

MINUTES OF THE REGULAR BOARD MEETING

Held in Person and by Zoom on Saturday, January 29, 2022, at 9:00 a.m. at
Christ The Redeemer Catholic Education Centre, #301, 23 Riverside Drive, Okotoks, AB

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
Via Video Conference
In Person
In Person

Trustees in Attendance

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

Attended

In Person
Via Video Conference
In Person
In Person
Via Video Conference
Via Video Conference
Via Video Conference
In Person

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OPENING

- | | | |
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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:03 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 Keenan (Foothills County) led the Board in reciting the Board Prayer, the Vocations Prayer and stated the Vision of the Board. Chair Keenan stated that the division has been consecrated to the saving grace of Mary and led the Board in reciting a Hail Mary. |
| 1.04 | Land Acknowledgement | <p>Chair Keenan (Foothills County) 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 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 Luke | The Board engaged in Lectio Divina. |
| 1.06 | Additions/Deletions to the Agenda | Chair Keenan (Foothills County) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.07 | Approval of the Agenda | <p>Andrew Gustafson (Okotoks) moved:
that the agenda be adopted as presented.
Motion #02-22</p> <p style="text-align: right;"><i>Carried</i></p> |
| 1.08 | Adoption of Regular Board Minutes November 25, 2021 | <p>The minutes of the Regular Board Meeting held on November 25, 2021, were reviewed by the Board, and recommended for adoption as presented.</p> <p>Mark MacDonald (High River) moved:
that the Minutes of the Regular Board Meeting dated November 25, 2021, be adopted as presented.
Motion #03-22</p> |

Carried

- 1.09 Adoption of Special Board Minutes January 13, 2022

The minutes of the Special Board Meeting held on January 13, 2022, were reviewed by the Board, and recommended for adoption as presented.

Mark Chung (Drumheller) moved:

that the Minutes of the Special Board Meeting dated January 13, 2022, be adopted as presented.

Motion #04-22

Carried

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BUSINESS ARISING

- 2.01 Catholic Education Program Review - Facilitator

Superintendent Morrison reported on the process of the Catholic Education Program Review and provided information on the possible facilitators to perform the review.

The principles of the review will focus on the Holy Father's Vademecum on the Global Compact of Education. The categories of the review include: 1) Religious Studies Programming; 2) Permeation of Faith; 3) Staff Faith Formation; 4) Advocacy for Catholic Education; and 5) Catholic Leadership.

The Bishop has provided approval of the preferred facilitator and the scope of the review. The review will take place in April and the final report will be submitted and presented at the June Board meeting.

The Board was supportive of the choice of facilitators and the scope of the review.

- 2.02 École Good Shepherd School Gymnasium – Letter to Minister

Superintendent Morrison advised that no response had been received to the letter he sent to the Minister regarding the École Good Shepherd School Gymnasium. Given this, Trustees agreed to have Board Chair Keenan (Foothills County) follow up with the Minister's office.

- 2.03 Community Influencer Engagement

Superintendent Morrison suggested that given the current wave of the pandemic, action on the Community Influencer Engagement should be postponed. Board members' draft list of influencers as well as the influencer questions were reviewed and discussed. Board members will update their lists and they will be reviewed at the February Board meeting in anticipation of action at the appropriate time.

3

FOUR YEAR EDUCATION PLAN

- 3.01 Teacher Supervision, Evaluation, and Growth Presentation

Deputy Superintendent Behm reviewed a presentation with the Board regarding teacher supervision, evaluation, and growth. While Alberta Education is just recently putting an emphasis on this area in their Teaching Quality Standards ("TQS"), this has been an area of importance for CTR Catholic for many years.

CTR Catholic's process involves evaluation and review in the first year of teaching and formal reviews are then completed on a four-year cycle. Each year, teachers are required to complete a growth plan that meets the TQS which is reviewed with their administrator. Emphasis is placed on continued growth and education and there are meaningful opportunities to learn and refine teaching practices. The teachers appreciate and benefit greatly from this process, and in turn, students are provided with an optimal learning environment.

