

MINUTES OF THE REGULAR BOARD MEETING

Saturday, June 22, 2024, at 10:00 a.m. at
Assumption Roman Catholic School, Oyen, AB

Administration in Attendance

Dr. Andrea Holowka (Superintendent)
Vincent Behm (Deputy Superintendent)
Pat MacDonald (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Kim Jamieson (Executive Assistant)

Attended

In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

Andrea Keenan (Chair)
Andrew Gustafson (Vice Chair)
Michelle Rude-Volk
Harry Salm
John de Jong
Mark MacDonald
Dr. Matthew McIsaac
Absent with Regrets: Mark Chung

Attended

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

1

OPENING

- | | | |
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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:45 a.m. |
| 1.02 | Litany | Chair Keenan (Foothills County) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, Consecration to Mary | Chair Keenan (Foothills County) led the Board in reciting the Board Prayer, the Vocations Prayer, and the Vision of the Board. Chair Keenan stated that the division has been consecrated to the saving grace of Mary and led the Board in reciting a Hail Mary. |
| 1.04 | Three-year Faith Theme: "Faith Seeking Understanding" | Chair Keenan (Foothills County) reminded Board members of CTR's three-year faith theme, being Faith Seeking Understanding. The Catholic Church teaches that God is Truth, Goodness, and Beauty. Each transcends the limitations of place and time and is rooted in being. This year the focus is on encountering beauty through faith and science. |
| 1.05 | Land Acknowledgement | Chair Keenan (Foothills County) recited CTR's Land Acknowledgement as below:
We acknowledge Siksik' aohsin (Blackfoot Territory) and Nitsitapisini (way of life of all people) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis Nation Region 3 and everyone else residing in the Territory. We honour the Elders and Knowledge Keepers who share their teachings and wisdom. This acknowledgement is an act of gratitude to those peoples on whose traditional land we now live, work, play, or visit. |
| 1.06 | Lectio Divina – Gospel of Mark | The Board engaged in Lectio Divina. |
| 1.07 | Additions/Deletions to the Agenda | Chair Keenan (Foothills County) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.08 | Approval of the Agenda | Mark MacDonald (High River) moved:
that the agenda be adopted as presented.
Motion #99-24 |
| 1.09 | Adoption of Regular Board Minutes May 29, 2024 | The minutes of the Regular Board Meeting held on May 29, 2024, were reviewed by the Board and recommended for adoption as presented. |

Carried

Harry Salm (Strathmore) moved:
that the Minutes of the Regular Board Meeting dated May 29, 2024, be adopted as presented.

Motion #100-24

Carried

2	BUSINESS ARISING	
2.01	None	
3	CORRESPONDENCE	
3.01	Letter to Lois Bedwell, Board Chair, Prairie Rose School Division' dated 03.06.2024	This letter was provided as information.
4	FOUR-YEAR EDUCATION PLAN	
4.01	Presentation: Career and Off Campus Program Review	Deputy Superintendent Behm introduced Danica Martin who conducted the career and off-campus program review, which was an in-depth analysis of CTR's initiatives in post-secondary pathways, career counseling and off-campus opportunities (work experience, green certification, RAP and dual credit) and related elements. This review is particularly timely given the Premier's mandate letter to the Minister of Education with a focus on career pathways. The review included an assessment of CTR's division results and consultation with staff, students and families, which resulted in a data analysis with strengths and stretches being identified. Strengths identified with CTR's post-secondary counseling and off-campus programming included strong relationships between staff, students and parents; allocation of sufficient resources; numerous events, experiences and off-campus learning opportunities; and student and parent satisfaction. Recommendations resulting from stretches identified included the development of consistent tools, resources and processes to be used throughout the division; developing a framework for student futures; centralizing professional learning and training; continuing with funding for counselling/off-campus roles; and ensuring that there is easy access to information. Ms. Martin thanked all staff, students, and parents that participated in the program review, noting that the division's commitment to the success of all students is evident. Deputy Superintendent Behm thanked Ms. Martin for her work, and time was then provided for trustee questions. Deputy Superintendent Behm advised that work on the recommendations had already begun and will continue into next year, with the priority being to standardize this work throughout the division. Doing so will result in efficiencies and free staff time for students. Updates will be provided to the Board as this work progresses.
5	REPORTS FROM WARD COMMITTEES	
5.01	Trustees to identify one feature from each Ward Committee Meeting for Board Highlights	Chair Keenan (Foothills County) reminded Trustees to identify one feature from each Ward Committee Meeting for the June Board Highlights.
5.02	Drumheller Ward Meeting June 12, 2024	In the absence of Trustee Chung (Drumheller), Superintendent Holowka highlighted the following from CTR Catholic's four pillars, as they pertained to the Drumheller Ward Committee meeting: Faith: Starting in Lent, the school held a children's liturgy in Padma Hall. As done in previous years, they continued with a station each day during Lent which brought Lent alive for the school community. Learning: Three students are participating in RAP. One student is being picked up by Glover International Trucks after school. One student works only on Fridays, and the student and teachers have worked learning around this schedule to support the opportunity. Safe and Caring: The Peter Pan play had such high interest for student auditions that the teacher ran two casts of the play which allowed over 50 students to participate. The support from School Council assisted greatly as well. The play was even highlighted within the entire Drumheller community. The excitement has built up even among elementary students who see themselves participating

