

# MINUTES OF THE REGULAR BOARD MEETING

Saturday, January 21, 2023 at 9:00 a.m. at  
Sacred Heart Academy - 709A 2nd St., Strathmore, AB

| <b>Administration in Attendance</b>           | <b>Attended</b> | <b>Trustees in Attendance</b> | <b>Attended</b> |
|-----------------------------------------------|-----------------|-------------------------------|-----------------|
| 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       | Mark Chung                    | In Person       |
| Kim Jamieson (Executive Assistant)            | In Person       | Mark MacDonald                | In Person       |
|                                               |                 | Andrew Gustafson              | In Person       |
|                                               |                 | John-David Bogdanowski        | In Person       |

|          |                                                                           |                                                                                                                                                                                                                                                                                                                                      |
|----------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>OPENING</b>                                                            |                                                                                                                                                                                                                                                                                                                                      |
| 1.01     | Call to Order                                                             | Chair Keenan (Foothills County) called the meeting to order at 9:00 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:<br>"We acknowledge Siksik' aohsin (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 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                                                    | <b>Andrew Gustafson (Okotoks) moved:</b><br>that the agenda be adopted as presented.<br><b>Motion #01-23</b>                                                                                                                                                                                                                         |
| 1.08     | Adoption of Regular Board Minutes November 24, 2022                       | <b>Carried</b><br>The minutes of the Regular Board Meeting held on November 24, 2022, were reviewed by the Board, and recommended for adoption as presented.<br><br><b>John de Jong (Brooks) moved:</b><br>that the Minutes of the Regular Board Meeting dated November 24, 2022, be adopted as presented.<br><b>Motion #02-23</b>   |
| 1.09     | Adoption of Special Board Meeting Minutes of December 16, 2022            | <b>Carried</b><br>The minutes of the Special Board Meeting held on December 16, 2022, were reviewed by the Board, and recommended for adoption as presented.<br><br><b>Harry Salm (Strathmore) moved:</b><br>that the Minutes of the Special Board Meeting dated December 16, 2022, be adopted as presented.<br><b>Motion #03-23</b> |

**Carried**

## 2

### BUSINESS ARISING

- 2.01 Catholic Education Program Review - Update Associate Superintendent MacDonald advised that the Catholic education program review began last Friday with herself, Grant Gay (Director of Catholic Education) and Jennifer Woo (consultant) visiting St. Anthony's School. Eight more schools will be visited in January and one in February. Ms. Woo will complete the review in March which will then be shared with the Board.
- 2.02 Program Review – Technology – Central Office Deputy Superintendent Behm advised that a consultant has been secured to perform the technology review. They are currently scheduling school visits that will involve focus groups of teachers, support staff, librarians, and admin assistants. Grant Gay will be involved as he will take on a dual role as both the Director of Technology and the Director of Catholic Education. The review will allow Mr. Gay to identify education technology needs for next year.
- 2.03 Request to Transfer Operating Reserves to Capital Reserves Chair Keenan shared the letter that has been received from Minister LaGrange approving CTR Catholic's request to transfer operating reserves to capital reserves.
- 2.04 Holy Cross Collegiate / Sacred Heart Academy – Reallocation of Surplus Capital Funding Superintendent Morrison shared the letter that has been received from Minister LaGrange in response to CTR Catholic's request to reallocate surplus capital funding for improvements at the Strathmore schools. The province has approved spending of the portion of the request that relates to capital project reimbursement, but not the portion relating to flood mitigation funding.

The Board discussed the improvements needed at Holy Cross Collegiate and Sacred Heart Academy, as well as the initial facility improvement ideas presented by administration. In addition, Associate Superintendent Kilcommons provided details and answered questions regarding CTR Catholic's position on potential capital reserves.

#### **John de Jong (Brooks) moved:**

that the Board request ministerial approval to spend capital reserve funds in the amount of \$1,815,709.00 on the Strathmore project.

