

MEETING MINUTES - Regular Board Meeting

Meeting

Date	Tuesday, March 22, 2022
Started	10:00 AM
Ended	2:30 PM
Location	Holy Family Catholic Education and Conference Centre
Purpose	Regular scheduled meeting
Chaired by	Kelly Whalen
Recorder	Lisa Robinson

Attendance

Present:	Jody Bekevich, Michael Connell, Leanne Cox, Donna Duda, Tom Henihan, John Kuran, Nicholas Masvikeni, John-Michael Pozniak, Lisa Robinson, Betty Turpin, Kelly Whalen
Late:	George Chuckvar
Absent:	Cora Ostermeier, Jim Taplin

Minutes

1. CALL TO ORDER

1.1. Call to Order

Chair Whalen called the meeting to order at 10:02 AM

Status: Completed

2. PRAYER

2.1. Prayer

Chair Whalen lead the meeting in prayer.

Status: Completed

Documents

- March 2022 Board Meeting Prayer.pdf
-

3. ACKNOWLEDGING TERRITORIES OF INDIGENOUS COMMUNITIES

3.1. Acknowledging Territories of Indigenous Communities

Holy Family Catholic Regional Division Board would like to acknowledge we are meeting today in Peace River located within the ancestral and traditional territory of the Indigenous peoples of this area. This land has been and will continue to be home to the Cree, Dene and other First Nations and of the Métis within the boundaries of Treaty 8. We also wish to acknowledge the traditional knowledge holders and Elders who are still with us today and those who have gone before us.”

Status: Completed

4. ADOPTION OF AGENDA

4.1. Adoption of Agenda

MOVED the Board adopt the agenda for the Regular Board meeting of March 22, 2022, as presented.

Resolution #: 069-03-2022

Moved: John Kuran

seconded:

Status: Carried

Vote:

5. ADOPTION OF MINUTES

5.1. Adoption of Minutes

MOVED the Board adopt the minutes of the February 16, 2022 Regular Board Meeting.

Resolution #: 070-03-202

Moved: Michael Connell

seconded:

Status: Carried

Vote:

Documents

- Minutes-2022-02-16-v6.pdf
-

6. TRUSTEE MONTHLY REPORTS

6.1. Trustee Monthly Reports

Trustees provided their monthly reports in their roles as trustees.

Status: Completed

6.1.1. Areas of Emphasis for 2021-2022 Board of Trustees

The Board reviewed the 2021-2022 Areas of Emphasis.

Status: Completed

7. TRUSTEE PROFESSIONAL DEVELOPMENT

7.1. Trustee Professional Development

Status: Completed

7.1.1. The Governance Core - Book Study Discussion

The Board discussed Chapter 3 - The Governance Core. Chair Whalen indicated that we will discuss Chapter 4 in the next Regular Board Meeting.

Status: Completed

7.1.2. FOIP Orientation for Elected Officials

Communications Coordinator Bekevich indicated that FOIP Orientation for Elected Officials will be provided to Trustees on March 29 at 10AM in conjunction with Peace River School Division.

Status: Completed

7.1.3. Board Retreat

Superintendent Turpin indicated that the Board Retreat will be held on April 20 & 21 at Chateau Nova in Peace River.

Status: Completed

8. NEW BUSINESS

8.1. Select Three Saints for Division Catholic Celebration Day

Chair Whalen suggested that each year 3 Trustees choose the Three Saints. Trustee Kuran, Trustee Cox, and Trustee Henihan will select the Three Saints for this year. Vice-Chair Kuran will circulate the document with the previous selections of the Three Saints for Division Catholic Celebration Day.

Status: Completed

8.2. ACSTA - Annual Report

Vice-Chair Kuran indicated that we will keep the previous years' template for the ACSTA Annual Report. This report is to report what is happening to both stakeholders as well as to Parish Council. The 2020-2021 ACSTA Director's Report is provided for information.

Status: Completed

Documents

- 202021 ACSTA Director Report.pdf
-

8.3. Policy 2 - Role of the Board of Trustees - Support Staff Compensation

Superintendent Turpin indicated that AP 440 Section 14 includes annual support staff compensation. The Support Staff Compensation should be approved annually under Policy 2, Section 5.17.

