

MEETING MINUTES - Regular Board Meeting

Meeting

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|-------------------|--|
| Date | Wednesday, February 15, 2023 |
| Started | 10:00 AM |
| Ended | 4:00 PM |
| Location | Holy Family Catholic Education and Conference Centre |
| Purpose | Regular scheduled meeting |
| Chaired by | Kelly Whalen |
| Recorder | Lisa Robinson |

Attendance

Present: George Chuckvar, Michael Connell, Leanne Cox, Donna Duda, Tom Henihan, John Kuran, Nicholas Masvikeni, John-Michael Pozniak, Lisa Robinson, Kenny Trenton, Betty Turpin, Kelly Whalen

Minutes

1. CALL TO ORDER

1.1. Call to Order

The Meeting was called to order at 10 AM

Status: Completed

2. PRAYER

2.1. Prayer

Chair Whalen led the meeting in prayer.

Status: Completed

Documents

- Feb 2023 Board Meeting Prayer.pdf
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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 that the Board adopt the Agenda for February 15, 2023.

Resolution #: 085-02-2023

Moved: George Chuckvar
seconded:

Status: Carried

Vote:

5. ADOPTION OF MINUTES

5.1. Adoption of Minutes

MOVED that the Board adopt the Minutes of the January 18, 2023 Regular Board Meeting

Resolution #: 086-02-2023

Moved: Donna Duda
seconded:

Status: Carried

Vote:

Documents

- Minutes-2023-01-18-v4.pdf
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6. TRUSTEE MONTHLY REPORTS

6.1. Trustee Monthly Reports

The Board provided their monthly reports in their role as Trustees.

Trustees Kuran and Whalen are cooking pancakes for students and staff on Shrove Tuesday.

Status: Completed

7. TRUSTEE PROFESSIONAL DEVELOPMENT

7.1. Trustee Professional Development

Status: Completed

7.1.1. Governance is a Choice - Book Study

Trustees reviewed Chapter 2 on the book "Good Governance is a Choice", and agreed that the questions provided at the end of the chapter were thought provoking.

Status: Completed

7.1.2. Alberta Rural Education Symposium

The Alberta Rural Education Symposium will be held March 5-7, 2023. Those attending include Trustee Kuran, Connell, and Superintendent Turpin.

Trustee Cox, Duda and Whalen can no longer attend.

As per previous RBM, Municipal Council members were invited (max 2) to attend.

Correspondence from Municipalities include:

- County of Northern Lights declined

- Big Lakes County - Reeve Robert Nygaard and Councillor Jeff Chalifoux put their names forward.
- Town of Manning - no reply
- Town of High Prairie - no reply

Trustees discussed the Rural Caucus meeting which is taking place Sunday afternoon before ARES.

Status: Completed

7.1.3. First Nations, Metis & Inuit Education Gathering

The First Nations, Metis, & Inuit Education Gathering is April 24-26, 2023. Those attending include Chair Whalen, Trustee Connel, Trustee Duda, and Superintendent Turpin.

Status: Completed

7.1.4. Spice & BluePrints

BluePrints Conference is May 2-5, 2023 and Spice is April 28-30.

Those attending Blueprints include Chair Whalen, Trustees Henihan, Connell, and Cox.

Status: Completed

8. NEW BUSINESS

8.1. Transportation Costs to the Division

Trustees reported on the recent Committee of the Whole Meeting on February 7, 2023.

Status: Completed

8.1.1. In Town Transportation

MOTION: That the Board implement an integrated transportation fee schedule set for students requiring transportation within 2.4 km of their school. This fee excludes families whose transportation provider is currently collecting fees.

Fee Schedule:

2023-2024 School Year \$150

2024-2025 School Year \$230

2025-2026 School Year \$350 (maximum)

With forgiveness available to those who qualify.

An analysis of the transportation costs over 3 years was provided for information. The fee will be collected to offset transportation costs that are presently being incurred by the division. Chair Whalen indicated that transportation costs have historically affected instructional dollars and the Division does not currently have transportation funding for "in town" bussing..

Superintendent Turpin indicated that the school division has received transportation funding in the past, but the funds have been depleted.

The Board discussed several factors in deliberating the issue including the following.

Trustee Connell expressed his concern that this fee may not be feasible for Ecole Providence School Students, considering the size of the small community. Chair Whalen indicated that we have provisions for those in the division who wish to apply for fee forgiveness.

Trustee Duda expressed concerns for families in her ward and requested that the process for applying for the Transportation Fee Waiver be simple and easy for the parents of students in the Division to fill out and submit.