**Motion #04-23**

*Carried*

## 3

### FOUR YEAR EDUCATION PLAN

- 3.01 Faith Days – Sacred Heart Academy Principal Paulette Chotowetz and Vice Principal Lauren Zulyniak provided an overview of Faith Days at Sacred Heart Academy. The programming for Faith Days involves many staff and community members and has been adjusted in response to needs over the years. Faith Days have resulted in several Catholic practices permeating the culture at Sacred Heart, and staff, as well as students, have grown in faith. Another result has been near perfect results in the school's faith survey.

## 4

### CORRESPONDENCE

- 4.01 Letter from Rev. Pilmaiken Lezano, Pastor of Our Lady of the Rockies Parish Presented as information.

## 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 January Board Highlights.
- 5.02 Oyen Ward Committee December 2, 2022 Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic's four pillars, as they pertained to the Oyen Ward Committee meeting:  
**Faith:** Another family from the school is having their children baptized, and 10 students will be receiving 1st Communion and 1st Reconciliation.

**Learning:** There was standing room only for Assumption's Trickster Theatre Production. The Drama specialists worked with the students for the entire week.  
**Safe and Caring:** Assumption has a Grandfriends BINGO Day, where students bring their Grandparents or a Grandfriend to join them.  
**Stewardship:** Parent Council continues to have strong participation, and 10 parents were at the last meeting.

**Michelle Rude-Volk (Oyen) moved:**

that the minutes of the Oyen Ward Committee Meeting dated December 2, 2022, be approved as presented.

**Motion #05-23**

**Carried**

It was the will of the Board to highlight learning from the Oyen Ward Committee meeting in their January Board Highlights.

5.03 Strathmore Ward Committee  
December 7, 2022

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

**Faith:** Holy Cross Collegiate is celebrating a "Week for Life" as a prolife initiative which is not a common occurrence in high schools these days.

**Learning:** Principal Chotowetz enthusiastically shared how valuable CTR's K-6 curriculum support documents are to all her teachers. Trustee Salm suggested we should promote this resource while recruiting, as it is of immense benefit to new teachers.

**Safe and Caring:** Hybrid parent teacher interviews were very successful at both Sacred Heart Academy and Holy Cross Collegiate. They provide the choice that busy parents want yet allow parents who prefer to meet face-to-face the option to do so. There was about 50% choosing each option.

**Stewardship:** Both Sacred Heart and Holy Cross teachers really appreciate the ability to send consents (IPP's, testing, FSLW Sessions, etc.) through School Engage as it reduces teacher workload.

**Harry Salm (Strathmore) moved:**

that the minutes of the Strathmore Ward Committee Meeting dated December 7, 2022, be approved as presented.

**Motion #06-23**

**Carried**

It was the will of the Board to highlight faith from the Strathmore Ward Committee meeting in their January Board Highlights.

5.04 Okotoks Ward II Committee  
December 8, 2022

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

**Faith:** St. Luke's is supporting student prayer by allowing students to write prayer intentions on postcards, staff then read them aloud during prayer.

**Learning:** The Center For Learning@Home has 84 students in the RAP and Work Experience program. This is an extremely high percentage compared to CTR's traditional schools.

**Safe and Caring:** A student at St. Luke's overheard another student explain that she was missing a lot of school, because didn't have transportation to get to school. The student who overheard the other student's concern brought \$200 the next day so the school could purchase transport passes for the student in need.

**Stewardship:** The CFL has developed a strong program to receive technology. After students age out of the program, technology is refurbished and sent to new students.

**Andrea Keenan (Foothills County) moved:**

that the minutes of the Okotoks Ward II Committee Meeting dated December 8, 2022, be approved as presented.

**Motion #07-23**

**Carried**

It was the will of the Board to highlight learning from the Okotoks Ward II Committee meeting in their January Board Highlights.

