

MINUTES OF THE REGULAR BOARD MEETING

Thursday, November 24, 2022 at 9:00 a.m. at
Catholic Education Centre, #301-23 Riverside Drive, Okotoks, AB

Administration in Attendance

Scott Morrison (Superintendent)
Vincent Behm (Deputy Superintendent)
Pat MacDonald (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Cindy Nickerson (Director of Communications)
Kim Jamieson (Executive Assistant)

Attended

In Person
In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

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

Attended

In Person
In Person
In Person
In Person
In Person
In Person
In Person
In Person

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OPENING

- | | | |
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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:09 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:
"We acknowledge Siksik' aoohsin (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 | John de Jong (Brooks) moved:
that the agenda be adopted as presented.
Motion #141-22 |
| 1.08 | Adoption of Regular Board Minutes October 22, 2022 | The minutes of the Regular Board Meeting held on October 22, 2022, were reviewed by the Board, and recommended for adoption as presented.

Harry Salm (Strathmore) moved:
that the Minutes of the Regular Board Meeting dated October 22, 2022, be adopted as presented.
Motion #142-22 |

Carried

Carried

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BUSINESS ARISING

- 2.01 Canmore-Bow Valley Electoral Division – Trustee (Administration of Oath) Associate Superintendent Kilcommons explained the process for administration of the oath undertaken by trustees as per the *Alberta Education Act*. Newly acclaimed trustee from the Canmore-Bow Valley Electoral Division, John-David (JD) Bogdanowski undertook and signed the trustee oath, the declaration of faith and completed the trustee disclosure statement and certification. Chair Keenan (Foothills County) and the trustees welcomed trustee Bogdanowski (Canmore) to the Board.
- 2.02 2022-2023 Board Committees The 2022-2023 Board Committees were reviewed. Trustee Bogdanowski (Canmore) will observe and consider which committees he would like to serve on in the upcoming year.
- 2.03 Catholic Education Program Review - Update Associate Superintendent MacDonald and Director of Catholic Education, Grant Gay, met with consultant Jennifer Woo on October 31, 2022, to discuss the process for the Catholic Education Review. Ten schools have been selected for school visits. The schools are a balanced representation of the geographical areas and grades in the division. Jennifer Woo and Grant Gay will conduct school visits together, and it is expected that the review will be completed by the end of March.
- 2.04 Program Review – Technology – Central Office Deputy Superintendent Behm has been working with the Board’s preferred candidate for the technology review on scope and budget. The Board provided authorization for Deputy Superintendent Behm to proceed once an appropriate agreement on scope and budget had been reached.

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FOUR YEAR EDUCATION PLAN

- 3.01 Review of Draft Annual Education Results Superintendent Morrison reviewed the draft Annual Education Results Report (AERR) prepared from recently received results from Alberta Education highlighting Student Learning Engagement; Active Citizenship; High School Completion Rates; Education Quality; Welcoming, Caring, Respectful, and Safe Learning Environments; Access to Supports and Services; Parental Involvement and Faith. CTR Catholic is one of the highest performing jurisdictions in the province with high satisfaction rates, outperforming provincial averages on every measure of achievement and satisfaction.

Mark MacDonald (High River) moved:

that the 2021-2022 Annual Education Results Report be approved, as presented.

Motion #143-22

Carried

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CORRESPONDENCE

- 4.01 Letter to Minister LaGrange regarding capital items dated October 20, 2022 Presented as information.
- 4.02 Thank you card from Assumption Roman Catholic School (Oyen) Presented as information.

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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 Okotoks I Ward Committee October 25, 2022 Trustee Gustafson (Okotoks) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Okotoks I Ward Committee meeting:

Faith: The schools appreciate the faith resources provided for Truth and Reconciliation Day and the communication on the death of the Queen. Thanks to Director of Catholic Education, Grant Gay, for these resources and all his advice.

Learning: All the elementary schools have teams collaborating weekly on curriculum implementation and the CLC structure is effective at giving dedicated time to this work.

Safe and Caring: École Good Shepherd, St. Mary's, and St. Francis had superb opening activities for their families. École Good Shepherd had 750 people attend an opening barbecue, St. Mary's sold 30 dozen hot dogs at their opening family gathering, and St. Francis raised \$9000 on their opening family event. In addition, Holy Trinity had a vibrant open house, and St. John Paul II had an unusually large turnout of parent volunteers for their first dance.