Status: Completed

Documents

- AP 440 Support Staff.docx
 - AP 440 Appendix C Support Staff Salary Grid - includes all grids (49) (1).docx
 - Policy 2 Role of the Board.doc
-

8.3.1. Second Reading Policy 2 Role of the Board of Trustees

MOVED the Board give Second Reading of amendments to Policy 2 Role of the Board of Trustees.

Resolution #: 071-03-2022

Moved: Tom Henihan

seconded:

Status: Carried

Vote:

8.3.2. Motion to Proceed to Third and Final Reading

MOVED the Board proceed with the Third and Final Reading of amendments to Policy 2 Role of the Board of Trustees.

Resolution #: 072-03-2022

Moved: Michael Connell

seconded:

Status: Carried

Vote:

8.4. AP 409 Vaccination Status Procedure

Superintendent Turpin indicated that the Alberta Government has moved to Stage 2 in Pandemic protocols. AP 409 was put in place as a temporary measure and was to be reviewed in six (6) months' time.

MOVED to direct Administration to suspend AP 409 - Workplace Health and Safety: Covid-19 Hazard Control Vaccination Status Procedure.

Resolution #: 073-03-2022

Moved: Donna Duda

seconded:

Status: Carried

Vote:

Documents

- AP 409 Vaccination Status Procedure rev.pdf
 - Minutes-2021-10-14-v1.pdf
-

8.5. PRSD Transportation Agreement

Secretary-Treasurer Masviken indicated that there are no significant changes from the previous Transportation Agreement. Any changes are indicated on the document.

MOVED the board approved the transportation agreement as presented.

Resolution #: 074-03-2022

Moved: John Kuran

seconded:

Status: Carried

Vote:

Documents

- HFRCD (HFCSSD) Transportation Agreement 2022 03 03.pdf
-

8.6. HPSD Transportation agreement

Secretary-Treasurer Masviken indicated that there are no significant changes from the previous Transportation Agreement. Any changes are indicated on the document.

MOVED the Board approved the transportation agreement as presented.

Resolution #: 075-03-2022

Moved: Michael Connell

seconded:

Status: Carried

Vote:

Documents

- HPSD-HFCSSD - STUDENT TRANSPORTATION AGREEMENT final.pdf
-

8.7. Charter Schools feedback questions

Chair Whalen indicated that our Board has made it clear that Catholic schools are publicly funded and part of our rights. Charter schools have the ability to accept or deny students, additionally, their Boards are not locally elected. As all schools draw from the same student base, Charter Schools may impact funding for all schools.

The purpose of the questionnaire is to open up the discussion. Chair Whalen will send the questionnaire in with Board approval.

Status: Completed

Documents

- Alberta Charter Schools List.pdf
 - Charter School Feedback Questions.pdf
-

8.8. Trustee Professional Development Funds

Chair Whalen indicated that Policy 7 states that ACSTA and ASBA functions would not be part of Professional Development funds. ACSTA defines our Board differently and we should be including the BluePrints Retreat within our regular duties.

MOVED that the BluePrints retreat is considered an ACSTA function as per Policy 7 - 12.1.3.4

Resolution #: 076-03-2022

Moved: Michael Connell

seconded:

Status: Carried

Vote:

Documents

- Policy 7 Board Operations CURRENT VERSION (3) (8).docx
-

9. OLD BUSINESS

9.1. Old Holy Family School Land

Secretary-Treasurer Masviken indicated that this item was brought to the Board in September 2021. At that time we had received a land appraisal, however, the Board decided not to sell the land at that time.

Chair Whalen indicated the land value is \$240,000. Trustee Kuran asked if there are any taxes on that property. Secretary-Treasurer indicated that there are no taxes. Other costs incurred from the land include the sidewalk and summer grass upkeep, as well as liability insurance costs.

MOVED the Board put the Holy Family land in the Town of Grimshaw for sale with an asking price of \$299,000

Resolution #: 077-03-2022

Moved: George Chuckvar

seconded:

Status: Carried

Vote:

9.2. Faith Day 2022

The Board is to determine if Trustees will attend the virtual Faith Day from schools, from home or from Central Office.

