

**MINUTES OF THE REGULAR BOARD MEETING**

Thursday, February 26, 2026  
Catholic Education Centre, Okotoks

<b>Administration in Attendance</b>	<b>Attended</b>	<b>Trustees in Attendance</b>	<b>Attended</b>
Dr. Andrea Holowka (Superintendent)	In Person	Andrea Keenan (Chair)	In Person
Vincent Behm (Deputy Superintendent)	In Person	Andrew Gustafson (Vice Chair)	In Person
Marco Pacione (Associate Superintendent)	In Person	Michelle Rude-Volk	In Person
Michael Kilcommons (Associate Superintendent)	In Person	Harry Salm	In Person
Kim Jamieson (Executive Assistant)	In Person	Dr. Matthew McIsaac	Via Zoom
		Louise Henrickson	In Person
		Jacqueline Vanderfluit	In Person
		Michelle Gietz	Via Zoom

- 1 OPENING**
- 1.01 Call to Order  
Chair Keenan (Foothills County) called the meeting to order at 9:07 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 and the Vocations Prayer. She then led the Board in reciting a Hail Mary and the Vision of the Board.
  - 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 goodness through faith and society.
  - 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 homeland 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  
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  
**Harry Salm (Strathmore) moved:**  
that the agenda be adopted as presented.  
**Motion #28-26**  

*Carried*
  - 1.09 Adoption of Regular Board Minutes January 24, 2026  
The minutes of the Regular Board Meeting held on January 24, 2026, were reviewed by the Board and recommended for adoption as presented.  
**Louise Henrickson (Drumheller) moved:**  
that the Minutes of the Regular Board Meeting dated January 24, 2026, be adopted as presented.  
**Motion #29-26**  

*Carried*

<b>2</b>	<b>BUSINESS ARISING</b>			
	2.01	None	There was no business arising.	
<b>3</b>	<b>CORRESPONDENCE</b>			
	3.01	None	There was no correspondence.	
<b>4</b>	<b>BOARD GOVERNANCE</b>			
	4.01	Board Governance	<p><b>Michelle Rude-Volk (Oyen) moved:</b> that the Board move in camera to discuss a strategic matter at 9:23 a.m. <b>Motion #30-26</b></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Louise Henrickson (Drumheller) moved:</b> that the Board return to open session at 10:20 a.m. <b>Motion #31-26</b></p> <p style="text-align: right;"><b>Carried</b></p>	
<b>5</b>	<b>WARD COMMITTEES</b>			
	5.01	Trustees to identify one feature from each Ward Committee Meeting for Board Highlights		
	5.02	Okotoks Ward I Committee Meeting February 10, 2026	<p>Trustee Gustafson (Okotoks) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Okotoks Ward I Committee meeting:</p> <p><b>Faith:</b> Faith survey results were strong across all schools, demonstrating the commitment to ensure strong faith experiences for all students. Of particular importance is the measure of satisfaction from parents, students, and teachers regarding the relationship between the school and parish, ranging from 88% to 95% across Okotoks schools. This is also evident through the tremendous number of students receiving sacraments at St. James Parish.</p> <p><b>Learning:</b> Provincial Achievement Tests (PAT) and Diploma Exam acceptable and excellence scores are above provincial. Of note, the PAT acceptable results at St. Francis of Assisi and St. John Paul II are above provincial by 26.7% and 21.4% respectively. Holy Trinity Academy continues to support strong academic learning with diploma acceptable results at 11.4% above provincial rates. The assurance measures for Educational Quality across all Okotoks schools range from 90.7% to 96.2%, demonstrating high levels of satisfaction for learning experiences occurring in classrooms.</p> <p><b>Safe and Caring:</b> Our Catholic Social Teaching is evident in all schools through strong faith survey results, with all students being provided with explicit instruction and permeation of these teachings throughout all aspects of the school day. This is strongly related to the schools’ Safe and Caring assurance survey results, all above provincial and ranging from 84.7% to 95.7%, indicating levels of satisfaction among students, teachers, and parents.</p> <p><b>Stewardship:</b> The connection of all CTR Okotoks schools with their parent communities and school councils is an extension of the stewardship nurtured through events, engagement, and communication in our school communities. Parental Involvement scores are extremely strong and above provincial averages across all schools, indicating the collective parents’ satisfaction with their opportunities to be involved and provide input and our schools’ commitment to the primacy of parents in Catholic education.</p> <p><b>Andrew Gustafson (Okotoks) moved:</b> that the minutes of the Okotoks Ward I Committee Meeting dated February 10, 2026, be approved as presented. <b>Motion #32-26</b></p> <p style="text-align: right;"><b>Carried</b></p>	

It was the will of the Board to highlight learning from the Okotoks Ward I Committee Meeting in the February Board Highlights.

