

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, April 27, 2022 at 9:00 a.m. at
Catholic Education Centre, #301 – 23 Riverside Drive, Okotoks

Administration in Attendance

Scott Morrison (Superintendent)
Vincent Behm (Deputy Superintendent)
Mariette Moss (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Kim Jamieson (Executive Assistant)

Attended

In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

Andrea Keenan (Chair)
Harry Salm (Vice Chair)
John de Jong
Michelle Rude-Volk
Andrew Gustafson
Mark Chung
Mark MacDonald
Absent: Channin Liedtke

Attended

Via Videoconference
In Person
In Person
In Person
In Person
Via Videoconference
Via Videoconference

1

OPENING

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| 1.01 | Call to Order | Vice Chair Salm (Strathmore) called the meeting to order at 9:23 a.m. |
| 1.02 | Litany | Vice Chair Salm (Strathmore) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, and Consecration to Mary | Vice Chair Salm (Strathmore) led the Board in reciting the Board Prayer, the Vocations Prayer and stated the Vision of the Board. |
| 1.04 | Land Acknowledgement | <p>Vice Chair Salm (Strathmore) recited a land 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 Piikani, 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 John | The Board engaged in Lectio Divina. |
| 1.06 | Additions/Deletions to the Agenda | Vice Chair Salm (Strathmore) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.07 | Approval of the Agenda | <p>Andrew Gustafson (Okotoks) moved:
that the agenda be adopted as presented.
Motion #62-22</p> |

Carried

- 1.08 Adoption of Regular Board Minutes March 26, 2022

The minutes of the Regular Board Meeting held on March 26, 2022, 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 26, 2022, be adopted as presented.

Motion #63-22

Carried

2

BUSINESS ARISING

- 2.01 Catholic Education Program Review - Update

Superintendent Morrison advised that a workshop to be facilitated by Jennifer Woo for the Catholic Education Review has been scheduled for May 24 and 25. There are 10 Catholic School Divisions participating, including Boards from both rural and metro areas. Superintendent Morrison is pleased that CTR could facilitate this workshop for the benefit of all divisions.

- 2.02 École Good Shepherd School Gymnasium

Superintendent Morrison advised that a follow-up meeting remains pending with the Alberta Education Deputy Minister to discuss École Good Shepherd School. This meeting will be held in follow up to the Deputy Minister's visit to the school in March. No further influence has been received to move forward with gym project.

3

FOUR YEAR EDUCATION PLAN

- 3.01 Influencer Engagement – Council of Councils (May 18, 2022)

Superintendent Morrison reiterated the importance of community influencer engagement in achieving governance at both the Board and school level.

Trustees will participate in an influencer engagement with School Council Chairs and other parents at the Council of School Councils meeting scheduled for May 18th. Associate Superintendent Moss reviewed the proposed agenda and format for that meeting with the Trustees.

4

CORRESPONDENCE

- 4.01 Letter from Father Marino Infante (St. Mary's Church – Brooks, AB)

Vice Chair Salm (Strathmore) presented the correspondence item, which was circulated amongst Board members as information.

5

REPORTS FROM WARD COMMITTEES

- 5.01 Trustees to Identify One Ward Highlight to Feature in Board Highlights

Vice Chair Salm (Strathmore) reminded Trustees to identify one feature from each Ward Committee Meeting for the April Board Highlights.

- 5.02 Okotoks I Ward Committee Meeting March 31, 2022

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

Faith: All schools reported high satisfaction with the ability to host in-person faith experiences such as Shrove Tuesday breakfasts, Ash Wednesday liturgies, and the upcoming Holy Thursday celebrations.

Learning: The principals all reported that teacher teams continue to follow through using high impact strategies as part of their Praxis plans.

Safe and Caring: There has been amazing energy in the schools with a return to so many activities we may have taken for granted in the past, including live parent-teacher interviews, book fairs, hockey games, sports, assemblies, awards ceremonies, band and drama clubs/retreats, and clubs (the Paper Airplane Club at St. Mary's is unique!).

Stewardship: St. Mary's has two innovative programs in the works for next year. Both are aimed at meeting student and parent needs. The first is a pre-kindergarten program and the second is before and after school care. Early interest in both programs has been very encouraging.

Andrew Gustafson (Okotoks) moved:

that the Minutes of the Okotoks I Ward Committee meeting held March 31, 2022, be approved as presented.

Motion #64-22

Carried

It was the will of the Board to highlight the reactivation of clubs and activities for both students and parents from the faith and safe and caring categories from the Okotoks I Ward Committee Meeting in their April Board Highlights.