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CORRESPONDENCE

- 4.01 Letter from Alberta Rural Education Symposium – January 2022

Presented as an information item.

REPORTS FROM WARD COMMITTEES

- 5.01 Trustees to Identify One Ward Highlight to Feature in Board Highlights
- Chair Keenan (Foothills County) reminded trustees to identify one pillar highlight from the presented Ward meetings for the January Board Highlights.
- 5.02 Strathmore Ward Committee November 30, 2021
- Trustee Salm (Strathmore) highlighted the following from CTR Catholic's four pillars, as they pertained to the Strathmore Ward Committee meeting:
- Faith:** Holy Cross Collegiate has added a young woman's bible study to their pre-existing young men's group.
- Learning:** There is satisfaction with Zoom parent-teacher interviews. Parents greatly appreciated Zoom at Sacred Heart Academy with a 97% attendance rate. Holy Cross Collegiate parents said the Zoom interviews were far superior.
- Safe and Caring:** Holy Cross Collegiate is focusing on mental health with a focus on test and general anxiety. One plan is to give them more notice in advance of tests and another is to ensure students know the format (e.g., short answers, essay, and multiple choice).
- Stewardship:** The online consent have saved time and are much more efficient for getting consent and paying fees.
- Harry Salm (Strathmore) moved:**
that the Minutes of the Strathmore Ward Committee meeting held November 30, 2021, be approved as presented.
Motion #05-22
- Carried*
- 5.03 Assumption Ward Committee December 2, 2021
- Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic's four pillars, as they pertained to the Assumption Ward Committee meeting:
- Faith:** Assumption School is planning on another outdoor Nativity for their Christmas concert so that they don't have to limit attendance.
- Learning:** The school has hired an EA to deliver the literacy and numeracy intervention lessons in a compressed time.
- Safe and Caring:** The entire staff attended a PD Day on muscular dystrophy because they have one student with the diagnosis.
- Stewardship:** School Council parent participation is up and Zoom is likely to remain until the end of the school year.
- Michelle Rude-Volk (Oyen) moved:**
that the Minutes of the Assumption Ward Committee meeting held December 2, 2021, be approved as presented.
Motion #06-22
- Carried*
- 5.04 High River Ward Committee December 14, 2021
- Trustee MacDonald (High River) highlighted the following from CTR Catholic's four pillars, as they pertained to the High River Ward Committee meeting:
- Faith:** The schools and Parish collaborated closely on Sacramental preparation by using school facilities during the pandemic to maximize physical distancing, but this year's preparations it will return to the church to fully engage with parents.
- Learning:** There were two exciting results on the learning front: 1) Notre Dame Collegiate's graduation rate is 94%, which is 11% higher than the province; and 2) Holy Spirit Academy's satisfaction rate on Education Quality (e.g. child finds school work interesting) was 97%, which is 7% higher than the province.
- Safe and Caring:** Both Holy Spirit Academy and Notre Dame Collegiate exceeded provincial averages in Access to Support and Service by large margins.

This is a question relates to supporting students with special learning needs. Holy Spirit Academy was 10.7% higher and Notre Dame Collegiate was 5.6% higher than the province.

Stewardship: The Notre Dame Collegiate School Council stumbled onto a great popcorn fundraiser. They are selling Kernels Popcorn in the vending machines. In addition, several students are running a weekly popcorn stand as a life skills project.

Mark MacDonald (High River) moved:

that the Minutes of the High River Ward Committee meeting held December 14, 2021, be approved as presented.

Motion #07-22

Carried

5.05 Okotoks Ward II Committee
December 16, 2021

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

Faith: The CFL's CLC's have a very special ecumenical faith focus led by teachers.

Learning: 93% of the CFL's parents, students, and staff were satisfied with the Quality of Education during the pandemic, which is amazing, given the school had well over 1000 new students.

Safe and Caring: 88% of the CFL's parents, students, and staff were satisfied with Access to Special Education Supports, which is well above the province. This is amazing given the relative independence online students have to display and other online schools in the province.