5.05 High River Ward Committee  
December 20, 2022

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

**Faith:** NDC students have been very visible earning community service hours, and their contributions are being recognized by the community at events such as the Santa Claus Parade, assisting at the public golf course, the Christmas Kettle drive (Salvation Army) and the HSA family dance.

**Learning:** HSA brought in a political cartoonist to assist students in learning how to analyse political cartoons for provincial achievement tests. Dr. Morrison was so impressed he is going to suggest other schools consider doing the same at all grade levels.

**Safe and Caring:** Parent and student engagement is extremely high in community-building events and other special events. For example, HSA had 650 people at their family dance and NDC had 400 people at their band concert (with 100 kids in the band).

**Stewardship:** HSA school council is in the process of creating succession systems so that new council members can transition in.

**Mark MacDonald (High River) moved:**

that the minutes of the High River Ward Committee Meeting dated December 20, 2022, be approved as presented.

**Motion #08-23**

**Carried**

It was the will of the Board to highlight faith from the High River Ward Committee meeting in their January Board Highlights.

5.06 Brooks Ward Committee  
December 21, 2022

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

**Faith:** Holy Family has two teachers presenting on their conversion to Catholicism at Faith Days. This is a great topic as it helps cradle Catholics rediscover what is more intriguing about our faith to those who have recently been evangelized. St. Joseph Collegiate's principal, Andrea Schell, will also present at faith days on alternatives to silent adoration and vice-principal, Kristine Brillantes-Hall, will present on parent-child reunification as it pertains to faith.

**Learning:** Educational Assistants appreciate the opportunity to attend division-wide professional development at the Catholic Education Centre in Okotoks on January 30th. St. Joseph's Collegiate provides CLCs for EAs once a month and EAs from both Holy Family Academy and Christ the King Academy also attend.

**Safe and Caring:** The three schools had their community influencers engagement session, and the administrators were thrilled with the feedback, especially the perspective of those who were non-Catholic who explained why they send their students to CTR schools. Other ideas coming from the engagement were the importance of tours and allowing parents in the school. The schools also heard concerns from new Canadians regarding their children walking to school; they would appreciate free transportation for all, regardless of where they live.

**Stewardship:** All three traditional schools will be over 90% occupancy next year. CTR needs to reflect on how Brooks utilization ranks in comparison to other facilities/communities. The three schools were commended for their efforts in combining resources and continually working together.

**John de Jong (Brooks) moved:**

that the minutes of the Brooks Ward Committee Meeting dated December 21, 2022, be approved as presented.

**Motion #09-23**

**Carried**

It was the will of the Board to highlight faith from the Brooks Ward Committee meeting in their January Board Highlights.

6

**BOARD STANDING  
COMMITTEES**

6.01 GrACE CTR Committee  
November 23, 2022

Trustee MacDonald (High River) presented the minutes from the GrACE CTR Committee meeting of November 23, 2022.

**Mark MacDonald (High River) moved:**

that the minutes of the GrACE CTR Committee Meeting dated November 23, 2022, be approved as presented.

**Motion #10-23**

**Carried**

6.02 GrACE CTR Committee January  
17, 2023

Trustee MacDonald (High River) presented the minutes from the GrACE CTR Committee meeting of January 17, 2023.

**Mark MacDonald (High River) moved:**

that the minutes of the GrACE CTR Committee Meeting dated January 17, 2023, be approved as presented.

**Motion #11-23**

**Carried**

6.03 Board Policy Development and  
Review Committee January 10,  
2023

Trustee Gustafson (Okotoks) presented the minutes from the Board Policy Development and Review Committee Meeting of January 10, 2023.

**Andrew Gustafson (Okotoks) moved:**

that the Board approve the amendments as proposed to Board Policy #06 – Board Operations, Board Policy #07 – Board Committees, Board Policy #09 – Policy Development, and Board Policy #10 – Delegation of Authority to Superintendent.

