

## MEETING MINUTES - Regular Board Meeting

### Meeting

<b>Date</b>	Tuesday, November 15, 2022
<b>Started</b>	10:00 AM
<b>Ended</b>	4:00 PM
<b>Location</b>	Holy Family Catholic Education and Conference Centre
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	John Kuran
<b>Recorder</b>	Cindy Haydey

### Attendance

<b>Present:</b>	Michael Connell, Leanne Cox, Cindy Haydey, Tom Henihan, John Kuran, Nicholas Masvikeni, John-Michael Pozniak, Kenny Trenton, Betty Turpin
<b>Late:</b>	George Chuckvar
<b>Regrets:</b>	Donna Duda, Lisa Robinson, Kelly Whalen

### Minutes

## 1. CALL TO ORDER

---

### 1.1. Call to Order

The meeting was called to order at 10:08 am

**Status:** Completed

---

## 2. PRAYER

---

### 2.1. Prayer

**Status:** Completed

#### Documents

- November 15, 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

That the agenda be adopted as presented

**Resolution #:** 051-11-2022

**Moved:** Tom Henihan

**seconded:** Leanne Cox

**Status:** Carried

**Vote:**

---

### 5. ADOPTION OF MINUTES

---

#### 5.1. Adoption of Minutes

That the minutes of the October 19, 2022 Regular Board Meeting be adopted as presented.

**Resolution #:** 052-11-2022

**Moved:** Tom Henihan

**seconded:**

**Status:** Carried

**Vote:**

Documents

- RBM Minutes-2022-10-19.pdf
- 

### 6. TRUSTEE MONTHLY REPORTS

---

#### 6.1. Trustee Monthly Reports

Trustee Connell- PPC meeting Oct 26th. Parent Council next day. Attended Catholic Education Sunday. Nov 10 attended Remembrance Day ceremony and school

ASBA Zone One meeting November 9th.

Trustee Cox - Attended Faith day retreat. Had students from school for Catholic Education Sunday. Attended Virtual ASBA meeting.

Trustee Pozniak - Family night at the schools. Parish Council meeting in Grande Prairie. Attended Sunday morning mass for Catholic Education Sunday. Also, attended the Remembrance Day ceremony.

Trustee Henihan - Attended School Council Meeting and discussed literacy. TBAC meeting. Virtually attended the ASBA meeting. Attended Catholic Education Sunday.

Trustee Kuran - Attended Parishional workshop. Had Zoom meetings with ACSTA and a Special Board Meeting. Attended ASBA Zone One meeting virtually. Remembrance Day celebrations at 3 schools.

Trustee Chuckvar - Have Holy Family School choir up and running as of last Sunday. Attended Catholic Education Sunday.

**Status:** Completed

---

### 7. TRUSTEE PROFESSIONAL DEVELOPMENT

---

### 7.1. Trustee Professional Development

New book will be provided to Trustees at the December Board Meeting

**Status:** Completed

---

## 8. NEW BUSINESS

---

### 8.1. Central Office Christmas Hours

**Propose Central Office to be closed December 27-Jan. 2.**

Friday, December 23 - Last day for staff - first day back Tuesday Jan. 3

Sunday, Dec. 25 day in Lieu Tuesday, Dec. 27

Monday, Dec 26 day in Lieu Wednesday, Dec. 28 . Per Procedure December 26th is deemed a holiday by the school division.

Dec. 28 day in Lieu for Jan. 1

Dec. 29, 30 & Jan. 2 Board gift to Central Office employees with no leave required .

If employees wish more time they will be required to request leave.

**North End Schools & St. Stephen's** Christmas Break: Last day for staff and students Thursday, December 22 - First day back Monday Jan. 9

**St. Andrew's & Ecole Providence** Christmas Break: Last day for staff and students Friday, December 16 - First day back Wed. Jan. 4 Motion: The board approves the gift to staff of Dec. 29, 30 & Jan. 2

MOTION: To approve the holiday hours as proposed.

**Resolution #:** 053-11-2022

**Moved:** Michael Connell

**seconded:**

**Status:** Carried

**Vote:**

---

### 8.2. Annual School Chairs Meeting

Hybrid Meeting January 18, 2023 at 5:00 pm, after the regular board meeting.

