

MINUTES OF THE REGULAR BOARD MEETING

Thursday, April 27, 2023 at 9:00 a.m. at the
Catholic Education Centre, 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)
Mark Chung
John de Jong
Michelle Rude-Volk
Andrew Gustafson
John-David Bogdanowski
Mark MacDonald

Attended

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

1

OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:02 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 | Three-year Faith Theme: "I am - Jesus is the Way, the Truth, and the Life." | Chair Keenan (Foothills County) reminded Board members of CTR's three-year faith theme. |
| 1.05 | Land Acknowledgement | Chair Keenan (Foothills County) recited CTR's draft land acknowledgement as follows:
"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." |
| 1.06 | Lectio Divina – Gospel of Matthew | The Board engaged in Lectio Divina. |
| 1.07 | 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. |
| 1.08 | Approval of the Agenda | Andrew Gustafson (Okotoks) moved:
that the agenda be adopted as presented.
Motion #58-23 |
| | | Carried |
| 1.09 | Adoption of Regular Board Minutes March 18, 2023 | The minutes of the Regular Board Meeting held on March 18, 2023, were reviewed by the Board and recommended for adoption as presented.

John de Jong (Brooks) moved:
that the Minutes of the Regular Board Meeting dated March 18, 2023, be adopted as presented.
Motion #59-23 |
| | | Carried |

2

FOUR-YEAR EDUCATION PLAN

2.01 Catholic Education Program Review - Update

Associate Superintendent MacDonald introduced consultant Jennifer Woo. Ms. Woo noted that she was grateful for the support given throughout the review, particularly for the preparation work that administration and staff did in advance. Ms. Woo provided an overview of her report which was based on the five marks of Catholic School Identity: Mark One: Grounded in Christian Anthropology; Mark Two: Catholic Worldview; Mark Three: Faith Infused Curriculum (Faith Permeation); Mark Four: Gospel Witness (Living a Christian Life); and Mark Five: Spirituality of Communion (Building Community and Unity). In each Mark, Ms. Woo's findings were that the quality of Catholic education at CTR is outstanding, and everything that happens in the schools reflects the collaboration between schools, parishes and the diocese. Ms. Woo did provide suggestions in each Mark as well, in which Catholic education could be deepened. Ms. Woo was thanked for her outstanding work.

Associate Superintendent MacDonald advised that Ms. Woo's report would be reviewed with administration and staff in May. Director of Catholic Education, Grant Gay, will be reviewing the report with faith leaders and targeting four areas in particular: 1. Faith formation; 2. Catholic social teachings; 3. Re-engaging in school-based retreats; and 4. Refocusing on faith, central to who we are and how actions can spread the gospel.

Trustee Gustafson acknowledged the work being done by administration and teachers in all schools that resulted in this positive report being produced.

3

BUSINESS ARISING

3.01 Program Review – Technology – Central Office

Deputy Superintendent Behm advised that the technology consultant is scheduled to meet with CTR staff the week of May 15th. It is hoped that all work will be completed by the end of June with the final report ready for presentation to the Board in September or October.

3.02 Modernization of Holy Cross Collegiate / Sacred Heart Academy

Superintendent Morrison followed up with the Ministry given no response had been received to CTR's request to spend capital funds on the modernization of Holy Cross Collegiate and Sacred Heart Academy in Strathmore. Dr. Morrison was advised that a response is in progress.

4

CORRESPONDENCE

4.01 Letter from Minister LaGrange dated April 21, 2023

Provided 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 April Board Highlights.

5.02 Okotoks I Ward Committee April 20, 2023

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

Faith: Catholic faith continues to grow within the Ward. An example of this is the Youth Ministry at St. James Parish doubling in size since last year. As well, non-Catholic parents within the Ward are seeking more information about the Catholic faith and how they can participate more fully.

Learning: Ecole Good Shepherd, St. Mary's School and St. Francis of Assisi Academy are focusing on literacy and numeracy and learning loss for elementary students. All expressed appreciation for division office support with the number sense review.

