01	None	
5	REPORTS FROM WARD COMMITTEES	
5.01	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 November Board Highlights.
5.02	High River Ward Meeting October 26, 2023	Trustee MacDonald (High River) highlighted the following from CTR Catholic's four pillars, as they pertained to the High River Ward Committee meeting: Faith: Holy Spirit Academy has brought back a tradition from before the pandemic in which students demonstrating the gifts of the Holy Spirit are awarded with a bookmark produced by Catholic women in a collaborative in Peru. When reaching out to this organization, it was apparent that the collaborative had fallen apart during Covid. However, Holy Spirit Academy continued to pursue the procurement of these bookmarks, which allowed for the re-establishment of the women's collaborative. This pursuit of rewarding students at Holy Spirit Academy for their demonstration of the Holy Spirit allowed the collaborative to be re-established therefore providing economic support to a community across the globe. Learning: St. Luke's move to their new site in High River has brought new opportunities to the students and staff. Proximity to natural spaces and the Parish allow for learning and faith activities to extend beyond the walls of the facility. The new location has also provided opportunity to enrich the learning of a food studies option with the presence of a commercial kitchen. This program expansion has also enriched the nutrition for the students within the entire school. Safe and Caring: At Notre Dame Collegiate, Holy Spirit Academy, and St. Luke's, there has been tremendous support from the Family School Liaison Workers that service our schools. Each community has benefitted from full or part-time access to the expertise of these workers who can address the social and emotional needs of students and connect with families to strengthen the relationship between home and school. Stewardship: Due to increases in immigration and the response of families to the positive reputation of Christ The Redeemer Catholic Schools, all three schools have experienced enrolment increases.

Mark MacDonald (High River) moved:

that the minutes of the High River Ward Committee Meeting dated October 26, 2023, be approved as presented.

Motion #152-23

Carried

It was the will of the Board to highlight the bookmark collaboration with the Peruvian Catholic women's group from the High River Ward Committee meeting in their November Board Highlights.

5.03 Okotoks Ward I Meeting
November 14, 2023

Vice Chair Gustafson (Okotoks) highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward I Committee meeting:

Faith: All schools in Okotoks I are supporting recognition of students and/or staff through the foundations of our faith. Each school has created awards that allow for our lived Catholic teachings to be recognized through the actions of those within their communities. This enhances the climate and culture of schools, while also establishing the goodness of our faith that exists in each community. Each school in the Ward has organically developed awards that are meaningful to their school communities and embedded in our Church teachings.

- École Good Shepherd supports monthly "Good Shepherd Lives in Me" virtue awards
- St. Mary's recognizes students and staff weekly through "With Open Arms" cards
- St. Francis of Assisi supports "Franciscan Fridays", which recognize students for their virtuous acts
- JPII supports student nominated "Caught in Kindness" awards
- Holy Trinity hosts the "Knight of the Month" character and virtue awards for students

Learning: Each school is intentionally building the capacity of their staff through the updated CLC process. Given the recent data review at each site, this exploration has stimulated focused goal setting, implementation, and future evidence collection to determine the impact of their efforts. Further specific support for students in terms of learning support, English as an Additional Language learning strategies, and "push in" supports in which educational assistants enter classrooms to support students inclusively rather than pulling students out. All these efforts are responsive to individual classroom and student needs to focus on the continuous improvement of staff proficiency at each site.

Safe and Caring: Extra-curricular events and activities are thriving in each Okotoks school. These opportunities are beneficial for the sense of engagement and belonging for students, as well as supporting volunteerism of staff and community members and enriching the life of the school. These activities range from K-12 in all Okotoks schools, with a broad range of offerings in athletics, fine arts, visual arts, friendship and social activities, leadership groups, student newspapers and podcasts, faith related activities, games and cards clubs, cultural and language events. The dedication of staff and volunteers to support this diverse suite of offerings contributes greatly to developing student engagement, belonging, and enjoyment within each school.