Stewardship: The School Council developed three very effective statements of purpose: 1) To Advocate; 2) To Show Appreciation; and 3) To Advise Administration. This is a clear and intentional focus.

Andrea Keenan (Okotoks) moved:

that the Minutes of the Okotoks Ward II Committee meeting held December 16, 2021, be approved as presented.

Motion #08-22

Carried

5.06 Brooks Ward Committee
December 15, 2021

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

Faith: Faith satisfaction rates at the three Brooks schools averaged out at over 95%.

Learning: The secondary schools will be reducing final exam weighting to somewhere between 10% and 20% to support a return to normal while also combatting anxiety created by 30% final exams.

Safe and Caring: Holy Family Academy would like to set a precedent by nominating a substitute teacher for the Above & Beyond Award, recognizing her contributions to both the school and the parish.

Stewardship: Each of the three schools earned high parental satisfaction rates last year, and the administrators attributed this success to the need to improve communication during the pandemic. Holy Family's rate was 14% higher than the province, Christ the King's rate was 4.7% above the province, and St. Joseph's Collegiate's rate was 15.5% above.

John de Jong (Brooks) moved:

that the Minutes of the Brooks Ward Committee meeting held December 15, 2021, be approved as presented.

Motion #09-22

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Carried

5.07 Okotoks Ward I Committee
January 6, 2022

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

Faith: Two interesting faith initiatives were the focus. At St. Mary's, administration has begun a Holy Moments Chain which is a paper chain hung in the hallways, with each loop of the chain being a description of a Holy Moment at St. Mary's. At St. Francis, the School Council funded a memorial for a deceased student, which was much appreciated.

Learning: Both the École Good Shepherd and St. Mary's School Councils are using mathematics competitions as fundraisers. Given the learning loss due to the pandemic, this is a good way to both promote learning and raise funds.

Safe and Caring: The Ward was very impressed with the work the teachers did in the week after Christmas to prepare for staff absenteeism and was also impressed with the measures CTR has planned to endeavour to keep schools operational.

Stewardship: The Ward praised Deanna Whiting, who is the first person in memory to Chair two School Councils, École Good Shepherd School and St. John Paul II Collegiate.

Andrew Gustafson (Okotoks) moved:

that the Minutes of the Okotoks I Ward Committee meeting held January 6, 2022, be approved as presented.

Motion #10-22

Carried

5.08 Trustees Identify Ward
Statement for Board Highlights

It was the will of the Board to highlight online mechanisms, such as Zoom, being utilized to further increase generative interaction between parents and teachers as heard in several of the Ward Committee reports in the January Board Highlights.

6

**BOARD STANDING COMMITTEES
– Committee of the Whole,
GrACE CTR, and Audit**

6.01 Liaison Committee November 23,
2021

Vice Chair Salm (Strathmore) presented the minutes from the Liaison Committee meeting held on November 23, 2021

Andrew Gustafson (Okotoks) moved:

that the Board move in Camera to discuss a labour issue.

Motion #11-22

Carried

Mark Chung (Drumheller) moved:

that the Board move to open session.

Motion #12-22

Carried

Harry Salm (Strathmore) moved:

that the minutes of the Liaison Committee meeting dated November 23, 2021, be approved as presented.

Motion #13-22

Carried

6.02 GrACE CTR Committee January
20, 2022

Trustee MacDonald (High River) presented the minutes from the GrACE CTR Committee meeting held on January 20, 2022.

Mark MacDonald (High River) moved:

that the minutes of the GrACE CTR Committee meeting dated January 20, 2022, be approved as presented.

Motion #14-22

Carried

6.03 Board Policy Development and Review Committee January 11, 2022

Trustee Gustafson (Okotoks) presented the minutes from the Board Policy Development and Review Committee meeting held on January 11, 2022.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Board Policy Development and Review Committee dated January 11, 2022, be approved as presented and that the Board approve the amendments as proposed to the following Board policies:

- Board Policy 18, Offering a New Grade Level
- Board Policy 19, Special Education
- Board Policy 20, Good Works Policy
- Board Policy 21, Budgeting
- Board Policy 22, Financial Guidelines

Motion #15-22

Carried

6.04 Awards Committee January 24, 2022

Trustee Rude-Volk (Oyen) presented the minutes from the Awards Committee meeting held on January 24, 2022.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Awards Committee Meeting dated January 24, 2022, be approved as presented.

