

MINUTES OF THE REGULAR BOARD MEETING

Thursday, June 30, 2022 at 10:30 a.m. at
Catholic Education Centre, #301 – 23 Riverside Drive, Okotoks

Administration in Attendance	Attended	Trustees in Attendance	Attended
Scott Morrison (Superintendent)	In Person	Andrea Keenan (Chair)	In Person
Vincent Behm (Deputy Superintendent)	In Person	Harry Salm (Vice Chair)	In Person
Pat MacDonald (Associate Superintendent)	In Person	John de Jong	In Person
Michael Kilcommons (Associate Superintendent)	In Person	Michelle Rude-Volk	In Person
Cindy Nickerson (Director of Communications)	In Person	Andrew Gustafson	In Person
Kim Jamieson (Executive Assistant)	In Person	Mark Chung	In Person
		Mark MacDonald	In Person
		Absent: Channin Liedtke	

- 1** **OPENING**
- 1.01 Call to Order Chair Keenan (Foothills County) called the meeting to order at 10:22 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 a land acknowledgement that the Board meeting is taking place on Treaty 7 land as follows:

“We would like to acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, 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.”
 - 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 **Harry Salm (Strathmore) moved:**
that the agenda be adopted as presented.
Motion #102-22
 - 1.08 Adoption of Regular Board Minutes May 26, 2022 The minutes of the Regular Board Meeting held on May 26, 2022, were reviewed by the Board, and recommended for adoption as presented.
Andrew Gustafson (Okotoks) moved:
that the Minutes of the Regular Board Meeting dated May 26, 2022, be adopted as presented.
Motion #103-22

Carried

Carried

2

BUSINESS ARISING

- 2.01 Catholic Education Program Review - Update Associate Superintendent MacDonald advised that Jennifer Woo after consultation with nine Catholic school divisions across Alberta has created a tool that can be utilized for the evaluation of Catholic Education Programs. Ms. Woo will share this tool with Council of Catholic School Superintendents of Alberta in the fall. Superintendent Morrison and Jennifer Woo reviewed the tool with Bishop McGrattan, and he is pleased with the result. CTR Catholic will pilot the tool in 2022-2023 with other school divisions to follow.
- 2.02 École Good Shepherd School Update Superintendent Morrison met with Alberta Education's Deputy Minister Tremblay to discuss École Good Shepherd School (EGSS). The Ministry has authorized \$100,000.00 to have a viability report prepared on École Good Shepherd School. The viability report will determine whether renovations are feasible or if a new building is needed. The Board discussed concerns of renovating EGSS with students in the building especially given the length of time the renovation would take to complete.
- 2.03 Influencer Engagement – Summary of Council of Councils Engagement (May 18, 2022) – Next Steps Superintendent Morrison shared the summary correspondence that had been prepared and sent to parents who participated in the May 18th influencer engagement. The correspondence set out themes and responses to the three topics discussed, being reputation, areas of improvement and governance. Immediate action has been taken with respect to some of the themes identified, especially communications with parents.
- 2.04 Strategic Planning Decision Superintendent Morrison asked the Board members whether they would like to continue with the Influencers Engagement as their main strategic plan for 2022-2023.

It was noted that many of the community members identified by Board members will also be involved at the school influencer engagement level. Accordingly, it was decided that the community influencer engagement sessions would be done only at a school level with each trustee involved at that level. It was also suggested the trustees try to attend school influencer engagements other than their own.

Andrew Gustafson (Okotoks) moved:

That the Board continue the Influencer Engagement as its main strategic initiative.

Motion #104-22

Carried

- 2.05 Board of Trustees – Self-evaluation

Mark MacDonald (High River) moved:

that the meeting move in camera to discuss a labour issue. The meeting moved in camera at 11:01 a.m.

Motion #105-22

Carried

Harry Salm (Strathmore) moved:

that the meeting move to open session. The meeting returned to open session at 11:17 a.m.

Motion#106-22

Carried

3

NOON PRAYER AND GRACE

- 3.01 Noon Prayer and Grace Associate Superintendent MacDonald led the group in the Noon Prayer and Grace.