This discussion is moved to the April 2022 Board Meeting.

Status: Completed

Documents

- FAITH DAY Poster 2022.pdf
 - Faith Day 2022 Sarah Hart.pdf
-

9.3. ASBA Edwin Parr Nomination

No nominations have been submitted. The adHoc committee will not be needed. Trustee Duda, Trustee Connell, and Trustee Pozniak will select the nominee should the Division receive more than one nomination for the award.

Status: Completed

9.4. Friends of Education

The Board received the historical nominations for information. The administration recommended nominating Alberta Health Services.

Trustee Chuckvar and Pozniak are now in attendance of the meeting. (Previously missing)

MOVED the Board nominates Alberta Health Services - Healthy Children and Youth- Health Promotion Coordinator, Tammy Novak for the ASBA Zone 1 Friends of Education award.

Resolution #: 078-03-2022

Moved: John Kuran

seconded:

Status: Carried

Vote:

Documents

- History of ASBA Zone 1 Friends of Education Award .pdf
 - Friends of Education Award Nomination Package (1) (3).pdf
 - Alberta Health Services - logo for Friends of Education.png
-

10. IN CAMERA

10.1. In Camera

MOVED: the meeting continue in camera at 11:50 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to Personnel.

Resolution #: 079-03-2022

Moved: Michael Connell
seconded:

Status: Carried

Vote:

10.2. In Public

MOVED that the meeting continue in public at 11:57 AM

Resolution #: 080-03-2022

Moved: Michael Connell
seconded:

Status: Carried

Vote:

11. INFORMATION - SUPERINTENDENT'S REPORT

11.1. Superintendent's Report

Superintendent's report was received for information.

Status: Completed

Documents

- Superintendents Monthly Report Feb 14-Mar 18.pdf
-

11.1.1. Communication Coordinator's Report

Communication Coordinator's Report was received for information.

Status: Completed

Documents

- Communications Monthly Report - February_March 2022.pdf
 - HFCRD in the NEWS 2021_22.pdf
-

11.2. CO Legacy Wall

Superintendent Turpin indicated that we are in the process of putting a Legacy Wall in place at the Central Office. This will be a wall of plaques in remembrance of staff members and Trustees who were employed with the Division at the time of their passing.

Status: Completed

12. INFORMATION - SECRETARY-TREASURER'S REPORT

12.1. Financial Reports

Secretary-Treasurer Masvikeni provided the Financial Reports to the Board.

Status: Completed

Documents

- March IMR Priorities for 2020-21 - Board.pdf
 - Summary of Payment Listing Feb 2022.pdf
 - EFT Payment Listing Feb 2022.pdf
 - 2021-22 Budget Status - Revenues - Feb 2022.pdf
 - Cheque Payment Listing Feb 2022.pdf
 - 2021-22 Budget Status - Expenses - Feb 2022.pdf
-

12.2. Disposition of St. Mary's Land Resolution

The Board passed a motion for the disposition of St. Mary's Land in June 2021. In February the Minister asked the Board to be more specific about the details in the Motion to dispose of the land. This motion is therefore submitted for Board approval:

Whereas, the Board of Trustees of the Holy Family Catholic Separate School Division (HFCSSD) is the legal owner of St Mary's School land, legally described as Plan 3279 KS, Lot 1, Title 158X179 measuring 4.05 acres and Plan 8320468, Lot 10, Title 922125699 measuring 1.5 acres,

Whereas, this piece of land is now in excess of HFCSSD's requirements following the insurers declaring the land to be a floodplain and uninsurable after the St. Mary's School buildings were heavily damaged by floods in 2020,

Whereas, the North Peace Tribal Council, is a Non-Profit Organization incorporated on 1987/08/24 under registration number 1026, comprising Beaver First Nation, Dene Tha' First Nation, Little Red River Cree Nation, Tallcree First Nation,

Now, Therefore, moved that, subject to the Minister's approval, the Holy Family Catholic Separate School Division gives back the land of St. Mary's School as described for a sum of one dollar (\$1.00) to the North Peace Tribal Council as an act of Truth and Reconciliation.