Other discussions included what the effects of the fee implementation may be including decreased enrolment. Trustee Cox also indicated that this will be a difficult fee to implement as current economic times are making finances difficult for families. Instructional dollars may be lost as a result of decreased enrollment due to the in-town transportation fee.

Secretary-Treasurer Masviken indicated that a letter will be drafted to all parents within the Division indicating the new in-town transportation fee implementation, as well as the process for applying for fee waiver. The Board will provide Parent School Councils with a presentation regarding transportation issues and the new fee. Our new transportation fee will be lower than other Divisions' charges. The fee will be embedded within the 2023 Schedule of Fees.

Committee of the Whole meeting, February 7, discussions regarding the graduated process:

- gradual introduction of fees
- special requests for waiver of fees (single income families, etc)
- multiple children in one family - fee reductions
- division-wide fees will be set
- fees will be set lower than costs being incurred

Resolution #: 087-02-2023

Moved: Michael Connell

seconded:

Status: Carried

Vote:

Documents

- Inter-Division Transportation costs analysis 3.xlsx

8.1.2. Establishing a Separate School District

Committee of the Whole met February 7, 2023 to discuss the issue and process of establishing a separate school district to address transportation issues.

Transportation funding dollars currently do not follow the student and for students living outside the formed area, the Division currently does not receive that funding.

Communication regarding the issue will be provided to affected families in advance of April 17-21. Parents will be encouraged to address the issue with their local MLA.

Superintendent Turpin indicated that once Trustee Cox has verified a date for the meeting, we can send an invited to parents in the "unformed" areas. In the meeting parents will be informed on why this is an issue and why the Division does not receive funding for transportation costs. The criteria for the the elector leading the process is that they live in the area and have declared themselves Catholic. Additionally, once a census is done, it must indicate that the area to be formed holds a minority.

Chair Whalen indicated that the issue of education dollars to follow the student is very important to us as a Separate School District and there may be something coming forward in the 2023 Budget Announcement.

Chair Whalen indicated that a motion with be brought forward in the May or June Regular Board meeting to implement area formation(s).

Status: Completed

8.2. Discuss a date for the School Council Chairs /Trustee In Person Meeting

The proposed date for the School Council Chair and Trustee In person meeting will be June 21 at 5PM.

The issue of establishing a separate school district will be discussed. Superintendent Turpin will also ask the Parent Council Chairs to provide round-table discussion on each Councils successes, challenges and future plans.

Supper will be provided

Status: Completed

8.3. PRSD Joint Board Meeting

The date of April 19 at 6 PM will be suggested to Peace River School Division for the Joint Board Meeting. The proposed agenda items will be discussed in the March Regular Board Meeting.

Status: Completed

8.4. Edwin Parr Award - Ad Hoc Committee

Chair Whalen indicated that we have one nomination for the award, therefore there is no need for the selection of the Ad Hoc Committee.

Superintendent Turpin indicated that changes happened in the nomination package, yet we did not receive notification of changes in the process.

Status: Completed

Documents

- Letter from ASBA re Changes in the Edwin Parr Nomination Pkg.pdf
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8.5. Approve 3 Year Facility Capital Plan

MOVED: That the Board approve the Division's 3 Year Facilities Capital Plan covering the years 2023 to 2026.

Resolution #: 088-02-2023

Moved: Leanne Cox

seconded:

Status: Carried

Vote:

Documents

- 3 year facility capital plan (2023-2026).docx
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8.6. Supporting Sacraments

The Board discussed the support of students in their completion of sacraments with a congratulatory gift. The small gift would include students who complete the Sacrament of First Eucharist, Reconciliation, and Confirmation. Trustee Cox suggested that we communicate with each Parish on what type of gift students are currently receiving so as to not double up on the same gift. Trustee Cox suggested that a bible bookmark might be a nice touch. Superintendent Turpin added that the CWL usually provides Rosary beads.

Status: Completed

Documents

- image.png
 - image (2).png
 - unnamed.png
-

9. OLD BUSINESS

9.1. Discuss a date for St. Stephen's School Visit

Initially the date for the visit was May 17, however that date has been changed,

The Board agreed on the date of May 30, 2023. The school visit will commence after lunch at 1:30PM.

Status: Completed

9.2. Meeting with Municipal Councils

Superintendent Turpin and Communications Coordinator Trenton provided the Board with the Powerpoint presentation for Municipal Councils and asked Trustees for feedback.

Each Powerpoint will be made specific to each town, indicating the number of families, people employed by, and the benefits to the community of our school.

A separate slide will also be developed for the First Nations area including a map provided by Trustee Duda.

