

### MINUTES OF THE REGULAR BOARD MEETING

Held in Person and Via Zoom on April 22, 2021, at 10:00 a.m. at  
Christ the Redeemer 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)  
Lindsay Fagan (Director of Catholic Education)  
Aileen Brunette (Executive Assistant)

#### Attended

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

#### Trustees in Attendance

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

#### Attended

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

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#### OPENING

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|------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.01 | Call to Order                                                                 | Chair Schreiber (Okotoks) called the meeting to order at 10:02 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1.02 | Litany                                                                        | Superintendent Morrison led the Board in reciting the Litany of CTR Catholic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, and Consecration to Mary | Chair Schreiber (Okotoks) led the Board in reciting the Board Prayer, the Vocations Prayer, and stated the Vision of the Board. Chair Schreiber (Okotoks) stated that the division has been consecrated to the saving grace of Mary and recited 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 | Additions/Deletions to the Agenda                                             | <p>Chair Schreiber (Okotoks) asked if there were any additions or deletions to the proposed Board agenda. Trustee Chung (Drumheller) requested the deletion of Lectio Divina under Opening, Item No. 1.05. The Board voted on the proposed deletion.</p> <p><b>Harry Salm (Strathmore) moved:</b><br/>that the deletion of Lectio Divina under Opening, Item No. 1.05, be approved.<br/><b>Motion #54-21</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                             |
| 1.06 | Approval of the Agenda                                                        | <p><b>Joanne Van Donzel (High River) moved:</b><br/>that the agenda be adopted as amended.<br/><b>Motion #55-21</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.07 | Adoption of Regular Board Minutes March 27, 2021                              | <p>The minutes of the Regular Board Meeting held on March 27, 2021, were reviewed by the Board, and recommended for adoption as presented.</p> <p><b>Harry Salm (Strathmore) moved:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

that the Minutes of the Regular Board Meeting dated March 27, 2021, be adopted as presented.

**Motion #56-21**

**Carried**

**2**

**BUSINESS ARISING**

**2.01 Catholic Education Sunday Funds**

Chair Schreiber (Okotoks) stated that discussion was held at the last Board meeting regarding the disposal of Catholic Education Sunday funds and administration was asked to investigate the parameters of disposition further for the Board to come to a final decision.

Associate Superintendent Kilcommons reported that just over \$3,500 was collected and parameters include that it must be spent this year to support Catholic education. Three proposals were discussed. It was the will of the Board to use the monies in support of a youth worker in Brooks. Trustee de Jong (Brooks) will present a letter to the local priest during Catholic Education Week.

**Harry Salm (Strathmore) moved:**

that the Board direct the funds received from parishioners for Catholic Education Sunday to support a youth worker in Brooks.

**Motion #57-21**

**Carried**

**3**

**FOUR-YEAR EDUCATION PLAN UPDATE**

**3.01 Faith, Academic Excellence, and Healthy Schools**

Associate Superintendent Moss stated that when they were determining priorities for CTR Catholic's Four-Year Education Plan they asked teachers at Superchats what existing priorities should remain in maintenance mode and what they felt were emergent needs arising. These conversations made CTR Catholic's senior team aware of the need to develop universal mental health strategies that teachers could use in response to COVID mental health challenges and any pre-COVID anxiety experienced by students. Associate Superintendent Moss shared an infographic with trustees on Faith, Academic Excellence, and Healthy Schools noting that all these concepts are very important to parents.

Comments from trustees included a question on where the student anxiety statistics came from and the marketing component being done through CTR Catholic's communications campaign.

Superintendent Morrison congratulated Associate Superintendent Moss for coming up with a unified concept.

**4**

**CORRESPONDENCE**

**4.01 Correspondence Items**

There were none.

**5**

**REPORTS FROM WARD COMMITTEES**

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

Chair Schreiber (Okotoks) reminded Trustees to identify one pillar highlight from the presented Ward meeting for the April Board Highlights.

**5.02 Okotoks Ward I Committee April 1, 2021**

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

**Faith:** École Good Shepherd held a faith/art scavenger hunt for staff and students regarding symbolism found on the religious art through the school.

**Learning:** St. Mary's School is using a team-based praxis (identify area of need with students and then: research how to address the need, take action in the

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classroom, reflect on how it is improving learning at meetings) approach to identify the most significant student needs and then asking the teachers to identify research-based strategies to meet those needs. St. Francis of Assisi Academy teachers are also advanced in their team-based praxis work. St. John Paul II Collegiate is also focused on developing their praxis plans.

