

MINUTES OF THE REGULAR BOARD MEETING

Thursday, February 17, 2022, 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 (Deputy Superintendent)
Mariette Moss (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Kim Jamieson (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
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 9:03 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 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.” |
| 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 | Michelle Rude-Volk (Oyen) moved:
that the agenda be adopted as presented.
Motion #24-22 |

Carried

1.08	Adoption of Regular Board Minutes January 29, 2022	<p>The minutes of the Regular Board Meeting held on January 29, 2022, were reviewed by the Board, and recommended for adoption as presented.</p> <p>Mark MacDonald (High River) moved: that the Minutes of the Regular Board Meeting dated January 29, 2022, be adopted as presented.</p> <p>Motion #25-22</p> <p style="text-align: right;">Carried</p>
2	BUSINESS ARISING	
2.01	Catholic Education Program Review - Update	<p>Superintendent Morrison confirmed Jennifer Woo has agreed to conduct the Catholic Education Program review. She will develop the scope within the five broad areas provided to her. Associate Superintendent Moss will work with Ms. Avramovic (Director of Catholic Education) to facilitate school visits when the time comes. The review is being conducted with the Bishop’s blessing.</p>
2.02	École Good Shepherd School Gymnasium – Update on Letter to Minister	<p>Chair Keenan (Foothills County) shared that she had contacted the Minister’s office for an update on the letter submitted regarding the École Good Shepherd School Gymnasium. She was advised that the letter had been received and that a response was still pending. Trustees requested Chair Keenan continue to follow up with the Minister’s office.</p>
2.03	Community Influencer Engagement	<p>Superintendent Morrison suggested that prior to the Board conducting the community influencer engagement that a test run be conducted with the School Council Chairs at the Council of Councils meeting on May 18, 2022. The purpose of this is twofold in that Trustees become familiar with Council Chairs and Council Chairs become familiar with the process.</p> <p>It was the will of the Board to conduct the influencers engagement at the Council of Councils meeting scheduled for May 18th.</p>
2.04	Draft Capital Reserve Budget	<p>Associate Superintendent Kilcommons reviewed the draft capital reserve budget with the Trustees. The final capital plan will be presented in May and will be included in the Four-Year Education Plan.</p> <p>Feedback and comments are welcome at the next Board meeting if they arise.</p>
2.05	Media Training	<p>Cindy Nickerson (Coordinator of Communications) reviewed details of the media training that the Board will undergo at their Committee of the Whole meeting on March 25th, 2022. This training will benefit the Trustees in their communication with media, school councils and community members.</p>
3	FOUR YEAR EDUCATION PLAN	
3.01	May 2022 Update	<p>Superintendent Morrison advised that administration has begun the process of updating the Four-Year Education Plan for 2022. All schools must submit their “Year 2” of the plan by May 2022. This process will be less intense than last year’s as it will be an enhancement of the initial plan.</p>
4	CORRESPONDENCE	
4.01		<p>There were no correspondence items.</p>
5	REPORTS FROM WARD COMMITTEES	
5.01	Trustees to Identify One Ward Highlight to Feature in Board Highlights	<p>Chair Keenan (Foothills County) reminded Trustees to identify one feature from each Ward Committee Meeting for the February Board Highlights.</p>
5.02	Canmore Ward Committee February 1, 2022	<p>Trustee Liedtke (Canmore) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Canmore Ward Committee meeting:</p>

Faith: Father Nathan commended the school for quality of the students' questions when he guest speaks in classes. He said the students aren't asking about typical controversial issues and instead asking more spiritually deep questions such as "how should I feel when I pray" and "what are the religious ethics pertaining to our school's genetic engineering project"?

Learning: Our Lady of the Snows outperformed the province on every measure of achievement on the recent Assurance results. Of special note, was Our Lady's citizenship satisfaction, which was 10% higher than that of the province.

Safe and Caring: The Parent Council is focusing on both staff and student wellness, supporting the staff with regular appreciation activities and providing various student programs, such as sports, bands, and clubs, with resources.

Stewardship: Facility issues are a main concern. The province has announced the third successive delay in the installation of Our Lady's new modular classrooms, there is no land available to build a new school, and there seems to be little indication that the Town of Canmore has a plan to secure school sites in the near future.

Channin Liedtke (Canmore) moved:

that the Board move in camera to discuss a legal issue. The meeting went in camera at 10:16 a.m.

Motion #26-22

Carried

Channin Liedtke (Canmore) moved:

that the Board move to open session. The meeting resumed open session at 10:23 a.m.

Motion #27-22

Carried

Channin Liedtke (Canmore) moved:

that the Minutes of the Canmore Ward Committee meeting held February 1, 2022, be approved as presented.

Motion #28-22

Carried

It was the will of the Board to highlight "Stewardship" from the Canmore Ward Committee Meeting in their February Board Highlights.

5.03 Drumheller Ward Committee
February 3, 2022

Trustee Chung (Drumheller) highlighted the following from CTR Catholic's four pillars, as they pertained to the Drumheller Ward Committee meeting:

Faith: The School Council has rich faith routines that help permeate meetings with faith. They begin and end meetings with prayers and also have a closing section where they share blessings they've encountered in Catholic education.