Chair Whalen suggested that the powerpoint include:

- Our schools are safe, caring, and welcoming,
- High School Diploma Completion numbers
- First Nations Identification numbers
- Key indicators of strength in our Division in the Alberta school statistics
- Testimonials relevant to the Municipality by citizens within

Status: Completed

9.3. Ministerial Approval - Capital Expenditure

MOVED: to rescind Motion #081-01-2023

Secretary-Treasurer Masviken indicated that in the January Regular Board Meeting, the Board passed a motion including approval from the Minister of Education in the utilization of capital reserves. It has since been determined that the Board does not require ministerial approval for this. Guidelines were attached for reference.

Resolution #: 089-02-2023

Moved: Tom Henihan

seconded:

Status: Carried

Vote:

Documents

- AFS Guidelines 2021-2022.pdf
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9.3.1. Motion to Approve Utilization of Capital Reserves

MOVED That the Board approves the utilization of capital reserves of \$600,000 towards the replacement of flooring that have reached the end of their life cycles

Resolution #: 090-02-2023

Moved: John Kuran

seconded:

Status: Carried

Vote:

9.4. ASBA Award Deadlines

Information regarding the ASBA Awards was provided for information. It was noted that deadlines for Edwin Parr and Friends of Education nominations is in June for our zone, as opposed to the dates provided by ASBA.

Trustee Pozniak indicated that the Division received only 1 day notice of the Honouring Spirit Award. Superintendent Turpin suggested that Trustee Pozniak ask the ASBA Board Chair if this award will have the same criteria and deadline each year, so that we can properly prepare in the future.

Status: Completed

10. INFORMATION - SUPERINTENDENT'S REPORT

10.1. Superintendent's Report

Trustee Pozniak indicated he would like to experience a deeper look into the Superintendent Report. He suggested a look into trends such as how our Division performed on Diploma exams in the past decade to establish positive and negative trends. Achievement results might be important information to provide to the Board in this format. Trustee Cox added that the Board has received access to Grade 6 and 9 assessments.

Trustee Pozniak indicated that a Committee of the Whole meeting could be used to flow through data/trends in school academics. Chair Whalen added that this committee of the Whole meeting would best be held in November or the beginning of December in order to include the Acadience data, as well as MIPI data for grades 6 and up. We would also have achievement data for last year and this year by the end of November in order to examine it.

Trustee Pozniak added that at the Student Engagement Meeting, students asked for inter-school academic contests (as a division-wide competition). Superintendent Turpin added that we also want learning communities back within schools, the challenge has been providing coverage for teachers when they are doing these extra activities/competitions, adding that our Division has not had a day where Certified Teacher absences were covered. Additional side note, a grade twelve student in our schools received 100% on his Math 30 Diploma Exam.

Trustee Pozniak inquired on the Greenview Jt Use Planning Agreement. Superintendent Turpin indicated this was an administrative meeting. The Municipalities Act now requires all municipalities to have a joint use planning agreement. There is a standard templated agreement, and the HFCRD Joint Use Committee member will be at the table.

Status: Completed

Documents

- Superintendent Report - February 2023.pdf
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10.1.1. Masters Program for Certified Staff

Superintendent Turpin provided information on the new U of A Leadership program. There is a plan for those in Zone 1 to offer cohort training encouraging completion of a Masters program for certified staff. There are 21 candidates. The division is putting aside approximately \$35,000 each year to encourage those in the cohort in the completion of the masters program. These funds will provide funding to the candidates to support tuition costs. The Alberta Teacher's Association also pays for 1 course each year. Additionally, Certified Staff will benefit as completion of the program impacts salary grid placement. The Division benefits from more candidates becoming involved in leadership opportunities.

Status: Completed

10.1.2. Meeting Minutes / Organizational Software

Superintendent Turpin indicated that Senior Administration is meeting with two different software companies to explore the use of a different Meeting software. Trustees were asked what they would like to see in meeting management. Those items include:

- a private notes feature, with sharing with other select Trustees
- a more organized attachment process with a search engine.
- a shared calendar with the Board of Trustees.

Status: Completed

11. INFORMATION - SECRETARY-TREASURER'S REPORT

11.1. Jan. 2023 Financial Reports

Secretary-Treasurer Masviken provided January 2023 Financial reports for information.

Status: Completed

Documents

- 2022-23 Budget Status - Revenues -Jan 2023.pdf
- 2022-23 Budget Status - Expenses - Jan 2023.pdf
- Summary of Payment Listing - January 2023.pdf

- Cheque Payment Listing - January 2023.pdf
 - EFT Payment Listing - January 2023.pdf
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11.2. IMR/CMR Report - January 2023

Secretary-Treasurer provided the January 2023 IMR/CMR Report for information and added that the tender for the St. Stephen's on-grade slab will go out February 28. The start time of the project will be determined.