Motion #16-22

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board move in Camera to discuss the Awards Committee recommendations.

Motion #17-22

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board move to open session.

Motion #18-22

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board accept the recommendations of the Awards Committee, and that the Committee's selected recipients receive the St. John the Apostle Honorary Life Membership Award for the year 2021-2022.

Motion #19-22

Carried

7

NOON PRAYER AND GRACE

7.01 Noon Prayer and Grace

Superintendent Morrison led the group in the Noon Prayer and Grace.

8

AFTERNOON OPENING PRAYER

8.01 Afternoon Opening Prayer

Vice-Chair Salm led the group in the Afternoon Opening Prayer.

9

TRUSTEES

9.01 Upcoming Trustee Events

Presented as an information item.

10**ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION**

- 10.01 ACTSA Directors' Meeting Update Vice-Chair Salm (Strathmore) provided a brief overview of the ACTSA meeting held in December.
- ACSTA Virtual Trustee Orientation will be held on February 12, 2022. New Trustees were encouraged to register and attend.
- 10.02 ACTSA Long Service Awards Chair Keenan (Foothills County) advised that two of the Board's former trustees would be receiving long service awards at the Trustee Orientation on February 12, 2022. Trustees were encouraged to register and join the presentation via videoconference.

11**ALBERTA SCHOOL BOARDS ASSOCIATION**

- 11.01 ASBA Zone 5 Report Vice Chair Salm (Strathmore) provided an overview of the information gleaned at the December 3, 2021 and January 7, 2022 ASBA Zone 5 meetings, highlights of which include:
- ASBA is working on a Covid policy for employees.
 - AERR results are being reviewed by Alberta Education.
 - A decision has not yet been made regarding April and June diplomas.
 - CEO Dr. Vivian Aboud advised that the new curriculum should be viewed with a provincial lens rather than a divisional lens.
 - Chair Keenan (Foothills County) has joined the ASBA Advocacy Committee.
 - The Advocacy Committee is to be restructured and is moving away from organizing MLA meetings; rather they will be providing supporting documents for boards and trustees in this regard.
- 11.02 ASBA Curriculum Implementation/Consultation Chair Keenan (Foothills County) advised that she and Deputy Superintendent Behm attended a session regarding draft curriculum implementation.
- The new curriculums for Math, English LA and Literature, and Phys Ed and Wellness will be phased in for the fall of 2022. Details for the timing of the implementation will be provided in due course.

12**DIVISION**

- 12.01 Trustees to Identify One Board Highlight Feature Per Superintendents' Reports Chair Keenan (Foothills County) reminded trustees to identify one feature per Superintendent report for the January Board Highlights.
- 12.02 Superintendents' Reports Superintendent Morrison reported on the following:
- Administration is awaiting news on approval to move forward on acquiring permanent facilities for St. Luke's.
 - There may be potential for a new outreach facility to be built in High River. The idea is conceptual at this point.
 - As the media training for the Board was cancelled in January, Dr. Morrison sought input from the trustees as to whether they would like it rescheduled. It was agreed that this training would be rescheduled to the March Committee of the Whole meeting.
 - A presentation prepared by Cindy Nickerson, Coordinator of Communications, was reviewed regarding the social media being utilized by CTR Catholic.
 - Pat MacDonald was announced as the new Superintendent (replacing retiring Superintendent Moss). Mrs. MacDonald brings with her a wealth of knowledge built from her previous experiences as teacher and principal, and she has amazing credibility with administration.

- Parent concerns have been received with respect to current measures taken in response to Covid-19. Dr. Morrison advised that all measures were implemented to meet requirements of Alberta Health and Alberta Education.

Andrew Gustafson (Okotoks) moved:

that the Board move in Camera to discuss a labour issue.

Motion #20-22

Carried

Andrew Gustafson (Okotoks) moved:

that the Board move to open session.

