

MINUTES OF THE REGULAR BOARD MEETING

Held in Person and via Zoom on Saturday, September 25, 2021, at 10:00 a.m. at
Christ the Redeemer Catholic Education Centre, #301, 23 Riverside Drive, Okotoks, AB

Administration in Attendance

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

Attended

In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

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

Attended

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

1

OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 10:33 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 (Foothills County) 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 Mark | Chief Deputy Superintendent Behm read the Gospel of Mark for the upcoming Sunday and invited silent reflection on the scripture. Trustee Van Donzel (High River) reread the Gospel. Participants identified meaningful phrases and discussed the Gospel’s message in detail. |
| 1.06 | Additions/Deletions to the Agenda | <p>Chair Keenan (Foothills County) asked if there were any additions or deletions to the proposed Board agenda. Chair Keenan (Foothills County) requested the addition of Change of March 2022 Board Meeting Venue, under New Business, as Item No. 16.03. The Board voted on the proposed addition.</p> <p>Andrea Keenan (Foothills County) moved:
that the addition of Change of March 2022 Board Meeting Venue under New Business, as Item No. 16.03, be approved.
Motion #117-21</p> |
| 1.07 | Approval of the Agenda | <p>Michelle Rude-Volk (Oyen) moved:
that the agenda be adopted as amended.
Motion #118-21</p> |

Carried

Carried

1.08	Adoption of Regular Board Minutes June 24, 2021	The minutes of the Regular Board Meeting held on June 24, 2021, were reviewed by the Board, and recommended for adoption as presented. Harry Salm (Strathmore) moved: that the Minutes of the Regular Board Meeting dated June 24, 2021, be adopted as presented. Motion #119-21 Carried
1.09	Adoption of Special Board Minutes July 19, 2021	The minutes of the Special Board Meeting held on July 19, 2021, were reviewed by the Board, and recommended for adoption as presented. Michelle Rude-Volk (Oyen) moved: that the Minutes of the Special Board Meeting dated July 19, 2021, be adopted as presented. Motion #120-21 Carried
1.10	Adoption of Special Board Minutes September 6, 2021	The minutes of the Special Board Meeting held on September 6, 2021, were reviewed by the Board, and recommended for adoption as presented. John de Jong (Brooks) moved: that the Minutes of the Special Board Meeting dated September 6, 2021, be adopted as presented. Motion #121-21 Carried
1.11	Adoption of Special Board Minutes September 10, 2021	The minutes of the Special Board Meeting held on September 10, 2021, were reviewed by the Board, and recommended for adoption as presented. Harry Salm (Strathmore) moved: that the Minutes of the Special Board Meeting dated September 10, 2021, be adopted as presented. Motion #122-21 Carried
2	BUSINESS ARISING	
2.01	ACSTA Reimagined Charter	Trustee Chung (Drumheller) requested that the meeting move In Camera to discuss a labour issue. Mark Chung (Drumheller) moved: that the Board move 'In Camera' to discuss a labour issue. The meeting went In Camera at 10:50 a.m. Motion #123-21 Carried John de Jong (Brooks) moved: that the Board move to Open Session. The meeting resumed Open Session at 11:38 a.m. Motion #124-21 Carried
3	FOUR-YEAR EDUCATION PLAN UPDATE	
3.01	National Day for Truth and Reconciliation Activities	Associate Superintendent Moss shared how CTR Catholic's teachers are being supported this upcoming week for the National Day for Truth and Reconciliation. Cheryl Kuemper, Director of Learning, and Rose Earle, CTR Catholic's Indigenous Lead, worked to put together a resource document created with insight from Indigenous elders, educators, and leaders, that was shared with principals and Indigenous Leads. It will be a week of learning with follow up on Friday, October 1st. Orange Shirt Day will be recognized across the division on September 29th.