Status: Completed

Documents

- February 2022-2023 IMR_CMV Projects - Board (10) (1).pdf
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11.3. St Andrews Value Scoping RFP Evaluation

MOVED That the Board approves the appointment of Group2 Architecture Interior Design Ltd to undertake the Value Scoping of St Andrew's School.

Secretary Treasurer Masviken provided information on the RFP Evaluation:

1. RFPs submissions closed on February 10.
2. 3 Firms submitted their proposals (Workun Garrick, Group2 Architecture and START Architects)
3. The Evaluation panel comprised of the Superintendent, Secretary Treasurer and Facilities Manager, and the evaluation criteria is attached.
4. All the submissions had project cost exceeding the allocated grant funds of \$40,000. There will be need to supplement the budget by own funds if the Alberta Infrastructure cannot top-up.
5. The panel agreed to recommend for Board approval Group2 Architecture Interior Design Ltd at a project cost of \$60,728 before GST.
6. The Communication Plan is attached for noting with a request to align it with the Board Calendar

Resolution #: 091-02-2023

Moved: Leanne Cox

seconded:

Status: Carried

Vote:

Documents

- ST ANDREWS RFP VALUE SCOPING EVALUATION SHEET.xlsx
 - St Andrews Value Scoping Communication Plan .pdf
-

11.4. Insurance Portfolio

Trustee Cox left the meeting at 2:50pm

Secretary-Treasurer Masviken provided information to the Board regarding the Insurance Portfolio

Education Act: Section 54

Insurance and investment

54(1) A board shall, in respect of its operations, keep in force adequate and appropriate policies of insurance for the purpose of, at a minimum, indemnifying the board and its employees and school councils in respect of claims for

- (a) damages for death or personal injury,
- (b) damage to property, and
- (c) damage to property owned by the board in respect of which the board has an insurable interest
 - (i) that the board has agreed to insure, or

(ii) for which the board otherwise has or may have assumed liability.

HIGHLIGHTS:

Insurance Premium Increase from \$581,264 (2019/2020) by 115%, down by 19% (2021/2022), and down by 6% (2022/2023)

Status: Completed

Documents

- 2022-23 Insurance Comparative analysis - Jan 23.xlsx
- Draft 6-BrokerDoc_Oct 22_v2.pdf

11.5. Grimshaw School Land

MOVED that the Board revisit the decision to list the Grimshaw School Land for sale in February 2024 or sooner if market interest changes.

In the September 2022 Regular Board Meeting, the Board moved that the land be tabled for discussion again in February 2023. Trustees discussed the stagnant real estate market. The listing price is likely not the driving factor in the lack of interest in the parcel. Superintendent Turpin suggested erecting "For Sale by Owner" signs at the property.

Resolution #: 092-02-2023

Moved: John-Michael Pozniak

seconded:

Status: Carried

Vote:

12. INFORMATION - BOARD CHAIR'S REPORT

12.1. Board Chair's Report

Board Chair Whalen provided his report to the Board of Trustees.

Status: Completed

12.1.1. Incoming Correspondence

- Letter from the Minister provided grant for property insurance costs
- Letter from Edmonton Catholic Schools re: ACSTA withdrawal
- Letter from the Minister re: Ukraine Fundraiser.
- Letter from the Minister re: Supporting Displaced Ukrainian Students.
- Letter from the Minister re: Low Incidence Supports and Services Funding
- Rockyview Schools letter to AB ED re: Emergent Positions
- Calgary Board of Ed - Letter regarding driver shortage
- Letter from the Minister re: Test Alert
- Elk Island Public School Board - letter to AB Ed re: School Nutrition Program
- ACSTA reinstatement of Edmonton Catholic membership
- Letter from Northern Lights Public to Minister of Ed re funding for div II and III
- Letter from the Minister re: Youth Council Recruitment
- Letter from the Minister re Early Learning Disruption Funding 2022-2023

Status: Completed

Documents

- Minister LaGrange letter.pdf
- Letter to ACSTA Member Boards.pdf
- Ukraine Fundraiser.pdf
- Letter from the Minister - Supporting Displaced Ukrainian Students.pdf
- Letter from the Minister - Low incidence supports and services funding.pdf

- Rockyview Schools - Emergent Positions.pdf
 - Calgary Board of Education - Letter to AB ED re Driver Shortage.pdf
 - Letter from the Minister - Test Alert.pdf
 - EIPS Ltr to EDC MIN_Nutrition Program_20230131.pdf
 - ACSTA - Edmonton Catholic Reinstatement of Membership.pdf
 - Northern Lights Public - letter regarding funding for Div II III.pdf
 - Letter from the Minister re Youth Council Recruitment.pdf
 - Letter from the Minister re Early Learning Disruption Funding.pdf
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12.1.2. Outgoing Correspondence