Motion #21-22

Carried

It was the will of the Board to highlight CTR Catholic's response to the pandemic from Superintendent Morrison's report in their January Board Highlights.

Deputy Superintendent Behm reported on the following:

- Administrative Procedure PER #39: Covid-19 Vaccination Status and Testing for Harm Reduction. Administration does not believe there is sufficient information or justification to amend or repeal the Policy at this time. The trustees discussed and agreed with Administration's decision.
- Two-factor authentication is being implemented for added security and to ensure cyber insurance is attainable.
- The many benefits of the Non-certified Classroom Supervisors (NCCS) initiative were reviewed and the efforts of internal and external NCCS were acknowledged.
- Substitute teachers have been imperative this last year in covering for teacher absences. The Board recognizes and values this effort.

It was the will of the Board to highlight the NCCS information from Deputy Superintendent Behm's report in their January Board Highlights.

Associate Superintendent Moss reported on the following:

- Covid update – schools are monitoring student absences due to Covid and rates are more than double for January. Administration acknowledges that student absenteeism results in increased workload for teachers and the teachers have handled it well.
- Curriculum Implementation – steps are being taken to move forward with the information received thus far from Alberta Education. A tentative timeline for the implementation was reviewed. Staff will be prepared for implementation when the final roll-out plan is received.
- Superchats continue in the schools (with each school having one per year). Format for the Superchats was reviewed and it was acknowledged that these meetings have been well received by teachers. Information obtained at Superchats conducted to date was reviewed.

It was the will of the Board to commend the teachers for responding to student absenteeism from Associate Superintendent Moss' report in their January Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The Q1 budget report with variance analyses for revenues and expenses was reviewed.
- Long-term budgeting – a potential three-to-five-year plan for the Capital Reserves was reviewed. Trustees were asked to consider these uses and provide comment.
- Universal Mental Health Funds – student mental health has been identified as a concern by teachers. In response, Superintendent Morrison directed discretionary funds to each teacher for classroom support in the amount of \$200. Teachers were creative in their use of these funds and an overview was provided.
- All schools have now received medical masks and rapid tests from Alberta Education. No further rapid tests will be provided, but the supply of masks will continue.
- Driver shortages for transportation continues and has been particularly challenging with increased illness in January. These challenges have been managed admirably by staff with creative scheduling.
- Canadian Rockies School Division in Canmore has applied to change designation of one of their school sites from “School Reserve” to “Residential Purpose”. This affects both FrancoSud and CTR Catholic, as the Town of Canmore has not identified future school sites and both divisions are approaching capacity in their current facilities. Possible next steps were deliberated with direction suggested by Superintendent Morrison.

It was the will of the Board to highlight universal mental health from Associate Superintendent Kilcommon’s report in their January Board Highlights.

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 Locally Developed Courses

There were no locally developed courses brought forward for approval.

15 NEW BUSINESS

15.01 Board Meeting Dates

The February Regular Board Meeting date shall remain as February 17, 2022.

Approval of Change of February 2022 Board Meeting Date

Michelle Rude-Volk (Oyen) moved that the Regular Board Meeting scheduled for June 23, 2022, be moved to June 30, 2022.

Approval of Change of June 2022 Board Meeting Date

Motion #22-22

Carried

15.02 TEBA Update

Vice Chair Salm (Strathmore) advised that the grievance procedure had been successfully revised. At TEBA’s meeting of February 28, 2022, it will be decided as to whether any existing grievances will be transferred to this new process. Any new grievances received as of February 1st will be processed under the new procedure.

16 BOARD HIGHLIGHTS

16.01 Board Highlights

The Board discussed pertinent information they wished administration to include in Board Highlights coming out of the January 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 Keenan (Foothills County).

18 **CLOSING**

18.01 Closing Liturgy Trustee MacDonald (High River) led the group in the Closing Liturgy.

18.02 Adjournment **Michelle Rude-Volk (Oyen) moved:**
that the meeting be adjourned. The meeting adjourned at 3:39 p.m.
Motion #23-22

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
