



MINUTES OF THE REGULAR BOARD MEETING

Held in Person and via Zoom on October 21, 2020, at 10:00 a.m.
at The Catholic Education Centre, 1 McRae Street, Okotoks, AB

Administration in Attendance

Scott Morrison (Superintendent)
Vincent Behm (Associate Superintendent)
Mariette Moss (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Aileen Brunette (Executive Assistant to Superintendent)

Attended

In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

Ron Schreiber (Chair)
Andrea Keenan (Vice Chair)
Joanne Van Donzel
Harry Salm
Michelle Rude-Volk
Mark Chung
Vijay Domingo
John de Jong

Attended

In Person
In Person
In Person
In Person
Via Zoom
In Person
In Person
Via Zoom

1 OPENING

- | | | |
|------|--|--|
| 1.01 | Call to Order | Chair Schreiber (Okotoks) called the meeting to order at 10:28 a.m. |
| 1.02 | Litany of CTR Catholic | Superintendent Morrison led the group in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, and Vision of the Board | All prayed the Board Prayer, Vocations Prayer, and stated the Vision of the Board. Chair Schreiber (Okotoks) noted that the Division has been consecrated to the intercession of Mary and asked everyone to join him in reciting a Hail Mary. |
| 1.04 | Acknowledgement | <p>Chair Schreiber (Okotoks) recited an acknowledgement that the Board meeting is taking place on Treaty 7 land as follows:</p> <p>“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.”</p> |
| 1.05 | Lectio Divina – Gospel of Matthew | Superintendent Morrison read the Gospel of Matthew for the upcoming Sunday and invited silent reflection on the scripture. Vice Chair Keenan (Foothills County) reread the Gospel. Participants identified meaningful phrases and discussed the Gospel’s message in detail. |
| 1.06 | Additions/Deletions to the Agenda | Chair Schreiber (Okotoks) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.07 | Approval of the Agenda | <p>John de Jong (Brooks) moved:
that the Agenda be approved as presented.
Motion #126-20</p> <p style="text-align: right;">Carried</p> |
| 1.08 | Adoption of Regular Board Meeting Minutes September 26, 2020 | <p>The minutes of the Regular Board Meeting held on September 26, 2020, were reviewed by the Board and recommended for adoption as presented.</p> <p>Harry Salm (Strathmore) moved:</p> |

that the minutes of the Regular Board Meeting dated September 26, 2020, be approved as presented.

Motion #127-20

Carried

2

BUSINESS ARISING

2.01 Registered Apprenticeship Program

Superintendent Morrison reviewed results from surveys conducted with school coordinators on the Registered Apprenticeship Program (RAP). Superintendent Morrison noted that school counsellors unanimously support RAP, but survey results show there is not a demand from students, there is a lack of willing employers, and schools are not promoting the program.

Discussion on the data presented by Superintendent Morrison and trustees' expectations regarding the future of RAP followed. Trustee Van Donzel (High River) feels it is important that students know what options are available for them after graduation as when they are not academic doors close for them. Vice Chair Keenan (Foothills County) stated that there is an element of students finding themselves after graduation so many don't commit to university or a trade. Suggestions from trustees included dialoguing with shop teachers to get their input on how to enhance RAP, students gaining employment with an employer that would pay for them to attend trade school, and involving families with exposure to RAP such as at parent teacher interviews. Superintendent Morrison stated that CTR Catholic offers career and post secondary counselling at all of their high schools, beginning in Grade 10, showing students as many opportunities as possible.

Barriers to RAP were discussed. Students need to have a car to get back and forth to their worksite, which can be a financial burden. RAP is a big investment in that students have to choose and commit to a career at a young age.

Superintendent Morrison discussed CTR Catholic strategies to promote RAP as follows:

- share resources with students,
- promote *Careers: The Next Generation* program, and
- recruit employers willing and able to take on apprentices through Facebook, mass email, phone a friend, and stories in local media.

Superintendent Morrison stated that CTR counsellors will be focusing on RAP in their next few divisional Catholic Learning Community meetings.