Stewardship: Attendance at all school council meetings have been superb, even at the junior and senior high levels. Holy Trinity was so impressed that they took a picture to document the number of attendees.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Okotoks Ward I Committee Meeting dated October 25, 2022, be approved as presented.

Motion #144-22

Carried

It was the will of the Board to highlight Safe and Caring from the Okotoks Ward I Committee meeting in their November Board Highlights.

5.03 Drumheller Ward Committee
November 3, 2022

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

Faith: Students have created laminated bookmarks for Catholic Education Sunday to be handed out at Mass by students.

Learning: The school is running a host of field trips: the Wetlands, the Drumheller Museum, the Calgary Zoo, and the Calgary Science Centre. Students are appreciating another sign of things returning to normal.

Safe and Caring: There was standing room only for the awards night, and over 100 awards were distributed.

Stewardship: School Council meetings have had great turnout, with about 14 people at each meeting. They are applying things learned at their Influencers Engagement last year, including the promotion of complementary courses.

Mark Chung (Drumheller) moved:

that the minutes of the Drumheller Ward Committee Meeting dated November 3, 2022, be approved as presented.

Motion #145-22

Carried

It was the will of the Board to highlight Faith from the Drumheller Ward Committee meeting in their November Board Highlights.

Canmore Ward Committee
November 8, 2022

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

Faith: Father Lezano is very impressed with how the teachers teach the Sacraments at the Parish, and he is also impressed to see that the teachers serve as choir at one Mass each month.

Learning: School Council is focusing intently on funding unique learning experiences such as the Arts, Culture, Sports, and Clubs.

Safe and Caring: Our Lady of the Snows had two international trips submitted for approval, and it's great to provide this opportunity to so many students after the shutdowns and loss of opportunity due to Covid. Forty students are going on the band trip alone.

Stewardship: School Council funds an Angel Tree Program to provide donations for families in need at Christmas.

Andrea Keenan (Foothills County) moved:

that the minutes of the Canmore Ward Committee Meeting dated November 8, 2022, be approved as presented.

Motion #146-22

Carried

It was the will of the Board to highlight Faith from the Canmore Ward Committee meeting in their November Board Highlights.

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**BOARD STANDING
COMMITTEES**

6.01 Committee of the Whole
Meeting October 21, 2022

Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole meeting held on October 21, 2022.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Committee of the Whole meeting dated October 21, 2022, be approved as presented.

Motion #147-22

Carried

6.02 Emergent Issues Feedback
Committee November 2, 2022

Chair Keenan (Foothills County) presented the minutes from the Emergent Issues Feedback Committee meeting of November 2, 2022.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Emergent Issues Feedback Committee meeting dated November 2, 2022, be approved as presented.

Motion #148-22

Carried

6.03 Liaison Committee Meeting
November 10, 2022

Trustee de Jong (Brooks) presented the minutes from the Liaison Committee Meeting of November 10, 2022.

John de Jong (Brooks) moved:

that the minutes of the Liaison Committee Meeting dated November 10, 2022, be approved as presented.

Motion #149-22

Carried

6.04 Audit Committee November 15,
2022

Trustee Chung (Drumheller) presented the minutes from the Audit Committee Meeting of November 15, 2022.

Mark Chung (Drumheller) moved:

that the minutes of the Audit Committee Meeting dated November 15, 2022, be approved as presented.

Motion #150-22

Carried

6.05 GrACE CTR Committee
November 23, 2022

Trustee MacDonald provided a summary of the GrACE CTR Committee held on November 23, 2022. The minutes from that meeting will be presented for approval at the January Board Meeting.

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TRUSTEES

7.01 Upcoming Trustee Events

Presented as information.