4	ALBERTA ASSURANCE RESULTS	
4.01	Results Review	Superintendent Morrison reviewed measures from CTR's results with trustees, noting that CTR was above the provincial average on each of the eight measures which are: Student Learning Engagement, Citizenship, 3-Year High School Completion, 5-Year High School Completion, Education Quality, Welcoming, Caring, Respectful, and Safe Learning Environment, Access to Supports and Services, and Parental Involvement. Superintendent Morrison noted that a few schools fell below the provincial average on Parental Involvement and that may be due to the lack of parental consultation by him and his senior team when developing COVID plans.
5	NOON PRAYER AND GRACE	
5.01	Noon Prayer and Grace	Trustee Rude-Volk (Oyen) led the group in the Noon Prayer and Grace.
6	AFTERNOON OPENING PRAYER	
6.01	Afternoon Opening Prayer	Trustee Domingo (Canmore) led the group in the Afternoon Opening Prayer.
7	CORRESPONDENCE	
7.01	Letter from Office of the Minister July 20, 2021	Presented as an information item.
7.02	Letter from Office of the Minister July 28, 2021	Presented as an information item.
7.03	Letter of Condolence Edmonton Catholic	Presented as an information item.
7.04	Letter of Condolence Franco Sud	Presented as an information item.
7.05	Sympathy Cards for Ron Schreiber	Presented as an information item.
7.06	Acceptance of Correspondence	Chair Keenan (Foothills County) presented the correspondence items, which were circulated to the Board members.
8	REPORTS FROM WARD COMMITTEES	
8.01	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 September Board Highlights.
8.02	Assumption Ward Committee September 3, 2021	Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic's four pillars, as they pertained to the Assumption Ward Committee meeting: Faith: There are at least three children seeking baptism. Learning: Tricia Rolheiser is taking the lead and piloting the new math curriculum for Grade five. Safe and Caring: The Grade six families had a campout at the end of the year. It was amazing and the families were all engaged, especially the dads. The Light Ceremony done with the Parish was a beautiful faith element of the campout. Stewardship: The new playground has been a significant 6-year effort and is being installed September 17th. Michelle Rude-Volk (Oyen) moved: that the Minutes of the Assumption Ward Committee meeting held September 3, 2021, be approved as presented. Motion #125-21

Carried

8.03 Okotoks Ward II Committee
September 14, 2021

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

Faith: The Centre For Learning@HOME is using their new Vice Principal, Grant Gay, to lead a more concentrated set of CLCs on faith. As a result, 20% of CLC's will be faith-based.

Learning: The Centre For Learning@HOME has introduced a choral and instructional music program allowing for synchronous performances with the assistance of the Stanford University at the University of Lethbridge.

Safe and Caring: St. Luke's Outreach Centre loves their new facility and the symbolic message it sends to staff and students about the importance of outreach.

Stewardship: The Centre For Learning@HOME has formed one of the few online school councils in the province. There are participants from across the province, as they want to attract parents from all areas and programs.

Andrea Keenan (Foothills County) moved:

that the Minutes of the Okotoks Ward II Committee meeting held September 14, 2021, be approved as presented.

Motion #126-21

Carried

8.04 Brooks Ward Committee
September 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: All three schools expressed appreciation for the 25 Years of Catholic Education anthology. The division funded the printing costs, and the anthology will be sold with proceeds going to charity. The GrACE Director is giving one copy to each school division in the province as it may motivate one of them to capture the proud history of Catholic education in Alberta.

Learning: The three schools go above and beyond when developing schedules. At Holy Family Academy, they shelter Level 1 and 2 ELL students with little to no English into small classes with qualified specialists. At Christ The King Academy, students have access to an impressive list of complementary courses including cultural courses focusing on Latin America and the Philippines and both Holy Family Academy and Christ The King Academy schedule common prep times so teachers can collaborate. At St. Joseph's Collegiate, they also plan to explicitly serve the Level 1 and 2 ELL students with little to no English in small classes with qualified specialists.

Safe and Caring: Extracurricular programming has staggering interest. Christ The King Academy and St. Joseph's Collegiate are both running 4 and 6 volleyball teams respectively. This is great for after two years of pandemic with sports. It's also impressive that so many staff members stepped up to coach.