6

**BOARD STANDING
COMMITTEES**

6.01 Committee of the Whole
Meeting March 25 and 26, 2022

Vice Chair Salm (Strathmore) presented the minutes from the Committee of the Whole meetings held on March 25 and 26, 2022.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Committee of the Whole meeting dated March 25, 2022, be approved as presented.

Motion #65-22

Carried

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Committee of the Whole meeting dated March 26, 2022, be approved as presented.

Motion #66-22

Carried

7

TRUSTEES

7.01 Upcoming Trustee Events

Presented as an information item.

8

**ALBERTA CATHOLIC SCHOOLS
TRUSTEES' ASSOCIATION**

8.01 ACSTA Directors' Meeting
Update

Mark Chung (Drumheller) moved:

that the meeting move in camera to discuss a legal issue. The meeting moved in camera at 10:09 a.m.

Motion #67-22

Carried

Mark Chung (Drumheller) moved:

that the meeting return to open session. The meeting returned to open session at 10:36 a.m.

Motion #68-22

Carried

9

**ALBERTA SCHOOL BOARDS
ASSOCIATION**

9.01 ASBA Zone 5 Report

Michelle Rude-Volk (Oyen) moved:

that the meeting move in camera to discuss a legal issue. The meeting moved in camera at 10:41 a.m.

Motion #69-22

Carried

John de Jong (Brooks) moved:

that the meeting move to open session. The meeting returned to open session at 10:52 a.m.

Motion #70-22

Carried

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| 9.02 | ASBA – Proposed Motions Received | This item was deferred to the Regular Board Meeting of May 26, 2022. |
| 9.03 | ASBA Analysis of Provincial Budget 2022-2023 | This item was deferred to the Regular Board Meeting of May 26, 2022. |

10 **TEACHERS' EMPLOYER BARGAINING ASSOCIATION**

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| 10.01 | TEBA – Status of Collective Bargaining Association | Associate Superintendent Kilcommons advised that there were no updates to report regarding negotiations. |
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11 **NOON PRAYER AND GRACE**

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| 11.01 | Noon Prayer and Grace | Trustee Rude-Volk (Oyen) led the group in the Noon Prayer and Grace. |
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12 **AFTERNOON OPENING PRAYER**

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| 12.01 | Afternoon Opening Prayer | Trustee de Jong (Brooks) led the group in the Afternoon Opening Prayer. |
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13 **DIVISION**

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| 13.01 | Trustees to identify one feature from each Superintendent's Report for the Board Highlights | Vice Chair Salm (Strathmore) reminded trustees to identify one feature per Superintendent report for the April Board Highlights. |
| 13.02 | Superintendents' Reports | <p>Superintendent Morrison reported on the following:</p> <ul style="list-style-type: none"> • Issues Management – a three-step process for dealing with issues was reviewed. This is a helpful tool for both trustees and administration when dealing with contentious issues, concerns, or complaints. • A before and after school care program will be piloted next year at St. Mary's and at Holy Spirit. Similarly, a pre-kindergarten program will be piloted at St. Mary's. Registration for these programs is encouraging. Learning Services Coordinator, Tara Epp, was commended for her efforts in getting these programs started. • To enhance CTR's social media presence, a communication lead position at each school will be created. The communication leads will receive training and will work with the school's principal and Communications Coordinator Cindy Nickerson. • Pursuant to the Board's motion last month to open Okotoks attendance areas, 12 requests for existing students to change schools have been received as well as seven requests from new students. It is expected that these numbers could increase before next fall. • Superintendent Morrison has been contacted by the Minister's office regarding the Calgary Board of Education's request to expand their boundaries to match that of the City of Calgary. Superintendent Morrison reiterated the Board's position previously provided in that there should be a process to consult members of the electorate before taking a formed area away from a Catholic Board. |

It was the will of the Board to highlight the before and after school care and pre-kindergarten pilot programs from Superintendent Morrison's report in their April Board Highlights.

Deputy Superintendent Behm reported on the following:

- The benefits of NCCS – as fluctuations are still being experienced with staff absences, non-certified classroom supervisors are being utilized for coverage when substitutes are not available. This initiative has significantly reduced the amount of internal teacher coverage needed.

- Staffing templates have been developed to assist administration with staffing. These templates set out formulas for staffing to student ratios ensuring that there is consistent and sufficient administrative, learning support, teaching, educational assistant, and support staff in each school.
- CTR retirement/leaves/resignations/recruiting – information on these leaves is collected and provided to administration in November of each year. This allows HR to be proactive in filling positions ensuring appropriate coverage.
- Employee recognition – the recipient of the Edwin Parr Award, Belinda Ziehl, was recognized at a ceremony held on April 25th along with the other first-year teachers nominated. Deputy Behm applauded each nominee for their tremendous efforts and the passion they bring to teaching.