Stewardship: There are many projects occurring within Okotoks to further benefit all our students and the community at large. These include expanding access to STEM centres within the St. Mary's School library, the development of an inclusive playground at St. Mary's that is being supported through family fundraising, the addition of an outdoor rink at St. John Paul II Collegiate provided by the Town of Okotoks, the development of a gaga ball pit at St. Francis of Assisi, the continued work toward the Chapel development at Holy Trinity Academy, and planning for the replacement École Good Shepherd School building.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Okotoks Ward I Committee Meeting dated November 14, 2023, be approved as presented.

Motion #153-23

Carried

It was the will of the Board to highlight the student faith awards from the Okotoks Ward I Committee meeting in their November Board Highlights.

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BOARD STANDING COMMITTEES

- 6.01 Committee of the Whole Meeting October 27, 2023

Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole Committee Meeting of October 27, 2023.

Mark MacDonald (High River) moved:

that the minutes of the Committee of the Whole Meeting of October 27, 2023, be approved as presented.

Motion #154-23

Carried

- 6.02 Liaison Committee Meeting October 30, 2023

Trustee de Jong (Brooks) presented the minutes from the Liaison Committee meeting of October 30, 2023.

John de Jong (Brooks) moved:

that the minutes of the Liaison Committee Meeting dated October 30, 2023, be approved as presented.

Motion #155-23

Carried

- 6.03 Faith Committee Meeting November 23, 2023

Trustee MacDonald (High River) presented the minutes from the Faith Committee meeting of November 23, 2023.

Mark MacDonald (High River) moved:

that the minutes of the Faith Committee Meeting dated November 23, 2023, be approved as presented.

Motion #156-23

Carried

- 6.04 Audit Committee Meeting November 23, 2023

Trustee Chung (Drumheller) presented the minutes from the Audit Committee meeting date November 23, 2023.

Mark Chung (Drumheller) moved:

that the minutes of the Audit Committee Meeting dated November 23, 2023, be approved as presented.

Motion #157-23

Carried

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NEW BUSINESS

- 7.01 Audit Overview (Year Ending August 31, 2023)

Associate Superintendent Kilcommons presented an overview of the audited financial statements, indicating that the division as of August 31st, 2023, continues to remain in a strong financial position. During that fiscal year total revenues were \$105,599,195 and total expenses were \$106,374,471. This excess expenses over revenue equates to an overall deficit position of \$815,276 which is a favourable variance (decrease in deficit) of \$166,747 from the projected budgeted deficit of \$982,023.

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

Harry Salm (Strathmore) moved:

that the Board transfer to Unrestricted Surplus from Operating Reserves the amount of \$1,300,000.

Motion #158-23

Carried

7.03	Budget Motion #2 – Transfer from Unrestricted Surplus to Capital Reserves	John de Jong (Brooks) moved: that the Board transfer from Unrestricted Surplus to Capital Reserves the amount of \$1,710,000. Motion #159-23 Carried
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7.04	Budget Motion #3 – Approve Audited Financial Statements	Mark Chung (Drumheller) moved: that the Board approve the Audited Financial Statements for the year ended August 31, 2023, as presented. Motion #160-23 Carried
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8 TRUSTEES

8.01	Upcoming Trustee Events	Reviewed as information.
8.02	CTR Board Apparel	Trustee Chung (Drumheller) will circulate to the Board members options and pricing for logoed apparel. This item will be discussed further at the January 27 th Board meeting.
8.03	Trustee Professional Development	Andrew Gustafson (Okotoks) moved: that John-David Bogdanowski be authorized to complete the Certificate for the Catholic School Trusteeship Program offered by the Newman Theological College. Motion #161-23 Carried

8.04	Trustees' Expenses	Mark Chung (Drumheller) moved: that the Board move in camera to discuss a personnel matter at 11:34 a.m. Motion #162-23 Carried Mark Chung (Drumheller) moved: that the Board return to open session at 11:42 a.m. Motion #163-23 Carried
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9 ALBERTA CATHOLIC SCHOOLS TRUSTEES' ASSOCIATION