Resolution #: 081-03-2022

Moved: Michael Connell

seconded:

Status: Carried

Vote:

Documents

- ED Letter - Ministerial Approval Feb 1, 2022.pdf
-

12.3. Acquisition of Land

MOVED that Holy Family Catholic Separate School Division acquires the piece of land with the legal description as Plan 0525291 Block 10 Lot 58, commonly known as 9629-89 Ave Peace River, AB for an amount of \$49,999 from

Consolidated Civil Enforcement Inc and that it be registered in the Holy Family Catholic Separate School Division's name.

Chair Whalen distributed the Board Polling for Ratification.

Resolution #: 082-03-2022

Moved:

seconded:

Status: Carried

Vote:

Documents

- Board Polling February 17 2022.pdf
-

12.4. ASBIE MEMBER EQUITY PAYABLE

Secretary-Treasurer Masvikeni indicated that the 2021 ASBIE Annual Report Summary provides a snapshot as it relates to HFCSSD.

Chair Whalen asked if they have come into a surplus of funds. Secretary-Treasurer Masvikeni indicated that we contribute equity subject to movements on any claims. The surplus will be returned and go into HFCRD general revenue and allocated to insurance costs. As liability claims can be claimed by students when they are 20, those funds will stay until 2032. This money will show on our audited financial statements as an asset (receivable).

Trustee Pozniak asked if the government will issue a clawback when we receive the \$400,000? Secretary-Treasurer Masvikeni indicated that a clawback won't be triggered as the money is not "new money".

Status: Completed

Documents

- 2021 ASBIE Annual Report summary.pdf
 - ASBIE Annual Report 2021.pdf
-

13. INFORMATION - BOARD CHAIR'S REPORT

13.1. Communications and Correspondence

Status: Completed

13.1.1. Recommendations for Delay of Release of Curriculum

Chair Whalen presented correspondence including letters from Peace Wapiti, High Prairie School Division, and Prairie Land Public School division recommending a delay in the release of the new curriculum.

Status: Completed

Documents

- 2022-02-25-Minister-Curriculum-Letter.pdf
 - 2022-02-23 Letter to Minister of Education re Request to Delay New Curriculum Implementation (1) (1).pdf
 - Ltr - A. LaGrange (K-6 Draft Curriculum - March 2022).pdf
-

13.1.2. Implementation of New Curriculum - email from the Minister

Chair Whalen presented correspondence from the Minister of Education indicating the implementation of the new curriculum in K-3 Mathematics, K-3 English Language Arts and Literature, and K-6 Physical Education and

Wellness in September 2022.

New mathematics and English Language Arts and Literature curriculum will be implemented in grades 4-6 in 2023.

Status: Completed

Documents

- Implementation of New Curriculum - Email from the Minister.pdf
-

13.1.3. Urgent Concerns in Student Transportation

Chair Whalen presented a letter from the Northern Lights Public Schools to the Minister of Education regarding transportation issues. Concerns include, rising insurance premiums, bus driver recruitment, training and retention, school bus fly-by's, and other northern area specific concerns,

Status: Completed

Documents

- 21-22 Letter to the Ministers of Education and Transportation_Re_ Urgent Concerns in Student Transportation_March 1, 2022 (1).pdf
-

13.1.4. Request for School Divisions to be Included in Bill 70

Chair Whalen provided a letter from Palliser School Division to the Minister of Education and the Minister of Justice regarding inclusion of Bill 70.

Status: Completed

Documents

- Letter to Minister of Education re Bill 70 March 14, 2022.pdf
 - Letter to Minister of Justice re Bill 70-March 14, 2022.pdf
-

13.2. Joint Board Meeting with PRSD

Chair Whalen presented the Board a letter from Peace River School Division requesting a Joint Board meeting on May 19, 2022. PRSD is asking for Agenda items for the meeting. Chair Whalen indicated that some items for the agenda could include community football, as well as the school in Manning.

Superintendent Turpin added that there is a need for discussion around the track at Glenmary School. This meeting is an important opportunity to continue to build positive relationships between the Boards in discussing matters affecting both school divisions.