8	CTR STAFF/STUDENT PRESENTATION	
8.01	St. Joseph's Collegiate and Christ the King	Principal Andrea Schell and teacher Jessica McInnis from St. Joseph's Collegiate provided an overview of their student volunteer club. The club was formed to provide students an opportunity to obtain their required volunteer hours for graduation. It currently has 70 members who are involved in several volunteer activities throughout the year. These volunteer activities focus on good works and occur both within the school and within the community. Testimonials from students and community members were shared demonstrating the positive impacts of the club.
9	NOON PRAYER AND GRACE	
9.01	Noon Prayer and Grace	Trustee Chung (Drumheller) led the group in the Noon Prayer and Grace.
10	AFTERNOON OPENING PRAYER	
10.01	Afternoon Opening Prayer	Vice-Chair Salm (Strathmore) led the group in the Afternoon Opening Prayer.
11	ALBERTA CATHOLIC SHOOOL TRUSTEES' ASSOCIATION	
11.01	ACSTA Presentation	Attending for this presentation was ACSTA's Executive, including Harry Salm (President), Kelly Whalen (Vice President) and Eldon Wyant (Executive Director). The Executive provided details on their membership and their mission, vision and purpose. Six strategic initiatives were adopted in September of this year, with current focus on two initiatives, being ACSTA having a single voice and a unified direction. The challenges ACSTA is currently facing were reviewed, along with the benefits of being a member with ACSTA.
11.02	ACSTA Directors' Meeting Update	A question-and-answer session followed the presentation. The ACSTA Executive was thanked and congratulated for their work with the Association to date. Trustee Gustafson provided additional information regarding ACSTA's strategic plan, including the timeline for implementation. The process for implementation will include opportunity for internal and stakeholder feedback with the intent of launching the plan in November of 2023. Committee planning recently took place for ACSTA and Trustee Gustafson has been appointed to the Succession Committee and AGM Planning Committee. Trustee Gustafson advised that ACSTA is on target for their year-to-date budget. Mark MacDonald (High River) moved: that the Board move in camera to at 1:52 p.m. Motion #151-22 Carried Andrew Gustafson (Okotoks) moved: that the Board return to open session at 2:05 p.m. Motion #152-22 Carried
11.03	ACSTA Fall General Meeting	Chair Keenan (Foothills County) reported that the ACSTA Fall General Meeting held November 18 to 20, 2022 was a success and that it was beneficial for trustees to attend. She then congratulated Harry Salm, President of ACSTA, for a well-run meeting.

12	ALBERTA SCHOOL BOARDS ASSOCIATION	
12.01	ASBA Zone 5 Report	Trustee MacDonald attended the ASBA Zone 5 meeting on November 4, 2022. He will share the minutes from that meeting with the trustees. Much of the meeting focused on preparing for the ASBA Fall General Meeting. Other items of interest included that an advocacy toolkit is being developed and there is a call for presentations for the 2023 CSBA Congress and National Trustee Gathering with a deadline of December 9 th .
12.02	ASBA – Fall General Meeting Attendance	Vice-Chair Salm reviewed the motions contemplated at ASBA’s Fall General Meeting that was held November 20 to 22, 2022 noting those motions that passed and those that were defeated.
13	TEACHERS’ EMPLOYER BARGAINING ASSOCIATION	
13.01	TEBA – Status of Collective Bargaining Association	Associate Superintendent Kilcommons reported bargaining with CTR’s local ATA has not yet commenced. The local ATA will be in contact with administration when they are ready to proceed. Negotiations have begun with some local ATAs and TEBA has been sharing items being negotiated for efficiency.
14	DIVISION	
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 November Board Highlights.
14.02	Superintendents’ Reports	Superintendent Morrison reported on the following: • The Premier’s mandate letter to Minister, Adriana LaGrange, was reviewed. The letter addresses several items of concern for CTR. • No news has been received from Alberta Education regarding CTR’s request for the modernization of Holy Cross and Sacred Heart in Strathmore. • A media training session was completed at the Elementary and Secondary Administrators’ meeting on November 16. This will assist principals and vice-principals with media interactions. Media training will continue at the December Administrators’ meeting. Director of Communications, Cindy Nickerson, also shared with administration a conflict strategy to assist them in managing parent concerns. It was the will of the Board to highlight media/communications training from Superintendent Morrison’s report in their November Board Highlights. Deputy Superintendent Behm reported on the following: • The annual email has been sent to teachers regarding internal transfers to allow for sufficient time to ensure all positions are filled next year. There are usually 40-50 new hires required to cover people who are leaving/retiring. HR will attend 19 career fairs, 10 of which are in Alberta. Unfortunately, three remain online which is not as effective as in-person fairs. • CTR’s benefit provider ASEBP is transitioning their employee and family assistance program from Homewood Health to Inkblot. Employees have been notified of this change. • Deputy Superintendent Behm and Associate Superintendent MacDonald have been providing mentorship to newly appointed vice principals in scheduled calibration calls. In these calls, vice principals are asked to submit problems of practice they encounter. Problems discussed to date demonstrate the high level of leadership vice principals are called upon to exercise. Vice principals recognize the benefits of these calls and are supportive of them continuing in the New Year. • School calendars are usually presented to the Board for approval in February. However, planning for 2023/2024 is delayed pending information

from Alberta Education on Diploma and PAT exam dates. Once the draft calendars are finalized, they will be shared with staff, school councils, and ward committees for feedback. It is anticipated that calendars will be presented for Board approval in April 2023.