5.03 High River Ward Committee Meeting February 12, 2026

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

**Faith:** Faith continues to permeate all aspects of the school and is demonstrated throughout the Faith survey results. Results range from 89% to 97% across all areas within the three High River Schools. Averaging at 94% is the level of satisfaction of the relationship between the school and parish. All results demonstrate the authentic faith witness occurring within our schools.

**Learning:** Education Quality measures are significantly above the province in satisfaction scores, ranging from 93.6% to 94.6%. Three-year high school completion rates at Notre Dame Collegiate are situated at 96.7%, up significantly from previous years and 15.3% above provincial. St. Luke's graduation rates continue to increase year over year, as students find opportunities for success that might not be otherwise present for them in traditional learning environments.

**Safe and Caring:** Access to Supports and Services scores are also well above the province, with Holy Spirit Academy, Notre Dame Collegiate, and St. Luke's at 10.4%, 12.9%, and 18.4% above provincial, respectively. These results are also mirrored across the Citizenship results, at similarly high levels and demonstrative of the investment of staff in demonstrating and teaching students how to respect and care for one another.

**Stewardship:** Parental involvement continues to grow, evident through the work of school councils at Holy Spirit Academy and Notre Dame Collegiate. Parental Involvement results are well above provincial across all schools, ranging from 9.0% to 11.2% above provincial across all schools.

**Jacqueline Vanderfluit (High River) moved:**

that the minutes of the High River Ward Committee Meeting dated February 12, 2026, be approved as presented.

**Motion #33-26**

**Carried**

It was the will of the Board to highlight learning from the High River Ward Committee Meeting in the February Board Highlights.

5.04 Ward Committee Meetings – Round 2 Summary

Superintendent Holowka shared with the Board common themes that arose from feedback collected from students, staff and parents during the engagement sessions held in conjunction with ward committee meetings. The engagement sessions focused on obtaining feedback as to how the division could help students grow in CTR's three priority areas: Catholic faith, academic excellence, and healthy school. Feedback gathered will be considered in the drafting of the Education Plan for 2026-2027.

**6 BOARD STANDING COMMITTEES**

6.01 Committee of the Whole Meeting January 23, 2026

Chair Keenan (Foothills County) presented the minutes of the Committee of the Whole Meeting of January 23, 2026.

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Committee of the Whole Meeting of January 23, 2026, be approved as presented.

**Motion #34-26**

**Carried**

6.02 Policy Development and Review Committee Meeting January 30, 2026

Trustee Mclsaac (Canmore) presented the minutes of the Policy Development and Review Committee meeting of January 30, 2026.

**Dr. Matthew Mclsaac (Canmore) moved:**

that the minutes of the Policy Development and Review Committee Meeting of January 30, 2026, be approved as presented.

**Motion #35-26**

**Carried**

**Dr. Matthew Mclsaac (Canmore) moved:**

that the Board accept the recommendations of the Policy Development and Review Committee regarding a. Board Policy #10 – Role of the Superintendent; b. Board Policy #18 – Inclusive Education and Supports; c. Board Policy #20 – Budgeting; e. Board Policy #21 – Financial Guidelines; f. Board Policy #22 – Compensation and Benefits for Non-teaching Staff.

**Motion #36-26**

**Carried**

6.03 Liaison Committee Meeting February 24, 2026

Trustee Gustafson (Okotoks) presented the minutes of the Liaison Committee Meeting of February 24, 2026.

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Liaison Committee Meeting of February 24, 2026, be adopted as presented.

**Motion #37-26**

**Carried**

**7 NEW BUSINESS**

7.01 None

**8 TRUSTEES**

8.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

Michelle Gietz joined the meeting at 11:30 a.m.

**9 DIVISION**

9.01 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 February Board Highlights.