**Status:** Completed

---

### 8.3. ATB Borrowing Resolution for 2022/23

This occurs annually.

MOTION: That the Board do borrow from ATB Financial, as required, to meet current expenditures of the Board in the 2022-2023 financial year, provided that the total principal amount owed to ATB at any one time hereunder shall not exceed the sum of Two Hundred and Fifty Thousand Dollars (\$250,000 )

**Resolution #:** 054-11-2022

**Moved:** Michael Connell

**seconded:**

**Status:** Carried

**Vote:**

Documents

- HFCSSD Borrowing Resolution - 2022-23.pdf

---

#### 8.4. Toonies for Tuition Campaign

Round Table on Trustee level of comfort in promoting the Campaign

Chair Kuran - At Good Shepherd he played the video for the Parent Council and they agreed to support Toonies for Tuition . Presented to Knights of Columbus as well.

Trustee Chuckvar is getting questions from school and he explained the process to them. The School has hesitancy due to being new principle and the ability to get this going. Will explain to Parent Council and Knights of Columbus

Superintendent Turpin explained the Board role is in the campaign and promotion of Catholic Education. There will be days, identified at the school level, to collect for Toonies for Tuition The message should come from the Board as this is their imitative. Board members can offer, to the Principals, that the Board is available to come explain the initiative.

This Agenda item is to be kept on monthly Board Meeting agenda - will next be on the January meeting.

Trustee Pozniak - Knights is supportive and providing money to St. Stephen's. St. Stephens has started their fundraising already.

Trustee Cox will present to Parent Council and the Parish this week.

**Status:** Deferred until 1/18/2023

---

#### 8.5. Christmas Concerts & Deliveries

The week before schools are closed for Christmas a basket is sent to the schools.

Boxes of chocolates will be handed out to local community resources. The chocolates will be available in December. Trustees will be keep advised of when the chocolates are at the school.

Christmas Concert dates will be populated in the Board Calendar at the end of the document.

Christmas Basket Deliveries will be done:

North End and St Stephen's School December 19

St Andrew's and Ecole Providence December 12

Please contact Cindy for arrangements.

**Status:** Completed

---

### 9. OLD BUSINESS

---

#### 9.1. School Council request from ASCA

Letter to Board Chair attached.

Superintendent Turpin advised that the Board of Trustees can share the letter with Parish Council and school administration.

**Status:** Completed

Documents

- ASCA to Holy Family Catholic Regional Division Chair Sept 2022.pdf
- 

## 9.2. Student Engagement Meeting

Pre-meeting will be on December 1st.

Changed the student engagement meeting from December 1st to December 6th at 11:30 am. Trustees to arrive at 11:00 am. The meeting will be held at Central Office in the auditorium. It is flexible if the school will transport students or if the Trustee will transport them.

**Status:** Completed

---

## 10. INFORMATION - SUPERINTENDENT'S REPORT

---

### 10.1. Superintendent's Report

Trustee Pozniak - Assistant Superintendent Taplin creating a plan for what the .First Nations, Metis and Inuit Education for students will look like. Trustee Pozniak also asked that Administrator's be reminded to add sacramental preparation to their faith reports. Trustee Pozniak asked that the previous year's data be added to the enrollment report as a comparison Trustee Poznizk also questioned if the schools are using MIPI.

Superintendent Turpin explained that Assistant Superintendent Taplin and Indigenous Coordinator Noskey will develop the three year plan. Superintendent Turpin added that the Our Father Prayer, in Cree with the students, will be part of the 3 year plan.

Superintendent Turpin advised she will have a sacramental piece added to the template to make this clear for the administrators. Superintendent Turpin noted that reports are always one month behind and, therefore, will likely see these in the November reports.

Superintendent Turpin explained that at the Principals Meeting they discussed that they will use MiPI data for 2022-2023 school year. They, however, cannot use the Achievement or DIP data.

Chair Juran asked to send commendation back on the curriculum report. Chair Kuran also thanked K. Trenton for sharing the Communications report.