9.01	ACSTA Directors' Meeting Update	Vice Chair Gustafson (Okotoks) advised that ACSTA Board of Directors met on November 17, 2023. Kelly Whalen has been appointed as the new president and Dawn Miller as the new vice president. Trustee Harry Salm is now the past president and was commended for his work over the last two years. Committee membership for year was also established, including the addition of an advocacy and communication committee.
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9.02	ACSTA AGM	ACSTA will be hosting its symposium in Edmonton on February 9 and 10, 2024. The Canadian Catholic Schools Trustees' Association will host its convention in Calgary from May 30-June 1, 2024. Chair Keenan (Foothills County) provided an overview of the ACSTA AGM that occurred in Edmonton from November 17-19, 2023.
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9.02	ACSTA AGM	Harry Salm (Strathmore) moved: that the Board move in camera to discuss a strategic matter at 12:00 p.m. Motion #164-23 Carried Harry Salm (Strathmore) moved: that the Board return to open session at 12:07 p.m. Motion #165-23 Carried
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10	ALBERTA SCHOOL BOARDS ASSOCIATION	
10.01	ASBA Zone 5 Report	Trustee MacDonald (High River) shared material with the trustees from the ASBA Zone 5 meeting of November 3, 2023. Highlights from Alberta Education's report included that they will meet with each school division to review school learning plans, scholarships to women in STEM will be offered, and there will be a reconciliation grant project. Also discussed at that meeting was a program being offered in Germany for direct entry of students into the trades. Much of the meeting was spent preparing for the FGM that occurred November 19-21, 2023.
10.02	ASBA FGM	Chair Keenan (Foothills County) provided an overview of the ASBA FGM that occurred in Edmonton from November 19-21, 2023.
11	TEACHERS' EMPLOYER BARGAINING ASSOCIATION	
10.01	TEBA Report	Trustee Chung (Drumheller) advised the TEBA FGM was held on November 21, 2023. The Board of Directors was determined at that meeting. TEBA will next meet on December 8, 2023.
12	NOON PRAYER AND GRACE	
12.01	Noon Prayer and Grace	Trustee de Jong (Brooks) led the group in Noon Prayer and Grace.
13	AFTERNOON OPENING PRAYER	
13.01	Afternoon Opening Prayer	Trustee Salm (Strathmore) led the group in Opening Prayer.
14	PRESENTATION	
14.01	CTR Available Course Options	Marco Pacione, Principal, and Jana Clark, Art and New Media Teacher, at St. John Paul II Collegiate and Jamie Leidl, Principal, at St. Francis of Assisi Academy presented to the Board on course options. Mr. Pacione and Ms. Clark shared with the Board their complex schedule of options offered to students. Mr. Leidl shared with the Board the process undertaken to revamp the options program at St. Francis of Assisi Academy.
		Trustees expressed their appreciation for the wide breadth of options available to CTR students and thanked Mr. Leidl, Mr. Pacione and Ms. Clark for their work in this regard. The trustees also commended these principals for allowing teachers to teach about their passion and allowing students to explore different subjects.
15	DIVISION	
15.01	Program Review (2023-2024) Career and Post-Secondary Counselling Services – School Program	Deputy Superintendent Behm confirmed that Danica Martin will be conducting the review of CTR's Career and Post-secondary Counselling Services. Ms. Martin will attend the Career Counselors PD Day on January 18 th and will also conduct in-person interviews/sessions in schools with administrators and students in February and March. A survey will also be sent to families in CTR's communities.
15.02	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 November Board Highlights.
14.03	Superintendents' Reports	Superintendent Holowka reported on the following: - Leadership learning has continued with administrators, including a deep dive into provincial data, the administrators' and trustees' faith retreat, and a session on the Pastoral Guide and LIFE Framework review. Administrators will also be partnered with a "thinking partner" on a common area of interest to strengthen leadership and bring coherence across the division. - Work continues to develop leadership in staff desiring administrative roles and for those that have been identified as having leadership qualities. This will ensure there are staff in place to move into positions as attrition occurs.

- A four-part Many and One series is being presented to principals and vice-principals to better equip administrators to address issues arising from discrimination, racism and bullying. The first session focused on Catholic Social Teachings (life and dignity), and futures sessions will focus on leadership required (approaches and outcomes), mental models (empathy and effectiveness) and intentionality (actions and outcomes).
- The 2023-2024 budget was approved in May and a quarterly update will be presented at the January Board meeting. It is likely that CTR will be in a better financial position than projected when that update is provided.