**Motion #12-23**

**Carried**

**Andrew Gustafson (Okotoks) moved:**

that Policy #08 – Board Representatives be rescinded, and all subsequent policies be renumbered as appropriate.

**Motion #13-23**

**Carried**

6.04 Awards Committee January 19,  
2023

Trustee Rude-Volk (Oyen) presented the minutes from the Awards Committee Meeting of January 19, 2023.

**Michelle Rude-Volk (Oyen) moved:**

that the minutes of the Awards Committee Meeting dated January 19, 2023, be approved as presented.

**Motion #14-23**

**Carried**

**Michelle Rude-Volk (Oyen) moved:**

that the meeting move in camera to discuss the Awards Committee recommendations at 11:34 a.m.

**Motion #15-23**

**Carried**

**Michelle Rude-Volk (Oyen) moved:**

that the meeting return to open session at 11:42 a.m.

**Motion #16-23**

**Carried**

**Michelle Rude-Volk (Oyen) moved:**

that the Board accept the recommendations of the Awards Committee, and that the Committee's selected recipients receive the St. John the Apostle Honorary Life Membership Award for the year 2022-2023.

**Motion #17-23**

**Carried**

- 6.05 Faith Committee Meeting  
January 20, 2023

Trustee de Jong (Brooks) presented the minutes of the Faith Committee meeting held on January 20, 2023.

**John de Jong (Brooks) moved:**

that the minutes of the Faith Committee Meeting dated January 20, 2023, be approved as presented.

**Motion #18-23**

**Carried**

**7**

**TRUSTEES**

- 7.01 Upcoming Trustee Events

Presented as information.

**8**

**ALBERTA CATHOLIC SCHOOLS  
TRUSTEES' ASSOCIATION**

- 8.01 ACSTA Directors' Meeting  
Update

Trustee Gustafson (Okotoks) advised that ACSTA has posted the administration position as approved in the budget passed in November. Once this position is filled, it will allow the ACSTA Executive to do more governance work and a government relations plan has been created. Advocacy work involving candidates for the upcoming provincial election will also occur.

The Governance Committee is working on determining whether a new governance model is needed. Results will be communicated by the end of the year with voting going to the fall AGM if needed.

ACSTA is gathering information from the Boards of their directors in the areas of advocacy, communication, governance, Catholic education and local challenges and successes.

**Harry Salm (Strathmore) moved:**

that the meeting move in camera to discuss a personnel issue at 12:07 p.m.

**Motion #19-23**

**Carried**

**Harry Salm (Strathmore) moved:**

that the meeting return to open session at 12:09 p.m.

**Motion #20-23**

**Carried**

- 8.02 ACSTA Blueprints Registration

Chair Keenan (Foothills County) advised that registration is now open for the ACSTA Blueprints session occurring May 2 – 5, 2023.

**9**

**ALBERTA SCHOOL BOARDS  
ASSOCIATION**

- 9.01 ASBA Zone 5 Report

The minutes from the ASBA Zone 5 meeting on January 13, 2023 were reviewed by Trustee MacDonald (High River). Chair Keenan (Foothills County) advised that she will attend an ASBA Board Chair meeting on January 30, 2023.