It was the will of the Board to highlight the Edwin Parr nominees from Deputy Superintendent Behm's report in their April Board Highlights.

Associate Superintendent Moss reported on the following:

- Grant Gay will be starting as the Director of Catholic Education effective May 13, 2022. Mr. Gay has a theological background, and this combined with his past experiences, will make him a strong member of the senior administration team.
- Administration and Trustee Retreat – trustees were reminded of the retreat being held on May 11 and 12 and were asked to confirm their attendance and registration details with Director of Catholic Education, Lindsay Avramovic.
- Curriculum update – Associate Superintendent Moss and Director of Learning Cheryl Kuemper continue to work with principals and teachers on the plan for new curriculum implementation given the curriculum release from the Ministry. Consultation with principals is currently underway as to teacher interest in proceeding with piloting of the new math curriculum in grades 4-6 in 2022-2023. Curriculum Support Documents for this curriculum will be finalized in June 2022. This early implementation would lessen the workload in 2023-2024 when new curriculum for grades 4-6 English Language Arts & Literature and Science is also due for implementation.
- Covid update – schools continue to monitor student absenteeism, which for the month of April is up 1% from March.
- Superchats were recently held at Notre Dame Collegiate and St. Mary's School. At both Superchats, teachers expressed their thanks to the Board for the time in lieu provided with the cancellation of CLCs and shortening of Faith Days. Superintendents also heard that Notre Dame currently has a program in which dogs are brought in to sit with students while they read. It has been highly effective at improving student wellness. At St. Mary's, Superintendents heard that some elementary students are experiencing a delay in social skills given the pandemic. Situations are dealt with as they arise as they provide excellent learning opportunities.

It was the will of the Board to highlight the possible early piloting of the new math curriculum for grades 4-6 from Associate Superintendent Moss' report in their April Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Potential capital expense – Sacred Heart Academy and Holy Cross Collegiate in Strathmore are currently sharing space which is less than ideal. Funds are not available for additional space through the capital budget, however, CTR received funds for flood mitigation at Holy Spirit Academy and Notre Dame

Collegiate which were in excess of what was needed. Application has been made to the Ministry requesting that these surplus flood mitigation funds be made available to assist in alleviating the space issue for these two schools in Strathmore.

- Insurance is currently provided by Alberta Risk Management Insurance Consortium (“ARMIC”). This is a recent transition from insurance with Alberta School Boards’ Insurance Exchange (“ASBIE”) which is now winding down. The contract with ARMIC is annual and the province is providing a backstop for claims in the amount of \$15,000,000 until November 2023. ARMIC provides outbound travel insurance for international trips in the premium paid and insurance for facility user (at a minimal additional cost). It is expected that premiums may increase next year. However, it was also noted that in 2023 the flood of 2013 comes off the insurance history.
- Potential multi-sport feature – CTR is currently in consultation/negotiation with the Town of Okotoks for a multi-season outdoor sports rink at St. John Paul II Collegiate. The school will have full access to the rink during the day and the Town will be responsible for liability, maintenance, and upkeep.

It was the will of the Board to highlight the application to the Ministry on funding for additional space at Sacred Heart Academy/Holy Cross Collegiate in Strathmore from Associate Superintendent Kilcommons’ report in their April Board Highlights.

13.03 Draft Budget Review

Associate Superintendent Kilcommons provided a preliminary budget review in preparation for the final budget review. An explanation of weighted moving average was provided. The calculation of the weighted moving average can be difficult, but administration goes to great lengths to get it as accurate as possible to ensure proper funding.

The budget will be presented to the Audit Committee in May and will then be presented to the Board for approval at the Regular Board Meeting scheduled on May 26, 2022.

13.04 Board Approval of Revised 2022-2023 Assumption School Calendar

Deputy Superintendent Behm advised that revisions were needed to the 2022-2023 Assumption School Calendar to coincide with the Prairie Rose School Division and the shared bussing schedule.

Michelle Rude-Volk (Oyen) moved:

that the revised 2022-2023 school calendar for Assumption School be approved as presented.

Motion #71-22

Carried

14

INTERNATIONAL FIELD TRIPS

14.01 The Centre for Learning@HOME – Italy, Switzerland, Southern France, and Spain (Allan Brennan) – Easter 2023 – Approval in Principle

The information provided for the Centre for Learning@Home’s international field trip to Italy, Switzerland, Southern France, and Spain was reviewed.