in future years. Costume and crew support also allowed for engagement of many. New friendship connections formed as a result.

Stewardship: Drumheller holds an annual Seniors' Christmas Dinner, with the invitation for volunteers usually only sent to the public school. This year, St. Anthony's was invited to participate, and 40 students grades 7-12 volunteered for the dinner held at the Badlands Community Facility. The opportunity to volunteer was appreciated as the dinner is a pivotal community event.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Drumheller Ward Committee Meeting dated June 12, 2024, be approved as presented.

Motion #101-24

Carried

It was the will of the Board to highlight St. Anthony's School's participation in the annual Seniors' Christmas Dinner from the Drumheller Ward Committee meeting in their June Board Highlights.

6 BOARD STANDING COMMITTEES

6.01 None

7 TRUSTEES

7.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

7.02 Review of Board Meeting Schedule

Andrew Gustafson (Okotoks) moved:

that the draft schedule of Board meeting venues and dates for the 2024-2025 year be adopted as revised.

Motion #102-24

Carried

7.03 Review of Board Highlights Writer Schedule

The Writer Schedule for the Board Highlights for 2024-2025 was reviewed.

8 ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

8.01 ACSTA Directors' Meeting Update

Vice Chair Gustafson (Okotoks) advised that ACSTA had not met since the May Board meeting and will next meet on Thursday, June 26th via Zoom. ACSTA has provided the schedule for the AGM to be held in November in Edmonton. Trustees that will attend the ACSTA AGM were identified.

Trustee Salm (Strathmore) advised that ACSTA is doing advocacy work with respect to formation in Alberta, and they will be consulting school boards as to advocacy items they would like brought forward to the AGM. As such, it was requested that this be added as an item to the agenda for the September Regular Board Meeting.

9 ALBERTA SCHOOL BOARDS ASSOCIATION

9.01 ASBA Zone 5 Report

Trustee MacDonald (High River) advised that ASBA Zone 5 met on June 7, 2024. Highlights from that meeting included:

- The emergency preparedness procedure was reviewed for summer hazard preparation for wildfires and floods. This procedure is meant to take the place of ad hoc planning when students must leave schools.
- Five new schools were announced in Alberta and all will be P3 builds.
- ASBA met with the Minister of Municipal Affairs who confirmed that trustees will not be required to announce their political affiliations. Land areas being designated for new school sites were also discussed, as they often do not have enough space to allow for expansion and/or modulars.

- Whether virtual attendance will be offered at ASBA's SGM next year was debated, with it being noted that the expense to do so this year was significant.
- Generally, comments on ASBA's SGM have been positive.
- An update on the budget was provided. Membership fees will not be increasing.

**10 TEACHERS' EMPLOYER
BARGAINING ASSOCIATION**

10.01 TEBA Report

Associate Superintendent Kilcommons advised that no further meetings have occurred since the May Board meeting. Central table negotiations are expected to take place in September, and the timeline for local negotiations will depend on central table negotiations.