**10**

**NOON PRAYER AND GRACE**

- 10.01 Noon Prayer and Grace

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

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| 11    | <b>AFTERNOON OPENING PRAYER</b>                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11.01 | Afternoon Opening Prayer                                                                    | Trustee Rude-Volk (Oyen) led the group in the Afternoon Opening Prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 12    | <b>TEACHERS' EMPLOYER<br/>BARGAINING ASSOCIATION</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12.01 | TEBA – Status of Collective Bargaining Association                                          | <p>Associate Superintendent Kilcommons reported that CTR Catholic has been contacted by the local ATA to begin negotiations. Given the schedules of all involved the initial meeting will likely be held in April.</p> <p>Trustee Chung (Drumheller) attended a TEBA meeting on January 19<sup>th</sup>. Negotiations with local ATAs have been slow going with six proposals being received to date. The proposals are fairly consistent with some variations addressing local needs. TEBA is working with ATA on a Letter of Understanding to expedite resolution for select grievances through an agreed statement of facts and a single day hearing process. Associate Superintendent Kilcommons confirmed that CTR does not have any grievances being addressed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13    | <b>ALBERTA RURAL CAUCUS</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13.01 | Rural Caucus of Alberta School Boards                                                       | Trustee Rude-Volk (Oyen) and Chair Keenan (Foothills County) attended a virtual meeting of the Alberta Rural Caucus on December 15, 2022. Common items of concern among rural schools were identified and discussed including transportation (finding drivers and ride times), teacher hiring and retention, urban expansion and having special services return to schools given that Alberta Health Services is no longer attending at schools.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13.02 | Alberta Rural Education Symposium                                                           | Registration for the 2023 Alberta Rural Education Symposium occurring from March 5-7, 2023, is now open.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 14    | <b>DIVISION</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 14.01 | 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 January Board Highlights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 14.02 | Superintendents' Reports                                                                    | <p>Superintendent Morrison reported on the following:</p> <ul style="list-style-type: none"> <li>Trustees were reminded of the requirements of the Superintendents to provide them with policy-based reporting as per Policy 11, Role of the Superintendent.</li> <li>Human Resources has received emails of gratitude from substitute teachers for the Tims gift cards given to them by the Board in December.</li> <li>An overview of CTR's communication response regarding the Fully Alive resource was provided. This response has been circulated provincially as a resource and had previously been reviewed with trustees and principals.</li> <li>Director of Communications, Cindy Nickerson, was commended for her work completed to date with the Communication Leads at each school. Through this initiative and recent training, schools have seen a marked increase in the service level on each of the social media pages. There has also been an increase in exposure in local newspapers. Ms. Nickerson will conduct another PD Day for Communication Leads on January 25, 2023.</li> <li>CTR will work with Council of Catholic School Superintendents of Alberta (CCSSA) to form a committee focusing on using Catholic Social Teaching to combat racism and promote unity.</li> </ul> <p>It was the will of the Board to highlight communication leads and social media from Superintendent Morrison's report in their January Board Highlights.</p> <p>Deputy Superintendent Behm reported on the following:</p> <ul style="list-style-type: none"> <li>The first Aspiring Leaders Session received positive feedback from teachers. These sessions highlight a recently appointed VP speaking about their</li> </ul> |

experience moving from a teaching position to a VP position. A second session will occur on March 1<sup>st</sup>.

- Non-certified Classroom Supervisors (NCCS) continue to provide much needed coverage for absent teachers, significantly reducing the amount of internal teacher coverage needed. NCCS covered 260 days of absences in CTR Catholic to date. HR continues to recruit and onboard NCCS.
- A PD Day is being held for substitute teachers as a result of a conversation that occurred at the Liaison Committee meeting.
- The draft calendar for 2023-2024 will be presented at the next Board meeting for approval. A brief overview of the Catholic Learning Community (CLC) sessions was provided. These CLCs have become a cornerstone of professional development at CTR Catholic and are imperative to the division.
- Staffing for the 2023-2024 school year is underway, and Deputy Superintendent Behm shared the many factors that are considered to properly staff all schools. Superintendent Morrison commended Deputy Superintendent Behm on his work done on pupil to teacher ratio in all classes ensuring the best ratios possible.

It was the will of the Board to highlight the Non-certified Classroom Supervisors (NCCS) from Deputy Superintendent Behm's report in their January Board Highlights.