**Safe and Caring:** School Council Chair Julie Trotter reported that Council brought local seniors to the school for a tour and the students were amazing! The seniors talked about the experience for months! They wanted to keep the connection going but COVID came. Graduates later dressed in their gowns and paraded through the seniors' home...the theme was "Seniors (Grade 12's) to Seniors (senior citizens)". They also asked the seniors to send in words of advice to the students. One observation was overhearing a student saying, "I wonder what Irene would do." Council is preparing to play the favourite music of the seniors over the PA during breaks. They are excited to see how that works. Another event was the seniors working with a senior they interviewed during religion class. The construction class is building birdhouses for the seniors' residence.

**Stewardship:** The full-day Kindergarten programs are attracting a lot of interest. Each of the three elementary schools will run more than one cohort of full-day programs. An unintended benefit was how positively teachers were about it for their own children. This is also a response to some of the learning and socialization opportunities lost due to the pandemic.

**Ron Schreiber (Okotoks) moved:**

that the Minutes of the Okotoks Ward I Committee meeting held April 1, 2021, be approved as presented.

**Motion #58-21**

**Carried**

- 5.06 Trustees Identify Ward Statement for Board Highlights

It was the will of the Board to profile the local seniors visit with Holy Trinity Academy students coming out of the Okotoks Ward I Safe and Caring statement.

**6**

**BOARD STANDING COMMITTEES  
– Committee of the Whole and  
Faith**

- 6.01 Committee of the Whole March 27, 2021

Chair Schreiber (Okotoks) presented the minutes from the Committee of the Whole meeting held on March 27, 2021.

**Ron Schreiber (Okotoks) moved:**

that the minutes of the Committee of the Whole meeting dated March 27, 2021, be approved as presented.

**Motion #59-21**

**Carried**

- 6.02 Faith Committee March 30, 2021

Vice Chair Keenan (Foothills County) presented the minutes from the Faith Committee meeting held on March 30, 2021.

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

that the minutes of the Faith Committee meeting dated March 30, 2021, be approved as presented.

**Motion #60-21**

**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                                            | Trustee de Jong (Brooks) highlighted the upcoming combined SPICE/Blueprints conference on April 29 <sup>th</sup> and 30 <sup>th</sup> which will be offering very good speakers and two panel discussions. Trustee de Jong (Brooks) informed trustees that they have formed a Governance Committee to assist with the realignment of ACSTA, of which he is a member of.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>9</b>  | <b>ALBERTA SCHOOL BOARDS ASSOCIATION</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9.01      | ASBA Zone 5 Report                                                         | No report was given as there was no ASBA Zone 5 meeting held since the last Board meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9.02      | ASBA Budget and Bylaws for Spring General Meeting                          | Vice Chair Keenan (Foothills County) discussed bylaw changes being presented at the upcoming Spring General Meeting. Trustee Keenan (Foothills County) reviewed the proposed budget also being presented and noted that the current membership fee will remain the same due to the challenges of COVID.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>10</b> | <b>NOON PRAYER AND GRACE</b>                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10.01     | Noon Prayer and Grace                                                      | Trustee Rude-Volk (Oyen) led the group in the Noon Prayer and Grace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>11</b> | <b>AFTERNOON OPENING PRAYER</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11.01     | Afternoon Opening Prayer                                                   | Associate Superintendent Moss led the group in the Afternoon Opening Prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>12</b> | <b>DIVISION</b>                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12.01     | Trustees to Identify One Board Highlight Feature Per Superintendent Report | Chair Schreiber (Okotoks) reminded Trustees to identify one feature per Superintendent report for April Board Highlights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12.02     | Superintendents' Reports                                                   | <p>Associate Superintendent Moss reminded trustees of important upcoming meetings in the division and gave an update on COVID-19 in CTR Catholic's schools as of April 21, 2021 noting that it has been challenging for schools to get substitutes in.</p> <p>Trustee Domingo (Canmore) questioned if the cases were being tracked for variants of concern. Associate Superintendent Moss replied that they had been informed from Alberta Health Services (AHS) that some cases are variants. Trustee Rude-Volk (Oyen) asked if there have been any changes to procedures or protocols from AHS. Associate Superintendent Moss replied that CTR Catholic has recently changed to a new sanitizer.</p> <p>It was the will of the Board to highlight Associate Superintendent Moss presentation on Faith, Academic Excellence, and Healthy Schools, as a will of the Board submission in their April Board Highlights.</p> <p>Associate Superintendent Behm reported on the following:</p> <ul style="list-style-type: none"> <li>• Gave an update on staffing noting that all school have had their staffing plans approved for next year.</li> <li>• They are working on further internal transfers with temporary contract holders being considered before new recruits. Substitute teachers are also encouraged to apply.</li> <li>• Reviewed CTR Catholic's class size averages as opposed to the Province of Alberta.</li> <li>• Gave an update on staff resignations, retirements, and maternity leaves.</li> <li>• Shared the "failure to fill rate" of substitute teachers which is trending higher. They have remedied this in schools through either the use of non certificated classroom supervisors or internal coverage. Next week they will be providing training to existing support staff members who would like to go into this role.</li> </ul> |

- Reviewed criteria CTR Catholic would use to determine when a temporary transition to at home learning is required for operational reasons.