Chair Whalen noted that this meeting date is the same day as the in-person ACSTA Board of Directors meeting.

Status: Completed

Documents

- 20220302 Mar 2 Letter of invitation to HFCRD for joint meeting.pdf
-

13.3. 2022 Budget

Chair Whalen provided the letter from the Minister of Education regarding Alberta's 2022 Education Budget.

Status: Completed

Documents

- Minister of Education re Budget.pdf
-

13.3.1. Budget Release

Chair Whalen provided the Stakeholder Call Deck for information.

Status: Completed

Documents

- Stakeholder Call Deck - Feb 25.pdf
-

13.4. Board Annual Work Plan

The Board reviewed the Annual Work Plan.

Status: Completed

13.5. Board Calendar Review

The Board Reviewed the Board Calendar.

Status: Completed

14. STANDING COMMITTEE REPORTS

14.1. TBAC Meeting Update

Trustee Cox provided the minutes from the TBAC Meeting on February 15.

Status: Completed

Documents

- 2022.02.15 TBAC Meeting Notes.pdf
-

14.2. Audit Committee Public Members

Trustee Connell indicated that he has spoken with a prospect for the Audit Committee Public Member. Trustee Connell will provide Secretary-Treasurer Masvikeni with the prospect's contact information to follow up.

Status: Completed

14.3. Facilities Committee Meeting

MOVED the Board adopts the Facilities Committee Minutes of March 10, 2022.

Resolution #: 083-03-2022

Moved: Tom Henihan

seconded:

Status: Carried

Vote:

Documents

- Minutes-2022-03-10-v3.pdf
 - HFCSSD FACILITIES LONG RANGE PLAN - 2023 - 2033.xlsx
-

14.3.1. 3 Year (2022-2025) Facility Capital Plan

Secretary-Treasurer Masvikeni indicated that the St. Andrew's value scoping is required to ensure the needs of the school are addressed. This project is a priority for the Division.

MOVED the Board approve the 2022-2025 Facility Capital Plan as presented.

Resolution #: 084-03-2022

Moved: George Chuckvar

seconded:

Status: Carried

Vote:

Documents

- 3 year facility capital plan (2022-2025).docx
-

14.3.2. Use of \$800,000 Capital Reserves

Secretary-Treasurer Masviken indicated that there is an immediate need to remediate the grade at St. Stephen's school. Chair Whalen indicated that this has been on the list for many years. Last year it was estimated at \$600,000. In case of extra work needed in the Division, we are requesting \$800,000. This should be done as soon as possible.

Moved that the Board approve the use of \$800,000 from capital reserves to for facilities maintenance.

Resolution #: 085-03-2022

Moved: Michael Connell

seconded:

Status: Carried

Vote:

14.4. Student Engagement Team Meeting

Superintendent Turpin indicated that the Student Engagement Team Meeting included discussion on AP250 - Political Neutrality and Controversial Issues. This AP will be reviewed at the March 17 Principal's meeting. The Terms of Reference for the Student Engagement Team were reviewed.

Status: Completed

Documents

- Meeting Notes March 3, 2022.pdf
-

14.5. Grimshaw Shared Facilities - Joint Use Committee Meeting

Trustee Chuckvar provided minutes from the January meeting and the agenda for the March Joint Use Committee Meeting.

Status: Completed

Documents

- Grimshaw Joint Use Committee Meeting Feb 22 2022.pdf
-

15. EXTERNAL COMMITTEES

15.1. ASBA Zone 1 Meeting Update

Trustee Pozniak provided the ASBA Zone 1 Meeting Minutes and March agenda for information.

Trustee Kuran indicated that the second language committee will not be part of the ASBA soon.

Superintendent Turpin indicated that she will continue to provide information to the Board from CASS, including meeting agendas.

Status: Completed

Documents

- Zone 1 Meeting Minutes Jan 12, 2022.docx
 - Agenda March 2, 2022.docx
-

15.2. ACSTA Director

Trustee Kuran provided the February 11 ACSTA Board Meeting Summary. He also indicated that the 2022 Provincial Summit will be held May 30 in Calgary.