**11 RURAL CAUCUS OF ALBERTA
SCHOOL BOARDS**

11.01 Rural Caucus of Alberta School Boards Report

Trustee Rude-Volk (Oyen) advised that a Rural Caucus of Alberta School Board meeting occurred on June 2nd. Premier Smith attended that meeting, and items discussed included the need for a different funding model to be utilized for rural schools, rural teacher recruitment and retention, mental health services, and dual spacing with the possibility of schools having space for daycare, gyms and community space. The Rural Caucus of Alberta School Boards will next meet virtually on June 25th.

12 NOON PRAYER AND GRACE

12.01 Noon Prayer and Grace

Trustee MacDonald (High River) led the Board in the noon prayer and grace.

13 AFTERNOON OPENING PRAYER

13.01 Afternoon Opening Prayer

Trustee de Jong (Brooks) led the Board in the afternoon opening prayer.

14 DIVISION

14.01 Trustees to identify one feature from each Superintendent's Report for the Board Highlights

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

14.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- Each school has submitted a school faith plan that aligns with the Diocesan Renewal. These plans have been reviewed by senior administration, and they are well done. General themes emerged that confirmed each school's dedication to continuous improvement in leading and supporting student, staff, and family formation. Themes were reviewed with the trustees.
- CTR's Opening Mass and Opening Professional Development Day will occur with all division teachers attending at St. James Parish on August 26th. The agenda was reviewed and includes Opening Mass with Bishop McGrattan, an opening address by Superintendent Holowka, presentation of CTR's Faith Theme for Year II, and structured school conversations in the afternoon.
- The last and third meeting of the year for all Ward Committees included round table sessions with students, staff and parents. Parents and staff had the opportunity to provide feedback regarding the division's annual education plan. Feedback from students was gathered on what is being done in their schools that they would like to continue, and where they would like to see improvements. Superintendent Holowka provided an overview of this feedback, and noted it is valuable in setting the direction for the division.
- In response to the recent Ministry announcement, the division will need to have a cell phone policy in place by January 2025, however, the expectation is that students will not be using cell phones in classrooms beginning in September. Exceptions to the policy will need to be identified for educational and medical reasons. Work will begin on an administrative

procedure immediately. As per the requirements, CTR will block access to social media sites on their network.

- An addendum to CTR's transportation agreement with Prairie Rose School Division will allow for students that reside in the New Brigden School attendance area to attend Assumption Roman Catholic School in Oyen. The cooperation of Prairie Rose School Division in this regard is very much appreciated.

It was the will of the Board to highlight the Opening Mass and PD Day from Superintendent Holowka's report in their June Board Highlights.

Deputy Superintendent Behm reported on the following:

- The format for the CTR Aspiring Leaders Program has been modified for next year, requiring interested teachers to apply for participation. Interest in the program was high with 13 teachers being accepted out of 32 applicants. Meetings will be a combination of virtual and in-person at the Catholic Education Centre in Okotoks.
- Post-secondary institutes rely on school divisions for practicum placements of preservice teachers. This is important for the teaching profession, and allows preservice teachers to become familiar with CTR. It is for these reasons that CTR teachers are encouraged to participate. CTR had 33 practicum placements this past year from post-secondary institutes across Alberta. This year, CTR will also send an email to their Grade 12 students going into education programs. Contact will be maintained with these students to support them throughout their post-secondary education in the hopes that they return to their home communities to teach.
- The filling of staff positions for 2024-2025 continues and will be reported on fully at the September Board meeting. Efforts continue to be on fostering effective relationships with internal and external candidates, focused career fair attendance, staff recommendations, and making local connections.

It was the will of the Board to highlight teacher recruitment and practicum placement from Deputy Superintendent Behm's report in their June Board Highlights.

Associate Superintendent MacDonald reported on the following:

- CTR will participate in a piloting project in the fall with St. James Parish that will focus on educating students on the beauty of Eucharistic miracles. A presentation of the miracles will be delivered to students and will be followed by a mini retreat with a focus on the Real Presence in the Eucharist with the themes of invitation and education. The project is meant to deepen students' understanding of Catholic beliefs and the beauty of the Eucharist to strengthen their participation in Mass and adoration.
- CTR's Faith Theme will transition to Year II, being "Encountering Truth Through Faith and Reason". Catholic Education Director, Grant Gay, has met with administrators and faith leads from each school to present an overview. Six CLC sessions have also been developed and will be rolled out in schools. An overview of the theme will be provided to staff at the Opening Mass and PD Day on August 26th.