Learning: Dwayne Nagy is a parent on the Minister's Advisory Council, and he not only consulted the School Council and administration about items to share, but also reported back the School Council on what he learned at the meetings.

Safe and Caring: The staff at St. Anthony's were touched with the Board's actions to gift them with time to compensate for an increased workload due to the pandemic, and they were particularly pleased that the Superintendent shared the news live on Zoom.

Stewardship: The School Council is actively working on the structure of St. Anthony's Influencers engagement in the community, and this is the type of focus CTR encourages all School Councils to adopt.

Mark Chung (Drumheller) moved:

that the Minutes of the Drumheller Ward Committee meeting held February 3, 2022, be approved as presented.

Motion #29-22

Carried

It was the will of the Board to highlight “Safe and Caring” from the Drumheller Ward Committee Meeting in their February Board Highlights.

- 5.04 Strathmore Ward Committee
- Bible study group update

As follow up to his Ward Committee report given in January 2022, Vice Chair Salm (Strathmore) advised that the bible study groups in the Strathmore Ward involve parents, teachers, and students from grades 7 to 12.

- 5.04 Trustees to identify one feature from each Ward Committee Meeting for Board Highlights

6 BOARD STANDING COMMITTEES – Faith Committee

- 6.01 Faith Committee Meeting January 28, 2022

Trustee de Jong (Brooks) presented the minutes from the Faith Committee meeting held on January 28, 2022

John de Jong (Brooks) moved:

that the minutes of the Faith Committee meeting dated January 28, 2022, be approved as revised.

Motion #30-22

Carried

7 NOON PRAYER AND GRACE

- 7.01 Noon Prayer and Grace

Deputy Superintendent Behm led the group in the Noon Prayer and Grace.

8 AFTERNOON OPENING PRAYER

- 8.01 Afternoon Opening Prayer

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

9 TRUSTEES

- 9.01 Upcoming Trustee Events

Presented as an information item. Trustees were urged to attend the SPICE retreat scheduled for April 28 to May 1, 2022.

10 ALBERTA CATHOLIC SHOOOL TRUSTEES’ ASSOCIATION

- 10.01 ACSTA Directors’ Meeting Update

As Trustee Chung (Drumheller) was not able to attend the ACSTA meeting last week, Vice Chair Salm (Strathmore) provided an overview of the meeting which included a governance session for new Directors.

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss a legal issue. The meeting went in camera at 11:19 a.m.

Motion #31-22

Carried

Harry Salm (Strathmore) moved:

that the Board move to open session. The meeting resumed open session at 11:42 a.m.

Motion #32-22

Carried

11 **ALBERTA SCHOOL BOARDS ASSOCIATION**

11.01 ASBA Zone 5 Report Vice Chair Salm (Strathmore) provided information from the February 4, 2022 ASBA Zone 5 meeting, including information regarding chartered schools. It was noted that the Board in the past has supported charter schools, because it is in favour of school choice.

11.02 Provincial Government’s 20-Year Strategic Capital Plan Vice Chair Salm (Strathmore) provided the Provincial Government’s 20-Year Strategic Capital Plan to the Board. The Plan is not restricted to education and has details on all infrastructure within the province. It includes support for multiple entities working together to achieve more efficient use of funding and spaces. The only such possibility of this within CTR Catholic’s system is a designated school site in the new D’Arcy Ranch development which would have potential for shared spaces with Foothills School Division.

ASBA will be meeting with the Minister of Education on March 5th. Trustees were canvassed for possible discussion topics for that meeting, some of which were utilization of additional funding received, the Minister’s proficient handling of Covid restrictions, the direction and leeway provided by the Ministry regarding the lifting of the mask mandate, and openness to input regarding the new curriculum.

This conversation brought forth the suggestion of inviting the Minister to the Board’s March or April meeting. The Trustees agreed unanimously to extend an invitation in this regard.

Another topic of interest for the March 5th ASBA meeting will be how each school division supports School Councils.

12 **DIVISION**

12.01 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 February Board Highlights.

12.02 Superintendents’ Reports Superintendent Morrison reported on the following:

- In an effort to improve services to families, Associate Superintendent Moss and her team are exploring the development of a licensed Pre-K program as well as a third-party before and after school care program.
- Priorities for next year have been identified as 1. Faith – will continue to focus on we are many and we are “one” and living the way, the truth and life; 2. Learning - including team-based praxis, confronting learning loss, new curriculum, early literacy and numeracy, Readers and Writers Workshop, as well as coding in an invitational manner; 3. Safe and Caring – including healthy schools, universal mental health supports; and 4. Stewardship – assessing risks including the potential enrollment decline at the CFL that could occur as in-class learning returns.
- CTR Catholic will experience an unprecedented number of new administrators within the system next fall. To ensure quality leadership, a process to calibrate the performance of all new administrators using a centralized focus group method and existing methods such as collegial mentorship will be introduced. This will allow new administrators to share and learn from experiences as they occur.