Stewardship: Both Holy Family Academy and St. Joseph's Collegiate set attendance records and both are over 400 students. Brooks also had its highest enrollment ever at over 1,200 students.

John de Jong (Brooks) moved:

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

Motion #127-21

Carried

8.05 High River Ward Committee
September 21, 2021

Trustee Van Donzel (High River) highlighted the following from CTR Catholic's four pillars, as they pertained to the High River Ward Committee meeting:

Faith: Father Mariusz expressed a deep desire to get back into the schools and offer Mass to at least one grade of students at a time. Dr. Morrison explained that homeroom cohorts can attend Mass, and Father is welcome in the schools as are other visitors. Dr. Morrison said they will examine rules about gathering more than one cohort for Masses if distancing is in place.

Learning: There are 21 elementary homeroom teachers piloting the new math curriculum at Holy Spirit, and the summer work on creating curriculum support documents was excellent professional development.

Safe and Caring: Both schools are focusing on universal mental health strategies. Holy Spirit Academy is focused on calming strategies (e.g., egg chairs, calming rooms) and creating connections and relationships. Notre Dame Collegiate is focusing on calming spaces, the ARC EA Program, and daily check-ins with students.

Stewardship: Zoom has increased School Council engagement. The Holy Spirit School Council would like to continue offering hybrid (in-person and online) meetings. Dr. Morrison will ask I.T. to order one owl camera for every school to articulate blended/hybrid meetings.

Joanne Van Donzel (High River) moved:

that the Minutes of the High River Ward Committee meeting held September 21, 2021, be approved as presented.

Motion #128-21

Carried

- 8.06 Trustees Identify Ward Statement for Board Highlights

It was the will of the Board to highlight extra curricular programming from the Brooks Ward Safe and Caring statement in the September Board Highlights.

9

**BOARD STANDING COMMITTEES
– Committee of the Whole,
GrACE CTR, and Policy
Development and Review**

- 9.01 Committee of the Whole June 24, 2021

Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole meeting held on June 24, 2021.

Andrea Keenan (Foothills County) moved:

that the minutes of the Committee of the Whole meeting dated June 24, 2021, be approved as presented.

Motion #129-21

Carried

- 9.02 GrACE CTR Committee September 9, 2021

Chair Keenan (Foothills County) presented the minutes from the GrACE CTR Committee meeting held on September 9, 2021.

Andrea Keenan (Foothills County) moved:

that the minutes of the GrACE CTR Committee meeting dated September 9, 2021, be approved as presented.

Motion #130-21

Carried

- 9.03 Policy Development and Review Committee September 13, 2021

Chair Keenan (Foothills County) presented the minutes from the Policy Development and Review Committee meeting held on September 13, 2021.

Andrea Keenan (Foothills County) moved:

that the minutes of the Policy Development and Review Committee meeting dated September 13, 2021, be approved as presented.

Motion #131-21

Carried

- 9.04 Revisions to Board Policies

Chair Keenan (Foothills County) presented the committee's recommended revisions to Board policies coming out of the Policy Development and Review Committee meeting held on September 13, 2021.

Andrea Keenan (Foothills County) moved:

that the Board approves the proposed amendments to the following Board policies:

- Board Policy #2, Role of the Board

- Board Policy #12, Appeals to the Board
- Board Policy #13, Hearings on Teacher Transfers
- Board Policy #14, School Closures
- Board Policy #15, Expectations of Teachers
- Board Policy #16, Student Transportation Services
- Board Policy #17, Workplace Health and Safety
- Board Policy #6, Board Operations

Motion #132-21

Carried

10 TRUSTEES

10.01 Upcoming Trustee Events

Presented as an information item.

10.02 Staff Recognition

Chair Keenan (Foothills County) led a discussion on staff recognition for the upcoming Christmas season.

11 ALBERTA CATHOLIC SCHOOLS TRUSTEES' ASSOCIATION

11.01 ACSTA Directors' Meeting Update

Trustee Chung (Drumheller) reported that they met on September 7th, 2021. They discussed finances, Edmonton Catholic, the ACSTA Reimagined Charter, and moving the Annual General Meeting online.