It was the will of the Board to highlight the Okotoks pilot project of focusing on the beauty of Eucharist from Associate Superintendent MacDonald's report in their June Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The delay in the Strathmore project due to the gas line was resolved quickly with a slight setback of the band room and the chapel of Holy Cross Collegiate. The size of both areas remains as originally planned, but occupancy is slightly delayed to September 9th. Administration has made appropriate arrangements for the first few days of school to prevent learning interruptions.
- CTR's schools in Brooks continue to experience classroom space shortages. In response, administration at Christ The King Academy and St. Joseph's Collegiate have been working with division office and facilities on solutions. Renovations to the SJC learning support space will create a small classroom and the stage will be utilized as a full-time classroom. An initial request to the City of Brooks for use of rooms in the Recreation Centre was denied based on other users' needs. However, it is now being reconsidered and it is hoped that space will be available.
- Trustees were reminded that out-of-pocket expenses are to be submitted by June 30, 2024.

It was the will of the Board to highlight the need for additional classroom space in Brooks from Associate Superintendent Kilcommon's report in their June Board Highlights.

14.03 Quarterly Financial Report

Associate Superintendent Kilcommons provided the report for the third quarter for the reporting period of September 1, 2023, to May 31, 2024. Details included were breakdowns for revenues, expenses, and variance analyses for both revenues and expenses. In summary, barring any unforeseen negative circumstances, it is expected that the division will end the year in a stronger financial position than originally budgeted.

14.04 Board Approval of 2024-2025 School Calendar for Assumption Roman Catholic School (Revised)

Deputy Superintendent Behm shared that changes in the calendar for Prairie Rose School Division warranted changes to the calendar for Assumption Roman Catholic School to ensure that student transportation needs were consistent.

Michelle Rude-Volk (Oyen) moved:

that the 2024-2025 school calendar for Assumption Roman Catholic School (revised) be adopted as presented.

Motion #103-24

Carried

15 INTERNATIONAL FIELD TRIPS

15.01 None

16 LOCALLY DEVELOPED COURSES

16.01 Locally Developed Courses:

- Positive Psychology (15-5) LDC 1107
- Psychology - Abnormal (35-3) LDC 3155
- Military Studies 15-3/15-5; 25-3/25-5; 35-3/35-5 - LDC 1051/2051/3051 (6 courses total)
- Speech and Debate 15-3; 25-3; 35-3 - LDC 1209/2244/3244 (3 courses total)

Associate Superintendent Pat MacDonald reviewed the list of locally developed courses, advising all are up for renewal.

John de Jong (Brooks) moved:

that the Christ the Redeemer Catholic Separate School Division authorizes the following locally developed courses for use in high schools within the jurisdiction, and further, that the Board authorizes the learning resources as per the course outlines for:

Positive Psychology (15-5) LDC 1107 is authorized from August 28, 2024, until August 31, 2027.

Psychology - Abnormal (35-3) LDC 3155 is authorized from August 28, 2024, until August 31, 2026.

Military Studies 15-3/15-5; 25-3/25-5; 35-3/35-5 - LDC 1051/2051/3051 (6 courses total) is authorized from August 28, 2024, until August 31, 2028.

Speech and Debate 15-3; 25-3; 35-3 - LDC 1209/2244/3244 (3 courses total) is authorized from August 28, 2024, until August 31, 2026.

Motion #104-24

Carried

17 NEW BUSINES

17.01 None

18 IN CAMERA SESSION

18.01 In Camera Items

Andrew Gustafson (Okotoks) moved:

that the Board move in camera to discuss legislative items at 1:38 p.m.

Motion #105-24

Carried

Harry Salm (Strathmore) moved:

that the Board return to open session at 1:58 p.m.

Motion 106-24

Carried

19 AGENDA ITEMS FOR NEXT BOARD MEETING

19.01 Call for Proposed Agenda Items

Trustee de Jong (Brooks) advised that he had received a letter from a student in Brooks requesting the division consider the building of an outdoor track. He asked that this item be added to the agenda for the Board meeting in September.

Trustees were asked to submit any further items they wish added to September's Board meeting agenda to Chair Keenan (Foothills County).

20 CLOSING

20.01 Closing Liturgy

Deputy Superintendent Behm led the group in the closing prayer.

20.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:02 p.m.

Motion #107-24

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