It was the will of the Board to highlight the Many and One work being done from Superintendent Holowka's report in their November Board Highlights.

Deputy Superintendent Behm reported on the following:

- The Fall Council of Councils Meeting occurred on November 8th and was attended by school council chairs, principals, trustees and administration. The day was full of fruitful discussion and parent feedback that will assist CTR's school council members manage successful meetings throughout the year and provide important feedback to our schools.
- Annually, Human Resources gathers Educational Assistants (EA) from all schools for the EA focus group to gather information. This year, EAs were asked for input regarding their school's successes, strategies used for the regulation of student behaviour, how they are utilizing professional development time and if they are receiving the required communications. Feedback will be provided to principals to ensure EAs are provided with support.
- The draft CTR school calendar for 2024-2025 was reviewed with the Board. Input from staff, school councils and Wards will be gathered, and the calendar revised if needed. The final calendar will be presented for Board approval at the February Board meeting.

It was the will of the Board to highlight the Fall Council of School Councils meeting from Deputy Superintendent Behm's report in their November Board Highlights.

Associate Superintendent MacDonald reported on the following:

- This year, Superchats are providing an opportunity to celebrate the great work happening in schools and get feedback from teachers. Questions asked of teachers include: 1. Where have your greatest successes been? 2. How will you as a school support continuous improvement? 3. What would further support you in your role as teacher? Six Superchats have been held to date.
- CTR is actioning recommendations that emerged from the Catholic Education Program Review completed last year. Faith priorities for this year are faith formation, permeation of faith and embedding Catholic Social Doctrine, the new three-year faith theme: Faith Seeking Understanding, and enhanced use of sacred items, spaces and opportunities. Each CTR school has identified their priorities and statistics were shared with the Board.
- Administrators attended on November 7th to examine school data obtained through assurance survey results, student achievement, faith surveys, literacy and numeracy assessments and other benchmarks. From this examination, strengths and growth areas were identified, along with plans for continuous improvement within each school.

It was the will of the Board to highlight school faith priorities and the actions stemming from the Catholic Education review from Associate Superintendent MacDonald's report in their November Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Work on the replacement school for EGSS is moving along well. Weekly meetings continue for the general planning steps. It has been decided the school will be a two-story building and will be a P3 project (public/private partnership with the province). A schematic design should be completed in January and will be shared with stakeholders. There is indication that the Town of Okotoks will contribute funds to enhance the size of the gymnasium. This will serve the Town well given the Joint Use Plan in place.
- LOLA Architecture has been retained to work on the Strathmore modernization at Holy Cross Collegiate and Sacred Heart Academy. A location for the additional space on the east end of Holy Cross Collegiate has been identified. A request for tender for a construction management team has been issued and it is expected that costs will be determined before the end of January. Following that, the permitting process will begin with construction expected to begin in the spring.
- The implementation of risk mitigation strategies by CTR and its insurance provider, Alberta Risk Managed Insurance Consortium (ARMIC) has resulted in a decrease in insurance premiums. The province has not yet committed to financial support for insurance costs to CTR as it did last year, however, the budget has been managed appropriately.
- Administration continues to monitor the Canadian travel advisory for all international travel for students.
- Trustees were reminded that any out-of-pocket expenses submitted through BMO Spend Dynamics will be paid at the end of the following month.

It was the will of the Board to highlight the progress on the Strathmore modernization from Associate Superintendent Kilcommon's report in their November Board Highlights.

16 INTERNATIONAL FIELD TRIPS

16.01 None

17 LOCALLY DEVELOPED COURSES

17.01 None

18 AGENDA ITEMS FOR NEXT BOARD MEETING

18.01 Call for Proposed Agenda Items

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

19 CLOSING

19.01 Closing Liturgy

Associate Superintendent MacDonald led the group in the Closing Liturgy.

19.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 3:28 p.m.

Motion #166-23

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