2.02 Catholic Education Sunday Collection

Chair Schreiber (Okotoks) noted that, in conversations with their Catholic counterparts in the southern region of Alberta and Bishop McGrattan, CTR Catholic agrees that this is a bad time to ask parishioners for a second collection. The Board discussed the idea of CTR Catholic asking its stakeholders to give more to the church on Catholic Education Sunday.

Harry Salm (Strathmore) moved:

that the Board encourages parishioners connected to Catholic education to give extra to their church in lieu of the normal second collection for CTR's schools on Catholic Education Sunday.

Motion #128-20

Carried

3	ANNUAL EDUCATION RESULTS REPORT	
3.01	Review of Draft Combined Annual Education Results Report (AERR) and Three Year Education Plan	Superintendent Morrison previewed a draft AERR with trustees that schools will be using this year. When reporting on their results schools will show their data and comment on the results. Trustees can expect to see these AERRs at their upcoming Ward meetings. Superintendent Morrison then previewed the brochure template which will be derived from the schools' AERRs. The brochure includes accountability pillar reporting on achievement only, three insights on the data, and priorities for the future derived from the data. Superintendent Morrison informed trustees that at the November Board meeting they will be approving CTR Catholic's Combined Annual Education Results Report and Three Year Education Plan, which will look exactly as it did last year, with only comments on results updated.
4	CORRESPONDENCE	
4.01	Letter from Minister of Education	Presented as an information item.
4.02	Acceptance of Correspondence	Chair Schreiber (Okotoks) presented the correspondence item which was circulated amongst Board members.
5	NOON PRAYER AND GRACE	
5.01	Noon Prayer and Grace	Trustee Chung (Drumheller) led the group in the Noon Prayer and Grace.
6	AFTERNOON OPENING PRAYER	
6.01	Afternoon Opening Prayer	Vice Chair Keenan (Foothills County) led the group in the Afternoon Opening Prayer.
7	REPORTS FROM WARD COMMITTEES	
7.01	Assumption Ward Committee September 25, 2020	Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic's four pillars, as they pertained to the Assumption Ward Committee meeting: Faith: School Council presents crosses to families leaving the school after Grade 6. Learning: The staff is experimenting with live streaming cameras (Elmo). Safe and Caring: The school was able to secure an Arts program for social-emotional needs. Stewardship: The school has formed a fundraising society. Michelle Rude-Volk (Oyen) moved: that the minutes of the Assumption Ward Committee meeting dated September 25, 2020, be approved as presented. Motion #129-20
7.02	Okotoks Ward I Committee October 1, 2020	Chair Schreiber (Okotoks) highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward I Committee meeting: Faith: Father Vincent offered to celebrate Liturgies of the Word with classes of students and indicated both priests are committed to visiting our schools one day a week. Learning: Live streaming and Google Classroom have been effective responses to learning disruptions due to COVID. Safe and Caring: Principals were very appreciative of the re-entry guidance they received. Stewardship: Schools were very appreciative of not having staff reductions when they had students move to The Centre for Learning@HOME.

Carried

Chair Ron Schreiber (Okotoks) moved:

that the minutes of the Okotoks Ward I Committee Meeting dated October 1, 2020, be approved as presented.

Motion #130-20

Carried

**8 BOARD STANDING COMMITTEES –
Committee of the Whole, Faith, and
Audit**

- 8.01 Committee of the Whole September 26, 2020 Chair Schreiber (Okotoks) presented the minutes from the Committee of the Whole meeting held on September 26, 2020.

Chair Ron Schreiber (Okotoks) moved:

that the minutes of the Committee of the Whole meeting dated September 26, 2020, be approved as presented.

Motion #131-20

Carried

- 8.02 Faith Committee September 24, 2020 Vice Chair Keenan (Foothills County) presented the minutes from the Faith Committee meeting held on September 24, 2020.

Vice Chair Andrea Keenan (Foothills County) moved:

that the minutes of the Faith Committee meeting dated September 24, 2020, be approved as presented.

Motion #132-20

Carried

- 8.03 Audit Committee October 7, 2020 Trustee Chung (Drumheller) presented the minutes from the Audit Committee meeting held on October 7, 2020.

Mark Chung (Drumheller) moved:

that the minutes of the Audit Committee meeting dated October 7, 2020, be approved as presented.