It was the will of the Board to highlight the efforts that CTR Catholic has put forth to keep schools open with in classroom learning, from Associate Superintendent Behm's report in their April Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The Okotoks Arts and Learning Campus building is on time and within budget. A furniture provider for St. Luke's Outreach has been established and the supernet is on track for installation.
- Remediation of the parking lot at St. Anthony's school will allow for two-way traffic while buses are in the loop.

It was the will of the Board to highlight St. Anthony's parking lot remediation from Associate Superintendent Kilcommons' report in their April Board Highlights.

#### 12.03 Transportation Review

Associate Superintendent Kilcommons provided trustees with a summary of the recent transportation department review noting that the overall parent satisfaction rate is 94.96%. Recommendations from the review and CTR Catholic's response to same were highlighted by Associate Superintendent Kilcommons.

Chair Schreiber (Okotoks) gave accolades to the transportation department for the work they have done stating that as a trustee he rarely receives any parent complaints. Chair Schreiber (Okotoks) will write a letter of thanks to the Transportation Department Coordinator on behalf of the Board.

#### 12.04 Review of Draft Budget

Associate Superintendent Kilcommons reviewed the draft budget for 2021-2022 stating that it is probable that it will be a deficit budget due to considerations such as insurance costs, premium increases for ASEBP, September 30 student counts for The Centre for Learning@HOME, and deferred COVID costs.

The current year budget (2020-2021) will have an operational surplus, half of which is federal monies for COVID and half of which is operational. CTR Catholic has significant plans for spending these monies intelligently, including possible curriculum work in math. CTR Catholic has also prepaid some of the division's technology needs and professional development. CTR Catholic is hopeful they will be given permission to use the surplus COVID funds from last year for future PPE and other COVID related costs.

Trustee questions included CTR Catholic's contribution towards a self insurance fund for ARMIC, what the plan will be for the COVID funds if the government does not allow a carry over, and if the settlement received regarding St. Anthony's School was the full amount claimed.

#### 12.05 Curriculum Update

Superintendent Morrison advised trustees that CTR Catholic is considering piloting the Kindergarten to Grade 6 math curriculum because math is a focus of the Four-Year Education Plan, teachers have shared an interest in math, and doing so would meet CTR Catholic's standard of being good for both students and staff.

Superintendent Morrison reviewed the steps he will take to develop curriculum support documents before a final decision would be made on piloting. Advance consultation with teachers indicated that 27% are interested in doing curriculum development work over the summer, and 60% of that 27% wanted to focus on math. Superintendent Morrison noted that a consideration that is important to CTR Catholic is whether other divisions will be engaged in the work as well.

Superintendent Morrison stated that if CTR Catholic proceeds with developing curriculum support documents and chooses not to pilot, they will have still provided their elementary math teachers with the most comprehensive, intense, and focused professional learning of their careers and it will prepare CTR Catholic with a model to roll out future curriculum that is supported by research.

Superintendent Morrison asked if it is the will of the Board to continue to leave it to administration to continue to investigate this issue. Discussion followed. Chair Schreiber (Okotoks) noted that the Board is very supportive and appreciates the path Superintendent Morrison and senior administration have taken so far.

**13 INTERNATIONAL FIELD TRIPS**

13.01 International Field Trips

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 Renewal of Locally Developed Courses – Band (2021)

Associate Superintendent Moss presented the renewal of Band (2021) for approval.

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

that on April 22, 2021, The Christ the Redeemer Catholic Separate School Division authorizes the renewal of the following locally developed course for use in high schools within the jurisdiction. The Board authorizes the learning resources as per the course outline.

Band (2021) (15-3; 15-5; 25-3; 25-5; 35-3; and 35-5) acquired from The Calgary School Division and is authorized from September 1, 2021, to August 31, 2025.

**Motion #61-21**

**Carried**

**15 NEW BUSINESS**

15.01 Relationships with Independent Schools

Trustee de Jong (Brooks) discussed his interest in attracting students from an independent Christian school in Brooks and asked if the Board would be supportive of him reaching out to the school to let them know what CTR Catholic offers in the way of a faith-based education. Discussion followed and the Board was in favour.

**16 BOARD HIGHLIGHTS**

16.01 Board Highlights Items

The Board discussed pertinent information they wished administration to include in Board Highlights coming out of the April Board meeting.

**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 future Board meeting agendas to Chair Schreiber (Okotoks).

**18 CLOSING**

18.01 Closing Liturgy

Trustee de Jong (Brooks) led the group in the Closing Liturgy.

18.02 Adjournment

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

that the meeting be adjourned. The meeting adjourned at 1:38 p.m.

**Motion #62-21**

**Carried**

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,  
CORPORATE SERVICES:

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