Letter to Municipalities in invitation to ARES

Status: Completed

Documents

- 2023-01-19 Letter of Invitation to ARES -Big Lakes County.pdf
 - 2023-01-19 Letter of Invitation to ARES - Town of Manning.pdf
 - 2023-01-19 Letter of Invitation to ARES - Town of High Prairie.pdf
 - 2023-01-19 Letter of Invitation to ARES - County of Northern Lights.pdf
 - 2023 ARES Invite.pdf
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12.2. Board Calendar

The Board reviewed the Board Calendar. Recent changes have been to:

May 9 Finance/Audit Committee 2:30PM

May 10, 11 ATA Negotiations

May 12 Division Faith Day.

Status: Completed

13. STANDING COMMITTEE REPORTS

13.1. Facilities Committee

No information to report.

Status: Completed

13.2. Fort Vermilion Educational Services Agreement

The Board will revisit the St. Mary's School once Fort Vermilion Central Office opens.

Status: Completed

13.3. Audit & Finance Committee

No report provided.

Status: Completed

13.4. Teacher Board Advisory Committee

In the February 13, 2023 TBAC meeting there was discussion regarding student requests for different names and pronouns. Superintendent Turpin clarified the role of the teacher as it pertains to the Education Act and FOIP Act.

Status: Completed

13.5. Student Engagement Team

No report provided.

Status: Completed

14. EXTERNAL COMMITTEES

14.1. Archdiocesan of Grouard-McLennan

No report provided.

Status: Completed

14.1.1. Parish Council Reports

No report provided.

Status: Completed

14.1.1.1. Cathedrale St Jean Baptiste-McLennan

No report provided.

Status: Completed

14.1.1.2. Holy Family - Grimshaw

No report provided.

Status: Completed

14.1.1.3. Our Lady of Peace -Peace River

No report provided.

Status: Completed

14.1.1.4. St James the Major - Manning

No report provided.

Status: Completed

14.1.1.5. St Paul - High Prairie

No report provided.

Status: Completed

14.1.1.6. St Rita - Valleyview

No report provided.

Status: Completed

14.2. Archdiocesan Pastoral Council

No report provided.

Status: Completed

14.3. Community Services

Status: Completed

14.3.1. Grimshaw Community Services Advisory Board

No report provided.

Status: Completed

14.3.2. Peace River Community Services Board

Trustee Kuran indicated that there will be a meeting at the end of February and will report back in March.

Status: Completed

14.4. GrACE

Chair Whalen indicated that future leadership will be discussed within GrACE in light of (Bonnie) resignation.

Status: Completed

14.5. TEBA

No report provided.

Status: Completed

15. ASSOCIATION BUSINESS

15.1. ACSTA Director's Report

Trustee Kuran provided information on the available courses for the Certificate program. The courses are \$90 each and are designed for Trustee benefit.

Trustee Kuran indicated that our Committee of the Whole discussions provides proof that we have uniqueness which drives our issues at hand. (Transportation costs). There is a lobbying event in Edmonton on March 20 or 21 and all Trustees are invited. Superintendent Turpin indicated that the CASS conference is on March 22, so if the lobbying event was held that day, many Superintendents would also likely attend.

Status: Completed

Documents

- 5 Key Takeaways - ACSTA.pdf
-

15.2. ASBA

No report provided.

Status: Completed

16. BOARD MEETING EVALUATION SURVEY

16.1. Board Meeting Evaluation Survey

The Board was asked to complete the Board Meeting Evaluation Survey

Status: Completed

17. IN CAMERA

17.1. In Camera

MOVED: the meeting continue in camera at 3:40 p.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 #: 093-02-2023

Moved: George Chuckvar

seconded:

Status: Carried

Vote:

17.2. In Public

MOVED the meeting continue in public at 3:45 PM

Resolution #:

Moved: George Chuckvar

seconded:

Status: Carried

Vote:

18. Business Arising from In Camera

There was no business arising from In Camera.

Status: Completed

19. NEXT MEETING

19.1. Next Meeting

The next Regular Board Meeting is March 15 at 10 AM

Status: Completed

20. ADJOURNMENT

20.1. Adjournment

MOVED the meeting be adjourned at 4:00 PM

Resolution #: 095-02-2023

Moved: George Chuckvar

seconded:

Status: Carried

Vote:

Board Chair

Secretary-Treasurer