John de Jong (Brooks) moved:

that the International Field Trip by Centre for Learning@Home to Italy, Switzerland, Southern France, and Spain, in April 2023, be ‘approved in principle’.

Motion #72-22

Carried

14.02 Holy Cross Collegiate – Italy (Lavern Evans) – Easter 2023 – Approval in Principle

The information provided for Holy Cross Collegiate’s international field trip to Italy was reviewed.

Michelle Rude-Volk (Oyen) moved:

That the International Field Trip by Holy Cross Collegiate to Italy, in April 2023 be 'approved in principle'.

Motion #73-22

Carried

- 14.03 Holy Trinity Academy – San Jose, Costa Rica (Les Giraudier) – Easter 2023 – Approval in Principle

The information provided for Holy Cross Collegiate's international field trip to San Jose, Costa Rica was reviewed.

Andrew Gustafson (Okotoks) moved:

That the International Field Trip by Holy Trinity Academy to San Jose, Costa Rica, in April 2023 be 'approved in principle'.

Motion #74-22

Carried

15

LOCALLY DEVELOPED COURSES

- 15.01 Locally Developed Courses

Associate Superintendent Moss reviewed the locally developed courses currently being renewed.

Andrew Gustafson (Okotoks) moved:

that on April 27, 2022, The Christ the Redeemer Catholic Separate School Division authorizes the following locally developed courses for use in high schools within the jurisdiction. Further, the Board authorizes the learning resources as per the course outlines.

Speech and Debate (2022) (15-3; 25-3 & 35-3) LDC1209 / 2244 / 3244 acquired from The Edmonton School Division and is authorized from September 1, 2022 to August 31, 2026.

Scientific Research (2022) (35-3) LDC3140 acquired from The Calgary Roman Catholic Separate School Division and is authorized from September 1, 2022 to August 31, 2026.

Competencies in Math (2022) (15-3 & 15-5) LDC1515 acquired from The Red Deer School Division and is authorized from September 1, 2022 to August 31, 2026.

Media and Cinema (2022) (15-5; 25-5 & 35-5) LDC1798 / 2798 / 3798 acquired from The Black Gold School Division and is authorized from September 1, 2022 to August 31, 2026.

Chemistry (Advanced) (2021) (35-3) LDC3138 acquired from The St. Albert School Division and is authorized from September 1, 2022 to August 31, 2025.

Motion #75-22

Carried

16

NEW BUSINESS

- 16.01 Trustee Expense (Mileage)

In response to a trustee inquiry on mileage, Associate Superintendent Kilcommons reviewed Administrative Procedure Business Administration #02 – Expense Reimbursement. This Administrative Procedure indicates that reimbursement for mileage is reviewed in August of each year. That review will be completed with comparing CTR's rate to other provincial bodies' rates and changes will be made if deemed appropriate.

- 16.02 Bill 15, the Education (Reforming Teacher Profession Discipline) Amendment Act Deputy Superintendent Behm reviewed the information that had been received regarding the amendments to Bill 15. This amendment will remove the investigative powers from the Alberta Teachers' Association (ATA) and give them to a third party. This change alleviates conflict. Administration has not received any concerns regarding this amendment, but expects that if there were any concerns, those would be directed to the ATA. The implementation timeline for this amendment has not yet been provided.
- 16.03 Appointment of Patricia MacDonald as Associate Superintendent Superintendent Morrison explained that when administration is hired, they can choose to opt out of the Alberta Teachers' Association. For this purpose, a Board motion is required.
- John de Jong (Brooks) moved:**
that the Board recognize the appointment of Patricia MacDonald as Associate Superintendent of The Christ the Redeemer Catholic Separate School Division effective May 2, 2022.
Motion #76-22
- Carried**
- 16.04 Appointment of Carmen Ostafichuk as Director of Human Resources **Andrew Gustafson (Okotoks) moved:**
that that the Board recognize the appointment of Carmen Ostafichuk as Director of Human Resources of The Christ the Redeemer Catholic Separate School Division effective May 16, 2022.
Motion #77-22
- Carried**
- 17 AGENDA ITEMS FOR NEXT BOARD MEETING**
- 17.01 Call for Proposed Agenda Items Trustees were asked to submit any items they wish added to next month's Board meeting agenda to Chair Keenan (Foothills County).
- 18 CLOSING**
- 18.01 Closing Liturgy Deputy Superintendent Behm led the group in the Closing Liturgy.
- 18.02 Adjournment **Michelle Rude-Volk (Oyen) moved:**
that the meeting be adjourned. The meeting adjourned at 3:02 p.m.
Motion #78-22
- Carried**

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