Motion #133-20

Carried

9 TRUSTEES

- 9.01 Upcoming Trustee Events Presented as an information item.
- 9.02 ATA and Board Social Chair Schreiber (Okotoks) informed trustees that the ATA local has requested that the Board attend a social with them in the near future.

**10 ALBERTA CATHOLIC SCHOOLS
TRUSTEES' ASSOCIATION**

- 10.01 ACSTA Directors' Meeting Update Trustee de Jong (Brooks) highlighted the following from the last ACSTA Directors' meeting:
- There will be a resolution brought forward at the Annual General Meeting to decrease fees by 2% per student, which is around a \$2,000 savings for CTR Catholic. Trustee de Jong is very impressed with ACSTA's new Executive Director and the great job she has done with the budget.
 - The Annual General Meeting will be a one day event via Zoom. Registration information will be sent out by ACSTA.
 - Trustee de Jong advised the ACSTA Directors of a letter coming from CTR Catholic and Calgary Catholic regarding the City of Calgary border problem.

John de Jong (Brooks) moved:

that the Board move 'In Camera' to discuss a strategic issue. The meeting went In Camera at 1:04 p.m.

Motion #134-20

Carried

John de Jong (Brooks) moved:

that the Board move to Open Session. The meeting resumed Open Session at 1:20 p.m.

Motion #135-20

Carried

11 ALBERTA SCHOOL BOARDS ASSOCIATION

11.01 ASBA Zone 5 Report

Vice Chair Keenan (Foothills County) reported that ASBA Zone 5 met on October 2nd by Zoom and highlighted the following:

- Fiona Gilbert will not let her name stand for an executive position this upcoming year.
- The Annual General Meeting for Zone 5 will include the election of a Chair, a Vice Chair, and an alternate Zone Director.
- The Fall General Meeting will be held virtually in November over a two day period.
- Alberta Education reported that they are still working with Alberta Health Services to problem solve any COVID related entry plans.
- School boards' Annual Education Results Reports are due to the Ministry by November 30th.
- The Ad Hoc Committee presented on operating procedures. Discussion included clarifications and suggestions for changes in wording.
- Special meetings were held to discuss CASS professional status. The Board of Directors are creating two motions to present to the membership. The Deputy Minister indicated that he'd like to see suggested wording by ASBA as it is related to legislation.
- Policies have come out for the Fall General Meeting.

Vice Chair Keenan (Foothills County) requested that the meeting move In Camera to discuss a legal issue.

Vice Chair Andrea Keenan (Foothills County) moved:

that the Board move 'In Camera' to discuss a legal issue. The meeting went In Camera at 1:23 p.m.

Motion #136-20

Carried

Vice Chair Andrea Keenan (Foothills County) moved:

that the Board move to Open Session. The meeting resumed Open Session at 1:30 p.m.

Motion #137-20

Carried

The Board reviewed and discussed four policy positions for the upcoming Fall General Meeting.

12 DIVISION

12.01 Superintendents' Reports

Associate Superintendent Moss reported on the following:

- Updated trustees on CTR Catholic's re-entry plan and going to more virtual meetings after learning at the beginning of October that teachers should not form their own cohorts.

- CTR Catholic has had 2 positive cases of COVID, one in an elementary school and one in a high school. The high school case was more complex due to the nature of high school cohorting.
- Currently there are 80 students across the division that are live streaming.
- Promotion of Catholic Education Sunday throughout the division.
- The Diocesan schedule for Fully Alive which are family life lessons.
- The administrators' anti-racism/discrimination working group has heard from Lance Dixon on *Courageous Conversations: Talking about Racial Equity in Schools*. Mr. Dixon has already spoken to the English Language Learner lead teachers, the First Nations, Métis, and Inuit working group, administrators, and will be presenting at the Bishop's luncheon.
- They are encouraging parent council members to complete the ASCA parent survey on re-entry and COVID which is open until November 6th.
- Discussed the plans for the administrators' and trustees' faith retreat in March 2021. The focus of the retreat would be on how to live *The Way, The Truth, and The Life*. Due to space limitations with COVID and restrictions on spacing, the retreat will be broken into two groups and two dates (March 23-24 and March 30-31). The thought is to have the trustees join with principals for one of the dates and vice-principals and senior administrators attend the other date. Discussion followed on dates with most trustees being flexible. Trustees were all supportive of attending with the principals.