Superintendent Turpin clarified that all reports are sent to her and she determines what to include in her Superintendent's report.

**Status:** Completed

Documents

- 2022-11-15 Superintendent's Monthly Report with Bookmarks.pdf
- 

#### 10.1.1. Illness Outbreak Incoming Information

Superintendent Turpin explained the letter to the Trustees and the process. Continue to promote hygiene in the schools.

It was noted that online learning is difficult to provide in smaller communities.

The lack of availability of over-the-counter medication has provided a challenge for parents to manage their children's symptoms at home.

**Status:** Completed

Documents

- Illness Outbreak Clarification.pdf
-

## 10.2. Areas of Emphasis

The information provided in the Superintendent's report is providing the board what they need to ensure they are meeting their areas of emphasis.

**Status:** Completed

---

## 11. INFORMATION - SECRETARY-TREASURER'S REPORT

---

### 11.1. October 2022 Financial Reports

Secretary-Treasurer Masviken presented his report for the Board.

Disposal of vehicle is complete.

Secretary Treasurer Masviken explained the ARMIC Insurance.

Trustee Cox asked if there is the option for schools to have access to third parties that could provide transportation. There are sometimes time restrictions. Need another plan in place in the event that the school bussing transportation is not available.

Secretary-Treasurer Masviken advised that the Division has a capacity to contract third parties if they meet the requirements. Public transportation would meet the requirements as they have to meet Provincial requirements. If a school has a name of a specific provider send it to Secretary-Treasurer Masviken and he can ensure they have the insurance. Provide Secretary-Treasurer Masviken with a list of vendors ahead of time and he can verify them.. Anyone can put forward names of companies to Secretary-Treasurer Masviken for verification.

Superintendent Turpin noted that we will ask ARMIC about turnaround times on approval for a outside contracted service. There is also the option to use a bus and driver that another school has and pay the fees and driver's time.

**Status:** Completed

#### Documents

- 2022-23 Budget Status - Revenues -Oct 2022.pdf
  - 2022-23 Budget Status - Expenses - Oct 2022.pdf
  - Summary of Payment Listing - October 2022.pdf
  - EFT Payment Listing - October 2022.pdf
  - Chq Payment Listing - October 2022.pdf
- 

### 11.2. CMR/IMR Report Update

Secretary-Treasurer Masviken provided update on projects

12:03 adjourned for lunch

12:49 meeting resumed

**Status:** Completed

#### Documents

- November - updated 2022-2023 IMR\_CMV Projects - Board.pdf
- 

#### 11.2.1. St Stephens Grade Project

The Gantt chart for the project - for information

**Status:** Completed

#### Documents

- St Stephens Grade Upgrade 22-35 - Project Schedule (22-11-10).pdf

---

### 11.2.2. Good Shepherd School Boiler Project

1. Installation project tender awarded
2. awaiting delivery for the equipment, whilst installation will be in summer 2023
3. Have request for the Gantt chart for the whole project.

**Status:** Completed

---

### 11.3. ASBIE Update

1. HFCSSD used to be under the ASBIE Insurance Consortium and in 2019/20 opted to transition to ARMIC Insurance Consortium. Both are bodies set-up by some Alberta School Boards.
2. ASBIE is winding down and paying out outstanding claims and equity to owner school boards.
3. Property Policy Claims under ASBIE expired 31 Oct 2022, HFCSSD had not outstanding claim. The liability policy claims will expire in 2032/2034.
4. HFCSSD received the interim payment of \$61,231 in June 2022.
5. ARMIC AGM resolved that equity received from ASBIE will be used to build equity in ARMIC too, which will replace the current Government backstop of \$5 million which will expire in 2027.
6. \$62,083 equity was therefore subsequently called and paid into ARMIC by Aug 31, 2022.

**Status:** Completed

#### Documents

- ASBIE Annual Report 2021 email.pdf
  - ASBIE Annual Report 2021.pdf
  - 2021 ASBIE Annual Report summary & Current status at Oct 31, 2022.pdf
  - Property Policy Claims under ASBIE expired 31 Oct 2022.pdf
- 

### 11.4. Dec 2022 Payroll Cut-off

Dec 9th has been set as cut-off . Please submit all claims by that date.