9.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- The Bishop's Luncheon and Faith Retreat have been combined this year due to the interrupted calendar. Focus will be on diocesan pastoral renewal and parish planning with Ryan Schmidt (Pastoral Renewal Director, Calgary Catholic Diocese) speaking after addresses from His Excellency, Bishop McGattan, and Superintendent Holowka. The day will include community conversations and will conclude with the faith retreat and reflective time spent within Sacred Heart Church.
- The division has had a focus on "Assessment for Mastery" since August of 2024. This allows for each student to be known and cared for as a learner and a human being in the image and likeness of God, learn curricular outcomes to the best of their ability, and be given multiple chances to acquire and demonstrate their understanding. Given the labour disruption in the fall, school administrators were asked for their feedback regarding the continuation and timing of implementation. As school administrators were supportive of continuing, next steps were reviewed.

- To address classroom complexity in schools, the province circulated the classroom insight survey. This has resulted in four CTR elementary schools receiving more support with complexity teams consisting of one teacher and two educational assistants until the end of the 2026-2027 year. Each school will identify needs and develop a plan accordingly. Human resources has begun the hiring process. The initiative created 200 teaching positions in metro Alberta, which may create challenges for hiring and retention for rural and urban schools.
- The province is reviewing school safety following recent events, reminding school authorities of their obligation to ensure safe, caring learning environments. All authorities must review safety policies, procedures, and equipment by May 1, 2026, and submit related documentation by March 13, 2026. The Minister of Jobs, Economy, Trades and Immigration (JETI) will inspect emergency response plans, and Alberta Education will review minimum safety standards. CTR has already reinforced key safety messages, supports, practices and procedures, and is reviewing the security of all facilities.

It was the will of the Board to highlight Assessment for Mastery in the February Board Highlights from Superintendent Holowka’s report.

**10 NOON PRAYER AND GRACE**

10.01 Noon Prayer and Grace Michelle Gietz (Brooks) led the Board in the Noon Prayer and Grace.

**11 AFTERNOON OPENING PRAYER**

11.01 Afternoon Opening Prayer Michelle Rude-Volk (Oyen) led the Board in the Afternoon Opening Prayer.

**12 DIVISION CON’T**

12.01 Superintendents’ Reports Con’t Deputy Superintendent Behm reported on the following:

- Training videos have been created featuring CTR teachers who are using artificial intelligence in practical ways with a focus on improving efficiency and effectiveness. School administrators are sharing these resources directly with teaching staff and/or using them as resources during Friday CLC meetings.
- CTR demonstrates appreciation for staff through a range of both formal and informal recognition practices. During Faith Days, 17 staff members were recognized with the Christian Witness Award. This award recognizes teachers who make Christ known to their community by joyfully embracing and living the Gospel, and the teachings of the Catholic faith.
- Providing a safe, caring and faith-filled environment for all students and staff remains the division’s highest priority. A thorough review of the division’s safety procedure was completed in August 2025. The procedure promotes a state of preparedness while maintaining the integrity of both learning and working environments. Given recent events, a practice review is being conducted as well as review of all facilities. Senior administration will continue to work with school administrators to ensure they have the resources and supports needed regarding emergency protocols and procedures.

It was the will of the Board to highlight school safety in the February Board Highlights from Deputy Superintendent Behm’s report.

Associate Superintendent Pacione reported on the following:

- Staff survey results indicate that Faith Days was a success. Mass, adoration, keynote speaker and choice in breakout sessions were all appreciated. Associate Superintendent Pacione was acknowledged for his efforts, who in turn showed appreciation for the efforts of his team.
- At the end of January 2026, CTR resubmitted an application for a collegiate school in Strathmore, with the intention of launching the CTR Strathmore & District Practical Ranching School in August 2026 (if approval received). The program would offer flexible scheduling for Holy Cross Collegiate students to simultaneously earn high school and post-secondary credits in the Beef Science Program with Lakeland College. The collegiate school is possible through a partnership with the Strathmore Agricultural Society and is supported by Golden Hills School Division (with their students also having opportunity to attend the program).
- Professional development continues for divisional team leaders with a focus on 1. Assessment for Mastery and increased demonstration of student learning; and 2. Increasing skill and gathering evidence of learning. Together these priorities challenge teachers to design lessons so students develop the required skills through deliberate practice within class time, and lead to deeper learning by the gathering of data.

It was the will of the Board to highlight Faith Days in the February Board Highlights from Associate Superintendent Pacione's report.