12 ALBERTA SCHOOL BOARDS ASSOCIATION

12.01 ASBA Zone 5 Report

Chair Keenan (Foothills County) reported that they met on September 10th, virtually, 2021, and highlighted the following:

- The Zone Chair reported that Zone 1 suggested there be a stronger Francophone representation at Edwin Parr Awards.
- Back to school updates from the Zone boards were given.
- The CEO reported that the process to apply for charter schools is being reviewed.
- The upcoming Fall General Meeting will be a hybrid model so it can be attended virtually or in person.
- The Second Language Caucus received a funding request from Zone 2/3. A motion was made to pay the invoice and was carried.
- There are ongoing meetings with ASBA and the Education Minister on school re-entry and curriculum support.

Trustees reviewed ASBA's revised budget which will be addressed at the October 1st ASBA Zone 5 meeting.

13 DIVISION

13.01 Trustees to Identify One Board Highlight Feature Per Superintendent Report

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

13.02 Superintendents' Reports

Associate Superintendent Moss reported on the following:

- Faith: The faith leaders met to discuss year two of CTR Catholic's three-year faith plan, the Bishop's Luncheon will be moved to online, November 7th is Catholic Education Sunday, and they hope to meet in person for the trustee/administrator faith retreat in November.
- Learning: The division has had an increase in teachers wanting to pilot the math curriculum. Teachers that choose to pilot will receive funding support for classroom resources from Alberta Education. Kindergarten to Grade 3 literacy and numeracy assessments are being completed with the extra funding from province for learning delays due to COVID and will be submitted September 29th. The Readers' and Writers' Workshop will be postponed due to new COVID restrictions, as it is very interactive and therefore not best done virtually.

- Student Services: CTR has a new Coordinator of Mental Health Services, Chris Sciberras, who used to be the FSLW at St. Luke's Outreach, Okotoks. At the recent administrators' meeting he brought faith into his presentation on mental health which was appreciated. The learning support team leads met with Director of Student Services, Cora-Leah Schmitt, via Zoom recently.
- The theme of this year's Superchats is faith, academic excellence, and healthy schools. They will also give teachers the opportunity for a question-and-answer period where they can present 4 or 5 questions ahead of time that Superintendents can respond to.
- The Fall Council of Councils is being held on November 9th. It is yet to be determined if it will move to online.

It was the will of the Board to highlight the new Coordinator of Mental Health Services incorporating faith into his mental health presentation at the recent administrators' meeting from Associate Superintendent Moss' report in their September Board Highlights.

Associate Superintendent Behm reported on the following:

- Gave a summary of CTR's recruiting and hiring noting that university students did not engage during their online interviews, so they are significantly down in candidates.
- Gave a profile of new CTR candidates with a large percentage new to the profession and hired from an Alberta Career Fair.
- Reviewed the purpose of the two days of new teacher orientation in August and stated that satisfaction surveys from the orientation came close to a 5 out of 5.
- Reviewed new teacher members of the Board's Liaison Committee.
- Absence management is being done through substitute teachers and non certificated classroom supervisors. CTR continuously advertises for substitute teachers.
- They are working with staff to better understand that when they are sick, they should stay home, and vaccines are the best defense to beat COVID-19.

It was the will of the Board to highlight new teacher orientation satisfaction from Associate Superintendent Behm's report in their September Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Election Update: Five incumbents were acclaimed: Michelle Rude-Volk, Mark Chung, John de Jong, Harry Salm, and Andrea Keenan. Two new nominees were acclaimed, Mark MacDonald for High River and Channin Liedtke for Canmore-Bow Valley. There will be an election in Okotoks with two candidates vying for the trustee position, Krista Conrad, and Andrew Gustafson.
- Gave trustees an update on the budget. The finance department is currently reconciling. The auditors will monitor in October and the final resolution will be submitted to the Audit Committee, and then the Board, in late November.
- The final resolution with ASBIE could take years.
- The Catholic Education Centre opened late but was on budget.
- Permits and preparations continue for modular classrooms at Notre Dame Collegiate, Our Lady of the Snows Catholic Academy, and St. Francis of Assisi Academy. CTR Catholic was notified by the Ministry that delivery of the modulars may be considerably delayed.