**Status:** Completed

---

## 12. INFORMATION - BOARD CHAIR'S REPORT

---

### 12.1. Board Chair's Report

Had a meeting with the Chancery. Chair Whalen wants to have conversations with schools.

**Status:** Completed

#### Documents

- Meeting With Chancery Agenda 2022 11 02.docx
- 

#### 12.1.1. Incoming Correspondence

- Education Service Agreement Standards Town Halls
- Attachment as the above.
- ASEBP Call for Interest - Board of Trustees
- Letter from PRSD to the Minister
- AB Party Policy Book 2022 (Page 15)
- Remembrance Day Curriculum for the Royal Canadian Legion

Note deadlines in attachments.

it was suggested that closer to election review community partners views on the perception of political parties view on Catholic Education.

Forward any documents received to Chair Whalen.

Have Trustees and/or Administrators attend Indigenous workshops November 17-19.

Trustee Pozniak advised can attend the Standards for Education Services session on Friday with Secretary-Treasurer Masvikeni, Deadline to register is November 16th.

ASEBP - have a number of applicants therefore communication of this is not needed.

**Status:** Completed

#### Documents

- Education Service Agreement Standards Town Halls.pdf
- Attachment 1 - Ministerial Order (015-2022) on Standards for Education Service Agreements.pdf
- ASEBP Call for Interest.pdf
- 20221025 Oct 25 Letter to Minister LaGrange re Public Sector compensation (1).pdf
- The AB party Policy Book 2022 .pdf

---

### 12.1.2. Outgoing Correspondence

For information to discuss with school councils

**Status:** Completed

#### Documents

- 2022-10-19 ASCA Funding Letter.pdf

---

### 12.2. Board Calendar

[Click Here](#)

HFS - 12/14 - 6:30 PM

EPS - 12/15 - 5:00 PM

GSS - 12/20 & 12/21 - 7:00 pm

GMS - 12/17 - 7:00 PM

STA - 12/13 - 12:30 PM & 12/14 - 10:15 AM

STS - 12/20 - 7:00 PM

ROS - 12/20 - 1:30 PM

**Status:** Completed

---

### 12.3. Remembrance Day Ceremonies in your local communities

Great tool for teachers. Has been shared with all certified teachers. Would like this to continue to be a ongoing resource used.

Every year, on behalf of the board, a donation is made and a wreath is sponsored.

Discuss with principals to confirm if they are receiving letters from the legion requesting a donation.

Will bring back to Board after discussion with School Administrators.

**Status:** Parked



Documents

- Royal Canadian Legion Letter.pdf
- 

## 13. STANDING COMMITTEE REPORTS

---

### 13.1. TBAC

The last TBAC meeting was October 25.

Lots of discussion about having a sub plan.

**Status:** Completed

Documents

- TBAC Minutes-2022-10-25-v2.pdf
- 

### 13.2. Student Engagement Team meeting

Next meeting December 6, 2022

**Status:** Completed

---

## 14. EXTERNAL COMMITTEES

---

### 14.1. Archdiocesan of Grouard-McLennan

Annual report was passed around. Nick will send the link for where to download the report.

**Status:** Completed

---

#### 14.1.1. Parish Council Reports

**Status:** Completed

---

##### 14.1.1.1. Cathedrale St Jean Baptiste - McLennan

Would like to see an increased interest in GrACE.

**Status:** Completed

---

##### 14.1.1.2. Holy Family - Grimshaw

Financial reporting is a large part of their meeting time. Requires some maintenance and updates.

GrACE - requiring practice during the week. Restarted the choir. Trying to get youth back to attending services.

**Status:** Completed

---

##### 14.1.1.3. Our Lady of Peace - Peace River

Sponsored a Discipleship workshop last Saturday with Father Ed. Chair Kuran reviewed what was covered at the workshop.

**Status:** Completed

---

##### 14.1.1.4. St James the Major - Manning

Discussed Catholic Education Sunday. Talked about GrACE and will include as part of their pancake breakfast. Discussed some local matters as well.