It was the will of the Board to highlight the exploration of Pre-K programming and before and after school care as well as the mentorship program being introduced

for administrators from Superintendent Morrison's report in their February Board Highlights.

Deputy Superintendent Behm reported on the following:

- Two-factor authentication for Office 365 - all schools except for one have completed implementation. Implementation was successful and well received by staff. It has not yet been implemented for substitute teachers. Two-factor authentication will become active in the next three weeks.
- ASEBP is CTR Catholic's benefit program provider and partners with Homewood Health for support and resources to employees. CTR Catholic has a high rate of access to supports and services which is a sign of positive organizational health. Details of utilization of services were reviewed.
- Liaison Committee – the next Committee meeting will be held in March. The Board discussed possible agenda items.

It was the will of the Board to highlight health support services for staff from Deputy Superintendent Behm's report in their February Board Highlights.

Associate Superintendent Moss reported on the following:

- Covid-19 update – schools are seeing a decline in student absentee rates in February. Principals are seeing very few students wearing masks since the change in provincial regulations. Plans have been made in anticipation of the remaining restrictions being lifted on March 1st.
- International Day for the Elimination of Racism and Discrimination – CTR Catholic's Many and One Initiative is pleased to have Aubrey Noronha presenting to students and parents on March 21. The presentations will be tailored to different age groups. Trustees are welcome to attend these sessions.
- Spring Council of Councils Meeting will be held on May 18, 2022. Possible topics for the meeting were reviewed, including Community Influencer Engagement, Community Conversations and St. Joseph's Parent of Distinction Awards.
- Two Superchats have been held in February – École Good Shepherd and St. Francis of Assisi Academy. A summary for each of these meetings was provided.
- A transition plan has been formulated to bring in Pat MacDonald in her new role as Associate Superintendent. She will shadow Associate Superintendent Moss for May and June.

It was the will of the Board to highlight Aubrey Noronha's presentations for International Day for the Elimination of Racism and Discrimination from Associate Superintendent Moss' report in their February Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- School-site based operating budgets – each school is allocated an operating budget based on a per-pupil basis. Budget spending is monitored monthly, and on average schools have spent only 47% of their allocated operating budget. This is because principals have been prudent in spending.
- Furniture and equipment/technology purchases for 2022-2023 – the deadline of March 15th, 2022 has been given to principals to submit their requests. This deadline is earlier than usual but will allow for more efficiency in ordering and will better ensure that items are received for fall.
- BMO (Spend Dynamics) has advised that they will be implementing two-factor authentication as of March 14th. Details and instructions on implementation will be provided shortly.

It was the will of the Board to highlight prudent spending by principals from Associate Superintendent Kilcommons' report in their February Board Highlights.

12.03 Board Approval of 2022-2023 School Calendars

Deputy Superintendent Behm advised that development of the school calendars is governed by Board Policy #27 and provisions set out by Alberta Education. The proposed calendar was reviewed. Trustees agreed that the staggered entry should be alternated annually between the two student groups designated by surname.

Mark Chung (Drumheller) moved:

that the 2022-2023 school calendar for CTR Catholic's traditional schools be adopted as amended.

Motion #33-22

Carried

12.04 Board Approval of 2023-2024 and 2024-2025 School Calendar Dates

Deputy Superintendent Behm shared the draft calendar for 2023-2024. Slight changes might be required once diploma dates are received.

The draft calendar for 2024-2025 was reviewed and is more speculative given not all relevant information is available.

Michelle Rude-Volk (Oyen) moved:

that the draft 2023-2024 and 2024-2025 school calendar dates be adopted as presented.

Motion #34-22

Carried

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.

Given the lifting of restrictions and the fact that the approval process for international field trips takes considerable time, the Trustees agreed that this item should be placed on the next Board agenda for discussion. Prior to that meeting, Associate Superintendent Kilcommons will gather pertinent information on cancellation and medical insurance.

14 LOCALLY DEVELOPED COURSES

14.01 Locally Developed Courses

There were no locally developed courses brought forward for approval.

15 NEW BUSINESS

15.01 TEBA Update

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss a legal issue. The meeting went in camera at 2:40 p.m.

Motion #35-22

Carried

Harry Salm (Strathmore) moved:

that the Board move to open session. The meeting resumed open session at 2:43 p.m.

Motion #36-22

Carried

Vice Chair Salm (Strathmore) is currently the Board's designate for TEBA. However, the Trustees agreed that it would be useful to have a member of the Board's Negotiating Committee attend the TEBA meetings. Trustee Liedtke (Canmore) offered to serve as the Board's TEBA representative and was unanimously appointed by the Board as its TEBA representative effective immediately.

16 BOARD HIGHLIGHTS

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

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 future Board meeting agendas to Chair Keenan (Foothills County).

Trustee de Jong (Brooks) requested that mileage for Trustees be placed on the April Board meeting agenda

18 CLOSING

18.01 Closing Liturgy Associate Superintendent Moss led the group in the Closing Liturgy.

18.02 Adjournment **Michelle Rude-Volk (Oyen) moved:** that the meeting be adjourned. The meeting adjourned at 2:53 p.m.
Motion #37-22

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