4	AFTERNOON OPENING PRAYER	
4.01	Afternoon Opening Prayer	Chair Keenan (Foothills County) led the group in the Afternoon Opening Prayer.
5	FOUR YEAR EDUCATION PLAN	
5.01	Preliminary Analysis of May Alberta Assurance Results	The May Alberta Assurance Results have been received. Superintendent Morrison explained that while the division is still well above average on every measure, there are some areas that received lower results than in years previous, including the categories of student learning engagement, citizenship, education quality and parent involvement. These lower results are thought to be a result of the pandemic. Possible steps for improvement were reviewed. Areas of great strength were high school completion rates and access to supports and services. Superintendent Morrison will provide a more formal presentation of these results to the Board in November.
6	CORRESPONDENCE	
6.01	Correspondence	There was no correspondence.
7	REPORTS FROM WARD COMMITTEES	
7.01	Reports from Ward Committees	There were no reports from Ward Committees.
8	BOARD STANDING COMMITTEES	
8.01	Liaison Committee Meeting	Vice Chair Salm (Strathmore) presented the minutes from the Liaison Committee meetings held on May 31, 2022. Harry Salm (Strathmore) moved: that the minutes of the Liaison Committee meeting dated May 31, 2022, be approved as presented. Motion #107-22
		Carried
9	TRUSTEES	
9.01	Upcoming Trustee Events	Presented as an information item.
10	ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION	
10.01	ACSTA Directors' Meeting Update	Trustee Chung advised that ACSTA had not met since their May meeting.
10.02	ACSTA "In Memoriam" Nomination	Chair Keenan informed the Board that Ron Schreiber's name will be submitted for consideration for the ACSTA "In Memoriam" Award.
10.03	ACSTA "Meritorious Service" Nomination	Chair Keenan discussed the merits of nominating a former Trustee for the Meritorious Service Award. John de Jong (Brooks) moved: that the Board of Trustees nominate the Board Trustee as discussed for the ACSTA Meritorious Service Award. Motion #108-22
		Carried
11	ALBERTA SCHOOL BOARDS ASSOCIATION	
11.01	ASBA Zone 5 Report	Chair Keenan attended the ASBA Zone 5 meeting on June 10, 2022. Highlights included the following: <ul style="list-style-type: none"> • Support for nutrition, learning loss and mental health have been announced. • ASBA is piloting a University of Calgary Program for Trustees.

- The school capital manual is being updated.
- ASBA is hosting CSBA next year (likely in Canmore), and they will be looking for Zone 5 members to volunteer.
- President Marilyn Dennis attended the CSBA in Ottawa in May. Common concerns were discussed including indigenous education, immigration, French language teachers.
- CTR's Edwin Parr nominee has been selected as the Zone 5 Edwin Parr Award recipient.

11.02 ASBA – Spring General Meeting Chair Keenan advised that the ASBA SGM was well attended by Board members and Administration. The annual budget was passed, except for a small portion of the budget on an increase in membership fees. The speakers at the SGM were informative.

11.03 ASBA – Meeting with Ministry of Education / Trustee Governance FAQ **Michelle Rude-Volk (Oyen) moved:** *that the meeting move in camera to discuss a legal issue. The meeting moved in camera at 12:42 p.m.*

Motion #109-22

Carried

Andrew Gustafson (Okotoks) moved:

that the meeting move to open session. The meeting returned to open session at 12:51 p.m.

Motion #110-22

Carried

12 TEACHERS' EMPLOYER BARGAINING ASSOCIATION

12.01 TEBA – Status of Collective Bargaining Association Michael Kilcommons, Associate Superintendent advised that the mediated settlement between the Alberta Teachers Association (ATA) and the Teachers' Employer Bargaining Association (TEBA) was ratified on June 10th, 2022. Deputy Superintendent Behm has reached out the ATA to begin local bargaining, which will most likely proceed in the fall. CTR Catholic has hired a professional negotiator for this purpose.

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 June Board Highlights.

13.02 Superintendents' Reports Superintendent Morrison reported on the following:

- Opening attendance areas in Okotoks has had a mildly positive impact on enrollment. Twenty-seven current students want to move schools and there are 13 new students enrolled.
- The FrancoSud School Board indicated last month their desire to be placed on the property title of the Canmore school. An agreement has been drafted and administration will continue with negotiations in consultation with legal counsel. The final contract will be shared with the Board.
- As a result of the Council of Councils influencer engagement session, Cindy Nickerson, Director of Communications, facilitated a principal focus group to discuss communication with parents. A communications survey has been sent to parents so that a division-wide standardized practice for communications can be developed.

- At the request of the Ministry, CTR has formulated a plan to reduce operating reserves by 3.15% by August 2023. This includes moving \$2.2 million from the operating reserves to capital reserves with the intention of using those funds to proceed with both the purchase of an outreach facility in Brooks or High River and the expansion and modernization of Holy Cross and Sacred Heart in Strathmore if those projects are approved by the Ministry.