Superintendent Morrison reported on the following:

- After analyzing CTR Catholic's results, the four targeted areas for the new Four-Year Education Plan will be: Diplomas and Achievement Tests, Safe and Caring Schools, Parental Involvement, and Transition to Post-Secondary.
- Superchats at schools this year will focus on gaps in learning. They will engage teachers in what the needs are to help develop CTR Catholic's Four-Year Education Plan.
- Reviewed a spreadsheet showing weekly COVID related absences at schools.
- Chief Superintendents, Bishops, and Directors of Catholic Education will meet three times a year.
- Generative work that CASS has done that is beneficial for education include:
 - treating substitute teachers equitably,
 - reviewing the impact of a positive COVID case in schools and the changing consequences,
 - the promotion of Careers: The Next Generation.
- Superintendent Morrison has co-authored an article in the CASS Connection magazine.
- The status of provincial achievement tests and diploma exams.
- St. Mary's Board of Governors has partnered with Calgary Diocese school divisions and they will meet twice a year.
- CTR Catholic's principals get supervised every four years. It is a rigorous process that his entire team assists with.
- COVID inspired considerations such as inclement weather paradigm, possibility of continuing with staggered entry, entry doors, online competition, online meetings, and online professional development.
- The division has not heard any word on getting additional funding for in the increased number of students and staff at The Centre for Learning@HOME.

- The new principal at Christ The King Academy is a long time Brooks teacher, Cindy Freimark.
- Reviewed Board Highlights analytics.

Associate Superintendent Kilcommons reported on the following:

- CTR Catholic is currently transitioning to the Alberta Risk Management Insurance Consortium. Due to the floods in High River, CTR Catholic is considered a higher risk.
- At a recent Local Authorities Election Act meeting he learned that nominations will open on January 1, 2021, and school divisions now have the capability to pass a by-law to allow nominations to be accepted in other communities.
- CTR Catholic budgeted for a deficit of \$495,000 in the year 2019-2020 but expect to finish the year at a break even position due to receiving overdue grant funding from 2015 portable classrooms.
- In March CTR Catholic submitted their projected enrolment and in May submitted a budgeted deficit of \$295,000. This is CTR Catholic's official budget and will not be resubmitted. In the event of an accumulated surplus from 2019-2020 it is recommended that a portion be allocated to support off campus activities and outdoor activity resources as schools are finding challenges around physical education space due to COVID restrictions.

Associate Superintendent Behm reported on the following:

- September/October statistics for teacher and support staff absences.
- Presented the Liaison Committee meeting Board and teacher topics.
- On November 1st they will be hosting a retirement planning session via Zoom for all teaching staff. Associate Superintendent Behm reviewed statistics on teacher retirements since 2018.
- Reviewed a failure to fill report regarding substitute teachers with the majority being in the Brooks' area.
- The human resources department has been querying Okotoks substitute teachers to see if they are willing to drive to Brooks to substitute.
- Reviewed what would happen if an active substitute teacher in CTR Catholic has to self isolate.
- Parent teacher interviews in November will either be face to face with significant risk mitigation strategies or via Zoom.

12.02 Program Review – Transportation

Superintendent Morrison reviewed a draft transportation department survey derived from an older department review survey to which they added items that evaluate the department, as opposed to just the carrier. Superintendent Morrison advised the Board that they would have to choose between either hiring a consultant or sending out an independent survey for their evaluation purposes. Associate Superintendent Kilcommons presented names of possible consultants who would be qualified to do the review. Discussion followed and it was the will of the Board to hire a consultant to carry out the transportation department review. Superintendent Morrison will propose what gets evaluated and bring to the Board for approval.

12.03 Major Capital Project Review and IMR Update

Associate Superintendent Kilcommons noted that Director Lunn will talk about last year's Infrastructure Maintenance and Renewal (IMR) and will address the one-time Capital Maintenance and Renewal (CMR) budget stimulus announced last May. Associate Superintendent Kilcommons advised trustees that in the future there is a probability that the government will move to CMR so divisions will not know how much money they will be

receiving, which will require fast planning on CTR Catholic's part. As well, there will be no contingencies when projects go over budget.