Associate Superintendent MacDonald reported on the following:

- In the months of December and January, Superchats occurred at St. Joseph's Collegiate, St. Anthony's School, Ecole Good Shepherd School, Learning@Home, and Sacred Heart Academy. Feedback received by senior administration from teachers in the areas of reputation, improvement and advocacy was reviewed with the trustees. A Principals' Superchat also occurred in December and feedback received in CTR Catholic's four pillars of faith, learning, safe and caring, and stewardship of resources was shared. Administration has received feedback from teachers that they feel appreciated and heard through the Superchat process.
- Math instruction was impacted significantly during Covid's learning disruptions. To assist with recovery, Associate Superintendent MacDonald and Director of Learning Cheryl Kuemper will be working with Kindergarten to Grade 6 teachers on number sense routines. These are 5-10 minute warm up routines completed daily which develop familiarity with numbers and basic number sense. A PD Day will occur later this month with a goal of equipping teachers with high yield instruction strategies.
- A coding launch meeting will occur on January 23<sup>rd</sup> led by Director of Learning, Cheryl Kuemper, and teacher Luc Arvisais. Core foundation pieces will be developed, and teachers will have an opportunity to discuss programs and options, as well as possible training and resources available.

It was the will of the Board to highlight number sense routines from Associate Superintendent MacDonald's report in their January Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- A transportation pilot project will occur in Drumheller and Strathmore in which fees for ineligible riders will be waived. This is to alleviate safety concerns for students and is feasible because we have the capacity to increase the number of students riding.
- Legal work continues on the contract to have FrancoSud School Division added to the title for the property they jointly occupy with Our Lady of the Snows Catholic Academy in Canmore. The next step is to meet with senior administration at FrancoSud and to finalize the contract.



- As per changes made to the Municipal Government Act through Bill 48 in December of 2020, CTR Catholic has been working with municipalities to complete joint use and planning agreements before the extended deadline in June 2023.
- The building in High River that houses St. Luke's Outreach Centre has been sold, and the new owner has chosen not to continue with the lease. A centrally located space has been secured for St. Luke's at the Highwood Centre. Moving will begin in early February, with the bulk of the move occurring during the student break in February.

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

## 15 INTERNATIONAL FIELD TRIPS

15.01 CFL Trip to Italy, Switzerland, Southern France, and Spain

EF Tours has extended the length of this trip during Easter 2023 to include school days. Unfortunately, alternate flights could not be found despite the Board's request. It will be communicated to EF Tours and trip organizers that this is to be an exception, and in the future, if travel cannot be planned within allotted breaks, trips will not proceed.

15.02 HTA trip to Cuba

Associate Superintendent Kilcommons advised that CTR's insurance company will not support a trip to Cuba. This will be communicated to the trip organizer.

## 16 LOCALLY DEVELOPED COURSES

16.01 Locally Developed Courses

None

## 17 NEW BUSINESS

17.01 Quarter Financial Review

Associate Superintendent Kilcommons provided a quarterly financial review from September 1 to November 30, 2022, including an overview of revenues and expenses, along with variance analyses. The Quarter 1 Summary indicates that barring any unforeseen circumstances, the Division is on target as budgeted.

17.02 Christ the Redeemer Catholic Separate School Division – Security Agreement

Associate Superintendent Kilcommons explained that a Security Agreement held with Scotiabank has expired and that a standard template agreement has been received. This Agreement allows for the Division to borrow funds as approved by the Board if needed. Currently there is no intent to borrow funds.

### Mark Chung (Drumheller) moved:

that the Board of Trustees authorize the proposed Security Agreement with The Bank of Nova Scotia, giving power to the senior administrative team to borrow money on behalf of the school division with Board approval.

**Motion #21-23**

**Carried**

## 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 next month's Board meeting agenda to Chair Keenan (Foothills County).

## 19 CLOSING

19.01 Closing Liturgy

Vice Chair Salm (Strathmore) led the group in the Closing Liturgy.

19.02 Adjournment

### Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 3:05 p.m.

**Motion #22-23**

**Carried**

SIGNATURE OF CHAIR:

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SIGNATURE OF ASSOCIATE SUPERINTENDENT,  
CORPORATE SERVICES:

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