John de Jong (Brooks) moved:

that the Board Chair write the Minister of Education, requesting permission to spend up to \$1 million on an outreach facility in Brooks or High River.

Motion #111-22

Carried

Harry Salm (Strathmore) moved:

that administration proceed with the Strathmore expansion and modernization project, subject to Ministerial approval, expending the previously restricted funds of approximately \$785,000 and additional IMR or capital reserve funds up to \$1 million.

Motion #112-22

Carried

It was the will of the Board to highlight acting on recommendations that were heard from parents on the Influencers Engagement from Superintendent Morrison's report in their June Board Highlights.

Deputy Superintendent Behm reported on the following:

- Staffing – retirements and resignations are up slightly this year in the division. HR anticipates hiring 54 staff members for the beginning of the year (many of those are temporary positions).
- Early Learning Loss Funding – assessments of Grades 2 and 3 students will occur in the fall and assessments of Grade 1 students will occur in January. CTR Catholic can apply for funds in September with funding and staffing anticipated to be in place in October.
- CTR Wellness – results show once again that CTR staff are accessing services offered by CTR's benefits provider. This means that people are acting proactively to support themselves and they know where they are able to access the support needed. This is a sign of positive organizational health.

It was the will of the Board to highlight staff wellness from Deputy Superintendent Behm's report in their June Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Thirty-six teachers have volunteered to create Curriculum Support Documents (CSD) for new curriculum this summer for English Language Arts and Literature, Math and Physical Education and Wellness. All CSD will be housed on one website. Director of Learning, Cheryl Kuemper was recognized for her work on new curriculum implementation.
- A French language specialist has been consulted and will support CTR's French Immersion teachers with the new curriculum rollout in 2023.
- Centre for Learning@Home is creating print resources and online PowerPoints/resources that align with the new curriculum.
- Divisional Team Leads have been selected for K-6 teachers. There will be two Team Leads at each grade level that will be responsible for planning and leading five divisional PD days next year.

- CTR has been working with Elder Randy Bottle to create a new CTR land acknowledgement for use throughout the division. Until the new land acknowledgment is ready, St. John Paul II's land acknowledgement will be used.
- The agenda for the August Opening PD for teachers was reviewed. It includes an opening Mass with Bishop McGrattan and a staff wellness session with Dr. Astrik Kendrick. Trustees will be invited to attend.

It was the will of the Board to highlight the development of Curriculum Support Documents from Associate Superintendent MacDonald's report in their June Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Transportation – there is a bus driver shortage throughout the province. This is proving especially problematic for CTR Catholic in Canmore and other options are being explored in the hopes of resolving this issue in that area. Southland Transportation has asked CTR to consider incentives for drivers in that area. These incentives could be derived from the 4.6% increase to school divisions for transportation received in March.
- Procurement – the current procurement process is being reviewed for improvements. This has already resulted in better pricing in one area.

It was the will of the Board to highlight bussing and the provincial shortage of drivers from Associate Superintendent Kilcommon's report in their June Board Highlights.

13.03 Financial Update – Annual Quarterly Report

Director of Corporate Services Katelyn Nickel provided an overview of the Q3 financial report from September 1 to May 31, 2022, including a variance analysis of revenues and expenses. Throughout the first nine months of Fiscal 2022, CTR Catholic sits in an expected deficit position of \$858,836.00.

14 INTERNATIONAL FIELD TRIPS

14.01 International Field Trips

No new international field trips were presented to the Board for consideration.

Holy Trinity Academy's trip to Costa Rica has been approved in principle, and it was suggested that Trustee Gustafson hold an electronic vote for the Ward on that item so that it could come back to the Board for approval in full in September.

15 LOCALLY DEVELOPED COURSES

15.01 Locally Developed Courses

None

16 NEW BUSINESS

16.01 Review of Board Meeting Schedule

Harry Salm (Strathmore) moved: that the draft schedule of Board meeting venues and dates for the 2022- 2023 year be adopted as revised.
Motion #113-22

Carried

16.02 Review of Board Highlights Writer Schedule

The Board Highlights Writer Schedule for 2022-2023 was reviewed and all Trustees agreed with their assigned month.

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 September's Board meeting agenda to Chair Keenan (Foothills County).

18

CLOSING

18.01 Closing Liturgy

Trustee Gustafson (Okotoks) led the group in the Closing Liturgy.

18.02 Adjournment

Michelle Rude-Volk (Oyen) moved:
that the meeting be adjourned. The meeting adjourned at 2:12 p.m.
Motion #114-22

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