Safe and Caring: Secondary schools are building culture, morale and spirit within their schools. Both JPII and HTA recently held very successful student-hosted open houses. St. Francis recently sparked teacher and student interest by offering new complimentary courses for next year.

Stewardship: St. Mary's Principal, Brandon Bailey, has been named as the recipient of the Distinguished Leadership Award from the Alberta Council for School Leadership. Individuals recognized with this award are considered to be role models with the capabilities to lead innovative change.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Okotoks I Ward Committee Meeting dated April 20, 2023, be approved as presented.

Motion #60-23

Carried

It was the will of the Board to highlight the Faith Pillar from the Okotoks I Ward Committee meeting in their April Board Highlights.

6

BOARD STANDING COMMITTEES

6.01 Committee of the Whole March 17, 2023

Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole Meeting of March 17, 2023.

Harry Salm (Strathmore) moved:

that the minutes of the Committee of the Whole Meeting of March 17, 2023, be approved as presented.

Motion #61-23

Carried

6.02 Emergent Issues Feedback Committee March 23, 2023

Chair Keenan (Foothills County) presented the minutes from Emergent Issues Feedback Committee Meeting of March 23, 2023.

Harry Salm (Strathmore) moved:

that the minutes of the Emergent Issues Feedback Committee Meeting of March 23, 2023, be approved as presented.

Motion #62-23

Carried

6.03 Faith Committee April 4, 2023

Trustee de Jong (Brooks) presented the minutes from the Faith Committee Meeting of April 4, 2023, be approved as presented.

John de Jong (Brooks) moved:

that the minutes of the Faith Committee Meeting of April 4, 2023, be approved as presented.

Motion #63-23

Carried

6.04 Board Policy Development Review Committee April 21, 2023

Trustee Gustafson (Okotoks) presented the minutes from the Board Policy Development Review Committee April 21, 2023.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Board Policy Development Review Committee April 21, 2023, be approved as presented.

Motion #64-23

Carried

Andrew Gustafson (Okotoks) moved:

that the Board accept the changes as proposed to Board Policy #10 – Role of the Superintendent, Board Policy #11 – Appeals to the Board, Board Policy #13 – School Closures, Board Policy #14 – Expectations of Teachers, and Board Policy #15 – Student Transportation.

Motion #65-23

Carried

7

TRUSTEES

7.01 Upcoming Trustee Events Presented as information.

8

**ALBERTA CATHOLIC SHOOOL
TRUSTEES' ASSOCIATION**

8.01 ACSTA Directors' Meeting Update Trustee Gustafson (Okotoks) advised that ACSTA will next meet on May 25 and 26, 2023.

8.02 ACSTA Survey for AGM ACSTA distributed a survey to each provincial Board of Trustees to be completed in preparation for their AGM. Trustees took the time to discuss and answer the questions collectively.

9

**ALBERTA SCHOOL BOARDS
ASSOCIATION**

9.01 ASBA Zone 5 Report Trustee MacDonald (High River) advised that Zone 5 met on April 14, 2023. Items discussed include the following:

- Alberta Education reported that: 1. the removal of the mandatory entry level training for bus drivers should bring good news to provincial boards; and 2. \$3,000,000 has been allocated to the relocation of the Louise Dean School.
- The ASBA Edwin Parr Awards Zone 5 Ceremony is on May 18.
- CSBA congress registration is open and closes June 2nd.
- Potential resolution could be forthcoming at the SGM that trustees should have vulnerable sector checks.
- On May 1st there will be a speakers' corner presentation regarding racism and inclusion in school systems.
- ASBA has received two position statements. The first is from Rockyview Schools on school diploma examinations. Superintendent Morrison advised that the senior team had reviewed the statement and they are recommending not supporting it. Reasons for this recommendation include the fact that the Ministry likely conducts an annual review already, and administration believes that diplomas provide students with opportunities to learn how to take tests. The Board agreed with this recommendation.

The second position statement is from Prairie Land Public School Division with respect to recognition of valid teaching certificates. Deputy Superintendent Behm advised that CTR has not encountered difficulties in this regard but given that this change could alleviate difficulties for other divisions, administration was in support of this statement. The Board agreed with this recommendation.