It was the will of the Board to highlight the mentorship provided to vice principals from Deputy Superintendent Behm's report in their November Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Superchats were recently held at Holy Spirit Academy, St. Mary's School and Assumption Roman Catholic School focusing on teacher engagement. Items discussed include the reputation of CTR, areas of improvement and how advocacy for schools can be improved. Through the Superchats a need for additional support and PD for teachers has been identified in working with English as an Additional Language (EAL) learners. This support will be provided by the Student Services Team.
- The Fall Council of School Councils meeting occurred on November 15th. The morning focused on new curriculum implementation and process CTR has taken to support teachers. In the afternoon session, Director of Corporate Services, Katelyn Nickel, and CTR Accountant, Kirk Orr, presented on financial considerations for school councils and how they can collect fees. The day concluded with community conversations, collaboration, and the sharing of best practices.

It was the will of the Board to highlight Superchats and support being provided by Student Services from Associate Superintendent MacDonald's report in their November Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Due to the renovation costs identified through building inspections, a decision has been made to not proceed with the purchase of the building in High River identified as a possible new home for St. Luke's Outreach. The search will continue in both High River and Brooks for properties to house Outreach facilities.
- CTR has three primary requests for capital projects from the province: 1. replacement school in D'Arcy Ranch, Okotoks; 2. Permanent construction on Our Lady of the Snows Catholic Academy in Canmore; 3. Permanent Construction on St. Joseph's Collegiate and Christ the King in Brooks. A visioning session with the Ministry of Education to discuss École Good Shepherd/D'Arcy Ranch is pending.
- Alberta Risk Managed Insurance Consortium (ARMIC), CTR's insurance provider, is achieving its purpose in reducing insurance costs for two consecutive years. Insurance costs remain high due to extensive and expensive claims and global trends in recent years. ARMIC currently has many risk management strategies, new regulations and controls which work to reduce insurance costs. The consortium has grown from the original 8 school divisions to 29 divisions. News from Alberta Education as to whether they will lend support to offset CTR's high premiums is pending.

It was the will of the Board to highlight insurance from Associate Superintendent Kilcommons' report in their November Board Highlights.

15 INTERNATIONAL FIELD TRIPS

15.01 HTA Trip to Cuba (Brianne Coventry) – Easter 2024

Associate Superintendent Kilcommons shared details regarding Holy Trinity Academy's proposed band trip to Cuba at Easter 2024 with the Board.

Andrew Gustafson (Okotoks) moved:

that the International Field Trip by Holy Trinity Academy to Cuba, at Easter 2024 be 'approved in principle'.

Motion #153-22

Carried

- 15.02 CFL Trip to Italy, Switzerland, Southern France, and Spain

Associate Superintendent Kilcommons also provided an update on the CFL's trip to Italy, Switzerland, Southern France, and Spain during Easter 2023. EF Tours has extended the length of the trip to include school days due to flight availability. The Board is not in favour of travel during school days as it disrupts learning for both students in the classroom and those traveling. Superintendent Kilcommons will work with trip organizers to have this resolved.

16 LOCALLY DEVELOPED COURSES

- 16.01 Locally Developed Courses

None

17 NEW BUSINESS

- 17.01 Audit Overview (Year ending August 31, 2022)

Associate Superintendent Kilcommons presented an overview of the audited financial statements, indicating that the Division as of August 31st, 2022, continues to remain in a strong financial position. The fiscal year ended with total revenues of \$105,333,570 and total expenses of \$105,305,672. The excess of revenues over expenses equated to an overall surplus of \$27,898.

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

Andrew Gustafson (Okotoks) moved:

that the Board transfer from Unrestricted Surplus to Operating Reserves the amount of \$111,320.00.

Motion #154-22

Carried

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

Andrew Gustafson (Okotoks) moved:

that the Board transfer from Unrestricted Surplus to Capital Reserves the amount of \$1,400,000.00.

Motion #155-22

Carried

- 17.04 Budget Motion #3 – Approve Audited Financial Statements

Andrew Gustafson (Okotoks) moved:

that the Board approve the Audited Financial Statements for the year ended August 31, 2022, as presented.

Motion #156-22

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

Trustee 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 3:59 p.m.

Motion #157-22

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