Director Lunn highlighted IMR projects for the fiscal years 2019-2020 and 2020-2021. Director Lunn then reviewed CMR projects completed for the fiscal year 2020 and anticipated for fiscal years 2021-2024.

Associate Superintendent Kilcommons thanked Director Lunn for the impressive work he has done with coming up with a plan for the CMR funds and carrying it through.

12.04 Capital Priorities

Associate Superintendent Kilcommons said that the submission date for capital priorities to the government is the end of January. Currently CTR Catholic's priorities are as follows:

1. D'Arcy Ranch/École Good Shepherd School project, the "Okotoks solution" which consists of demolishing or modernizing École Good Shepherd School and building a new school in D'Arcy Ranch.
2. Expansion of Our Lady of the Snows Catholic Academy in Canmore or a new school site.
3. A high school in High River.

Associate Superintendent Kilcommons will share the division's 10-year plan when submitted later in the year.

13 INTERNATIONAL FIELD TRIPS

13.01 International Field Trips - None

There were no international field trips brought forward for approval due to the ongoing pandemic and the Board's current ban on field trips.

14 LOCALLY DEVELOPED COURSES

14.01 Locally Developed Courses - None

There were no locally developed courses brought forward for approval.

15 NEW BUSINESS

15.01 Repeal of By-Law 2017-01

Associate Superintendent Kilcommons noted that prior to December 31, 2020, school divisions are required by Alberta Education to create by-laws defining their boundaries and elector subdivisions before the provincial election in October 2021. The last by-law was approved in 2017.

Harry Salm (Strathmore) moved:

that By-Law 2017-01, a by-law to define ward boundaries and electoral subdivisions in The Christ the Redeemer Catholic Separate School Division, be repealed.

Motion #138-20

Carried

15.02 First Reading of By-Law 2020-01

Associate Superintendent Kilcommons presented By-Law 2020-01 of Christ the Redeemer Catholic Separate School Division, pursuant to Section 114 of the Education Act, and pertaining to Ward structures and the lands comprising the division, for a first reading.

Michelle Rude-Volk (Oyen) moved:

that the first reading of By-Law 2020-01, a by-law to define ward boundaries and electoral subdivisions in The Christ the Redeemer Catholic Separate School Division, be approved.

Motion #139-20

Carried

15.03 Second Reading of By-Law 2020-01

Associate Superintendent Kilcommons presented By-Law 2020-01 of Christ the Redeemer Catholic Separate School Division, pursuant to Section 114 of

the Education Act, and pertaining to Ward structures and the lands comprising the division, for a second reading.

Mark Chung (Drumheller) moved:

that the second reading of By-Law 2020-01, a by-law to define ward boundaries and electoral subdivisions in The Christ the Redeemer Catholic Separate School Division, be approved.

Motion #140-20

Carried

15.04 Third Reading of By-Law 2020-01

Associate Superintendent Kilcommons presented By-Law 2020-01 of Christ the Redeemer Catholic Separate School Division, pursuant to Section 114 of the Education Act, and pertaining to Ward structures and the lands comprising the division, for a third reading.

Joanne Van Donzel (High River) moved:

that the third reading of By-Law 2020-01, a by-law to define ward boundaries and electoral subdivisions in The Christ the Redeemer Catholic Separate School Division, be approved.

Motion #141-20

Carried

16 BOARD HIGHLIGHTS

16.01 Board Highlights Items

The Board directed administration to include in Board Highlights pertinent information coming out of the October Board meeting.

17 AGENDA ITEMS FOR NEXT BOARD MEETING

17.01 Call for Proposed Agenda Items

Trustees were asked to submit items to Chair Schreiber (Okotoks) that they wish added to future Board meeting agendas.

18 CLOSING

18.01 Closing Liturgy

Trustee Salm (Strathmore) led the group in the Closing Liturgy.

18.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting adjourn. The meeting adjourned at 4:33 p.m.

Motion #142-20

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