Associate Superintendent Kilcommons reported on the following:

- The finance, facilities, and procurement departments worked together to undertake a substantial review last spring to assess all CTR buildings and the structural components therein. A third-party company of engineers was also consulted in the review. This review has resulted the preparation of the Building Condition Assessment (BCA) document which sets out the anticipated life cycle and perceived reliability of each building. It also forecasts the potential cost of maintenance and includes a five-year facility condition improvement plan and a five-to-ten-year strategic plan. The BCA will integrate with Alberta Infrastructure's Virtual Facility Assessment system for efficiency.
- The process for school furniture and equipment requests has been refined. Previously, use of the approximate \$150,000 annual budget was based on observation and email requests from school administrators. A standardized form has been created and provided to administrators to identify needs. Needs will then be triaged at a division level. The form also incorporates collaboration with procurement for efficient purchasing and collects information on surplus furniture and equipment to allow for redistribution.
- A plan has been developed to effectively utilize the increased funding received on the nutrition grant for 2026-2027. Approximately 25% has been designated for specific nutrition staffing, freeing up time for administrators and volunteers; 9% has been designated for furniture and equipment; 2% has been set aside for contingency purposes; the balance of approximately 64% will be spent on food.
- A brief capital project update was provided in which Associate Superintendent Kilcommons advised that work continues on the planning phase for the new high school in Brooks.

It was the will of the Board to highlight the Building Condition Assessment report in the February Board Highlights from Associate Superintendent Kilcommons' report.

12.02 Board Approval of 2026-2027 School Calendar Deputy Superintendent Behm explained that the draft calendar meets the requirements of Board Policy and the Alberta Guide to Education and takes into consideration the PAT and diploma exam schedule. Feedback regarding the draft calendar was sought from parents at ward meetings and school council meetings, from staff through a division-wide survey and with the Liaison Committee. Feedback themes were considered and are reflected in the final draft of the calendar.

**Harry Salm (Strathmore) moved:**

that the 2026-2027 school calendar for CTR Catholic's traditional schools be adopted as presented.

**Motion #38-26**

**Carried**

**13 INTERNATIONAL FIELD TRIPS**

13.01 St. John Paul II Collegiate (Neil Hawryluk) - Portugal Associate Superintendent Kilcommons reviewed details of St. John Paul II Collegiate's trip to Portugal at Easter 2027.

**Andrew Gustafson (Okotoks) moved:**

that the International Field Trip by St. John Paul II Collegiate to Portugal at Easter 2027 be 'approved in full'.

**Motion #39-26**

**Carried**

13.02 Holy Trinity Academy (Stephanie Kruger) – Costa Rica Associate Superintendent Kilcommons reviewed details of Holy Trinity Academy's trip to Costa Rica at Easter 2027.

**Andrew Gustafson (Okotoks) moved:**

that the International Field Trip by Holy Trinity Academy to Costa Rica at Easter 2027 be 'approved in full'.

**Motion #40-26**

**Carried**

13.03 Notre Dame Collegiate (Dominique Murphy) – Italy and Greece Associate Superintendent Kilcommons advised that Notre Dame Collegiate has made a request to join the Centre for Learning@Home's trip (previously approved in full) to Italy and Greece at Easter 2027. Details of the trip were reviewed.

**Michelle Rude-Volk (Oyen) moved:**

that Notre Dame Collegiate be approved to join the fully approved International Field Trip by Centre for Learning@Home to Italy and Greece at Easter 2027.

**Motion #41-26**

**Carried**

**14 LOCALLY DEVELOPED COURSES**

14.01 None There were no locally developed courses presented for Board approval.

**15 IN CAMERA SESSION**

15.01 In Camera Items **Andrew Gustafson (Okotoks) moved:** that the Board move in camera to discuss strategic and personnel items at 2:03 p.m.

**Motion #42-26**

**Carried**

**Jacqueline Vanderfluit (High River) moved:**

that the Board return to open session at 3:15 p.m.

**Motion #43-26**

**Carried**

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**16**                    **AGENDA ITEMS FOR NEXT  
BOARD MEETING**

16.01            Call for Proposed Agenda Items

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

**17**                    **CLOSING**

17.01            Closing Liturgy

Andrew Gustafson (Okotoks) led the group in the closing prayer.

17.02            Adjournment

**Michelle Rude-Volk (Oyen) moved:**  
that the meeting be adjourned. The meeting adjourned at 3:16 p.m.  
**Motion #44-26**

*Carried*

SIGNATURE OF CHAIR:

\_\_\_\_\_

SIGNATURE SUPERINTENDENT:

\_\_\_\_\_