Status: Completed

Documents

- Executive Summary BofD Meeting February 11, 2022.pdf
-

15.2.1. ACSTA Special General Meeting

A Special General Meeting notification was provided to the Board for information. The meeting will provide opportunity to vote on the 2022 budget.

Status: Completed

Documents

- ACSTA - Notice of Special General Meeting.pdf
-

15.2.2. ACSTA - Elk Island Catholic Schools Membership and Support

Chair Whalen provided a letter from EICS to ACSTA to notify of their membership and support to the ACSTA.

Status: Completed

Documents

- EICS Chair Letter to ACSTA February 18 2022.pdf
-

15.2.3. Executive Summary Report

Trustee Kuran provided the Executive Summary Report for information.

Status: Completed

15.2.4. Correspondence from Medicine Hat Catholic Board of Education

Trustee Kuran provided a letter from the Medicine Hat Catholic Board of Education notifying the ACSTA of their membership and support in ACSTA.

Status: Completed

Documents

- Letter to ACSTA - March 10, 2022.pdf
-

15.3. APC Report

The Board received the APC report for information.

Status: Completed

Documents

- 22-02-26 - One-pager.pdf
 - Prayer for Ukraine.pdf
-

15.4. GrACE

Chair Whalen indicated that there is a GrACE Summit in Calgary on May 30. The mode of transportation will be assessed and recommended for discussion at the April Regular Board Meeting.

Status: Deferred until 4/20/2022

Documents

- GrACE Newsletter - February - 02.28.22.pdf
 - Grace newsletter - Email from B Annicchiarico.pdf
 - Synod - Info and Resources..pdf
 - Synod- QUESTIONS High School_Junior High (1).pdf
-

15.5. Rural Caucus of Alberta School Boards -Spring Meeting

The Rural Caucus of Alberta School Boards Spring Meeting Agenda was received for information. Chair Whalen, Trustee Kuran and Superintendent Turpin will attend virtually.

Status: Completed

Documents

- 20220331-RCASB Agenda.pdf
-

16. ASSOCIATION BUSINESS

16.1. Alberta Rural Education Symposium

Superintendent Turpin, Chair Whalen, Trustee Henihan, Trustee Cox and Trustee Chuckvar attended the Alberta Rural Education Symposium on March 6-8, 2022.

Trustee Henihan indicated that teacher recruitment was addressed at the symposium. Superintendent Turpin indicated that Ministers were not present to provide their vision and ask questions from the floor. The presentations from rural Alberta were mostly from Southern Alberta.

Chair Whalen indicated that there were some important issues not addressed including low enrolment, retention of staff, and teacher wellness services availability.

Overall feedback indicated that the symposium could have been organized in a different way.

Status: Completed

16.2. First Nations, Metis & Inuit Education Gathering

Trustee Duda, Chair Whalen, and Superintendent Turpin provided a review of the First Nations, Metis & Inuit Education Gathering. Overall a very worthwhile gathering to attend.

Status: Completed

16.3. SPICE and BluePrints

Trustee Kuran indicated he will attend the BluePrints retreat. Trustee Henihan will let Executive Assistant Robinson know if he will be attending.

Superintendent Turpin indicated attendance to BluePrints includes 5 administrative, 4 certified and 3 supporting staff.

Status: Completed

16.4. 2022 ASBA Spring General Meeting

Chair Whalen indicated that this will be tabled for the next meeting to decide if Trustees will attend virtually or in person.

Status: Deferred until 4/20/2022

Documents

- ASBA Spring General Meeting Details.pdf
-

17. BOARD MEETING EVALUATION SURVEY

17.1. Board Meeting Evaluation Survey

The Evaluation Survey link appears to be broken. Executive Assistant Robinson will create a new form to provide to Trustees.

Status: Completed

18. NEXT MEETING

18.1. Next Meeting

The next Regular Board Meeting will be April 20, 2022.

Status: Completed

19. ADJOURNMENT

19.1. Adjournment

MOVED the meeting be adjourned at 2:30PM

Resolution #: 086-03-2022

Moved: Michael Connell

seconded:

Status: Carried

Vote:

Board Chair

Secretary-Treasurer