Discussion on school sites in Brooks and High River followed.

It was the will of the Board to highlight the election update from Associate Superintendent Kilcommons' report in their September Board Highlights.

Superintendent Morrison reported on the following:

- The Catholic Education Centre staff have been sent home to work due to a mandatory work from home order from Alberta Health Services. The exception is the superintendents and several other key personnel who are required on site to maintain operational effectiveness.
- In an enrolment analysis CTR is up by about 1% in our traditional schools. The Centre for Learning @Home is down from last year but still about 600 students above normal enrollments.
- The community engagement model recently used for September 30th proved to be very successful, a front-end video followed by questions, so Superintendent Morrison has shared it with principals for their use.
- A model to engage influencers was also given to principals to use.
- Discussed work that MCI has been doing that resulted in the Bishop's letter on vaccines.
- School system leaders are frustrated on giving advice to their school boards on health issues and would like direct guidance from Alberta Health Services.
- The division has been looking for land in High River for a new outreach center due to growing enrolment and recently found a parcel that is owned by the church. The Bishop has given permission for CTR Catholic to work the parish priest on next steps.
- Read an email from a CTR Catholic parent with a medically fragile child which reinforced the division's idea of reporting on clusters in classrooms.

It was the will of the Board to highlight enrolment analysis from Superintendent Morrison's report in their September Board Highlights.

13.03 COVID Update

Associate Superintendent Moss shared case counts in communities, daily illness rates, and gave an update on what the division is considering in terms of case reporting. Discussion followed and it the will of the Board to notify people when the division knows there are multiple cases in a class.

14 INTERNATIONAL FIELD TRIPS

14.01 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.

15 LOCALLY DEVELOPED COURSES

15.01 Locally Developed Courses – None

There were no locally developed courses brought forward for approval.

16 NEW BUSINESS

16.01 Appointment of Non-Catholic Chairperson for Christ The King Academy's School Council

Trustee de Jong (Brooks) stated that there is a suitable non-Catholic individual supportive of Catholic education who would be willing to step forward to be the Chair of Christ The King Academy's school council, and that he, together with the principal, Cindy Freimark, and Superintendent Morrison, fully support this. A motion was brought forward as follows:

John de Jong (Brooks) moved:

that the non-Catholic Chairperson endorsed by Trustee John de Jong (Brooks), Principal Cindy Freimark, and Superintendent Scott Morrison, be approved to chair Christ The King Academy's school council with the faith support of a council member.

Motion #133-21

Carried

16.02 TEBA Engagement Session
September 9, 2021

Associate Superintendent Kilcommons updated the Board on the TEBA Engagement Session he attended September 9, 2021, highlighting the following:

- The arbitrator focused on items that have a reasonably significant impact on expenditures. Anything that costs a lot of money is more appropriately addressed centrally as well as common issues.
- A list of central and local items was reviewed.
- Central bargaining dates have been scheduled for throughout the fall.
- School divisions have consistently identified leaves of absence as a concern and therefore all school divisions have been directed to complete a survey of leaves for the 2018-2029 school year for reference as it was pre-pandemic.

16.03 Change of March 2022 Board
Meeting Venue

Chair Keenan (Foothills County) stated that due to the late cancellation of the September Board meeting in Canmore due to newly announced COVID restrictions, a credit exists with the hotel that must be used by the end of the year 2022. Therefore,

John de Jong (Brooks) moved:

that the Board of Trustees of Christ the Redeemer Catholic Separate School Division changes the venue for the March 26, 2022, Board meeting from Assumption School, Oyen, to Our Lady of the Snows Catholic Academy, Canmore.

Motion #134-21

Carried

17 BOARD HIGHLIGHTS

17.01 Board Highlights Items

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

**18 AGENDA ITEMS FOR NEXT
BOARD MEETING**

18.01 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).

19 CLOSING

19.01 Closing Liturgy

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

19.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:58 p.m.

Motion #135-21

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