9.02 ASBA Bylaw Amendments Submitted for Spring General Meeting The ASBA Budget and Bylaws Bulletin that has been prepared for the Spring General Meeting and was provided as information.

9.03 ASBA Edwin Parr Awards Attendance The ASBA Zone 5 Edwin Parr Awards will occur on May 18, 2023. Trustees can advise Executive Assistant, Kim Jamieson, if they will attend.

10

**TEACHERS' EMPLOYER
BARGAINING ASSOCIATION**

10.01 TEBA – Status of Collective
Bargaining Association

Trustee Chung (Drumheller) advised that TEBA will next meet in May.

Associate Superintendent Kilcommons advised that negotiations with the Local ATA were held on April 25 and 26, 2023 and will continue May 4 and 5 and again towards the end of the month if needed.

John de Jong (Brooks) moved:

that the Board move in camera to discuss a strategical matter at 1:08 p.m.

Motion #66-23

Carried

John de Jong (Brooks) moved:

that the Board return to open session at 1:09 p.m.

Motion #67-23

Carried

11

NOON PRAYER AND GRACE

11.01 Noon Prayer and Grace

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

12

AFTERNOON OPENING PRAYER

12.01 Afternoon Opening Prayer

Trustee MacDonald (High River) led the group in the Afternoon Opening Prayer.

13

DIVISION

13.01 Trustees to identify one feature
from each Superintendent's
Report for the Board Highlights
13.02 Superintendents' Reports

Chair Keenan (Foothills County) reminded trustees to identify one feature per Superintendent report for the April Board Highlights.

Superintendent Morrison reported on the following:

- The Four-Year Education Plan is due to the province at the end of May and will be presented to the Board for approval at the May 23rd meeting. Administration has been tasked with updating the strategies within the plan. It was noted that the division is not adding any new initiatives so no new strategies will be added. This is intentional given feedback heard at Superchats to maintain the current focus and to not add any new items. The school-based plans will align with the division's plan.
- Dr. Morrison reviewed the transition plan for the incoming Superintendent. To assist with this, he has created a resource document for the incoming Superintendent and will spend the appropriate time needed for training. The process for announcing any new hire was reviewed for the benefit of the Board.
- St. Francis of Assisi is 100% full. Accordingly, the need for more modulars is critical for the next three years. An application has been submitted for two modulars, and it is anticipated that more will be needed.

It was the will of the Board to highlight feedback heard at Superchats (re: maintaining current focus and not adding new initiatives) from Superintendent Morrison's report in their April Board Highlights.

Deputy Superintendent Behm reported on the following:

- Supervision, growth and evaluation – part of this process is investigating any concerns brought forward from parents and students. These concerns are always fully investigated in a timely manner with all parties concerned being consulted.

Michelle Rude-Volk (Oyen) moved:

that the Board move in camera to discuss a personnel matter at 1:29 p.m.

Motion #68-23

Carried

Harry Salm (Strathmore) moved:

that the Board return to open session at 1:37 p.m.

Motion #69-23

Carried

- The Aspiring Leaders II Session with Holy Trinity Academy's Vice Principal, Darren Dornstauder, was recently held. Mr. Dornstauder provided information on what he did as a teacher that led him to a leadership role. Attending teachers were passionate in their participation. This Aspiring Leaders Program has fostered many of the division's vice principals, principals, and division office administration.
- Several CTR staff have been recognized this past month, including four first year teachers recognized at CTR's Edwin Parr Awards ceremony on April 25th. Principals Brandon Bailey (St. Mary's School in Okotoks) and Paulette Chotowetz (Sacred Heart Academy in Strathmore) are recent recipients of the Distinguished Leadership Award.