**Status:** Completed

---

#### 14.1.1.5. St Paul - High Prairie

November 22 is their next meeting.

**Status:** Completed

---

#### 14.1.1.6. St Rita - Valleyview

Great support from parish council, CWL. Pancake breakfast and AGM on November 17th .

**Status:** Completed

---

### 14.2. Archdiocesan Pastoral Council

Chair Whalen has a meeting next Saturday

**Status:** Completed

---

### 14.3. Community Service

**Status:** Completed

---

#### 14.3.1. Grimshaw Community Services Advisory Board

Nothing to report. Will email agenda to Superintendent Turpin and include any highlights from the meeting.

**Status:** Completed

---

#### 14.3.2. Peace River Community Services Board

Nothing to report.

**Status:** Completed

---

### 14.4. GrACE

For information

Trustee Pozniak noted that they are gathering a history of St. Stephen's and have alumni come to speak. Superintendent Turpin will look for history for Trustee Pozniak. List of Alumni may be available in the library and at Central Office in historical yearbooks

**Status:** Completed

Documents

- Letter Re GrACE Presentation.pdf
- 

## 15. ASSOCIATION BUSINESS

---

### 15.1. ACSTA Director's Report

Bylaws have been prepared and submitted Are to be ready for the Friday afternoon ACSTA Board Meeting.

Committees will be re-established at the Conference.

**Status:** Completed

---

### 15.1.1. AGM & Convention

Our district has been chosen to lead the Saturday morning liturgy. Superintendent Turpin will provide copies on Friday after the presentation and assign roles.

Page 9 is the program layout.

**Status:** Completed

#### Documents

- 2022 ACSTA AGM & Convention Program Book.pdf
  - St. Thomas Aquinas RCSSD - Friday November 18, 2022 ACSTA Liturgies (1).pdf
  - Holy Family CSSD - Morning Opening Prayer - Saturday November 19, 2022 ACSTA Liturgies.pdf
  - East Central Alberta CSSD - Morning Closing Prayer - Saturday November 19, 2022 ACSTA Liturgies.pdf
- 

## 15.2. ASBA Zone Update

**Status:** Completed

---

### 15.2.1. Zone One Meeting Minutes

Round table minutes for information.

**Status:** Completed

#### Documents

- ASBA Zone One meeting November 9, 2022 Round Table.pdf
- 

### 15.2.2. ASBA Fall General Meeting

For information.

**Status:** Completed

#### Documents

- ASBA FGM Details.pdf
  - ASBA FGM 2022 Policies Bulletin (1).pdf
  - ASBA - Schedule of Events.pdf
  - ASBA Parliamentary Procedure FAQ - final.pdf
  - ASBA - Event Hub FAQ.pdf
  - ASBA - ClaroVote Updates for ASBA - Speakers List.pdf
- 

### 15.2.3. ASBA Engagements and Professional Development Schedule

For information.

**Status:** Completed

#### Documents

- image003.png
  - 2022- 2023 ASBA Engagements and Professional Development Schedule.pdf
  - ASBA Engagements and Professional Development Schedule.pdf
- 

## 16. IN CAMERA

---

16.1. In Camera

No cause to go in camera

**Resolution #:**

**Moved:**

**seconded:**

**Status:** Carried

**Vote:**

---

16.2. In Public

**Resolution #:**

**Moved:**

**seconded:**

**Status:** Moved

**Vote:**

---

## 17. BOARD MEETING EVALUATION SURVEY

---

17.1. Board Meeting Evaluation Survey

[Click Here](#)

**Status:** Completed

---

## 18. NEXT MEETING

---

18.1. Next Meeting

Special Board Meeting November 28, 2022 at 12:00 pm. Lunch will be provided.

Next meeting is December 21, 2022

**Status:** Completed

---

## 19. ADJOURNMENT

---

19.1. Adjournment

The meeting adjourned at 2:56 pm.

**Resolution #:** 055-11-2022

**Moved:** John-Michael Pozniak

**seconded:**

**Status:** Carried

**Vote:**

---

---

Board Chair

---

Secretary-Treasurer