It was the will of the Board to highlight Aspiring Leaders Program from Deputy Superintendent Behm's report in their April Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Superintendents and Trustees attended six Superchats since the March Board meeting. Feedback from school staff on reputation, areas of improvement and advocacy was shared with the Board. Trustees expressed their appreciation for being able to attend Superchats, which is new to the Board this year.
- CTR hosted the Young Authors' Conference on April 22nd for Grades 4-12 students in conjunction with Foothills School Division. The day began with a keynote speaker and was followed by three student-selected sessions. Trustee Gustafson was in attendance and thanked all staff and students for their work in putting on a hugely successful day.
- The Spring Council of School Councils meeting will be held on May 11th. Attending the meeting will be the school council chairs from each school. The meeting will include recognition of 10 parents nominated for the St. Joseph Parent of Distinction Award. Trustees are also invited to attend and will make the presentations to the Parents of Distinction. The other focus for the meeting will be to engage school council chairs in conversations as parents as partners in Catholic education.

It was the will of the Board to highlight Superchats from Associate Superintendent MacDonald's report in their April Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The new funding for student transportation changes rider eligibility for Kindergarten to Grade 6 to 1.0 km and Grades 7-9 to 2.0 km. Divisions have been given a year to phase the change. Bus and driver shortages could pose difficulties in fully implementing this change. Corporate Services will meet with Southland Transportation next week to work on plans in the hopes of accommodating all riders.
- It is anticipated that the next couple of years will be a busy time for the Facilities Department with construction. This includes the building of the replacement school for Ecole Good Shepherd School in D'Arcy Ranch which

is anticipated to be completed by September 2025 (best case scenario) or September 2026 if complications arise. The modernization of Sacred Heart Academy and Holy Cross Collegiate in Strathmore and emergency modulars at St. Francis are also pending provincial approval. The province has also requested that a site readiness checklist be completed for the expansion of Our Lady of the Snows Catholic Academy in Canmore, which is encouraging, but does not mean the project is approved. The capital plan and infrastructure maintenance report have also identified many projects which will make for an extremely busy summer.

- CTR has received official confirmation of \$250,000 to build the new playground at the Ecole Good Shepherd School replacement school in D'Arcy Ranch.
- The Alberta Summer Games will be hosted in Okotoks and Diamond Valley in July. CTR's traditional school in Okotoks will be utilized for temporary housing with food and cots being supplied by Alberta Games. Likewise, several facilities will be utilized as sporting venues. This is a tremendous amount of work, and David Lunn, Director of Facilities, was recognized in this regard.

It was the will of the Board to highlight the work being done and upcoming for the Facilities Department from Associate Superintendent Kilcommon's report in their April Board Highlights.

13.03 Draft Budget Review

Associate Superintendent Kilcommons provided an overview of the draft budget. The finalized budget will be presented to the Audit Committee on May 17th and then to the Board for approval on May 23rd. The approved budget will then be sent to the province no later than May 31st, 2023.

14 INTERNATIONAL FIELD TRIPS

14.01 Holy Trinity Academy – Trip to San Jose Costa Rica – Les Giraudier (Easter 2024)

Andrew Gustafson (Okotoks) moved:

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

Motion #70-23

Carried

14.02 Holy Cross Collegiate – Trip to Portugal and Spain – Lavern Evans (Easter 2025)

Harry Salm (Strathmore) moved:

that the International Field Trip by Holy Cross Collegiate to Portugal and Spain at Easter 2025 be 'approved in principle'.

Motion #71-23

Carried

14.03 Our Lady of the Snows Catholic Academy – Trip to Costa Rica – Sarah Watson (Easter 2024)

Sarah Watson of Our Lady of the Snows Catholic Academy has withdrawn this request and will resubmit it a subsequent Board meeting.

15 LOCALLY DEVELOPED COURSES

15.01 Locally Developed Courses

None

16 NEW BUSINESS

16.01 None

There was no new business.

17 AGENDA ITEMS FOR NEXT BOARD MEETING

17.01 Call for Proposed Agenda Items

Trustees were asked to submit any further items they wish added to next month's Board meeting agenda to Chair Keenan (Foothills County).

18 CLOSING

18.01 Closing Liturgy

Scott Morrison led the group in the Closing Liturgy.

18.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:53 p.m.

Motion #72-23

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
