

MINUTES OF THE REGULAR BOARD MEETING

Thursday, March 28, 2024, at 9:00 a.m. at
Catholic Education Centre, Okotoks, AB

Administration in Attendance

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) In Person
Andrew Gustafson (Vice Chair) In Person
Michelle Rude-Volk In Person
Harry Salm In Person
Mark Chung In Person
Mark MacDonald In Person
John de Jong Via Videoconference
Trustees Absent: John David Bogdanowski

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, 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 John | 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 #41-24 |
| 1.09 | Adoption of Regular Board Minutes February 28, 2024 | The minutes of the Regular Board Meeting held on February 28, 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 February 28, 2024, be adopted as presented.
Motion #42-24

Carried

2

BUSINESS ARISING

2.01 None

3

CORRESPONDENCE

- 3.01 Letter dated March 11, 2024, from Alberta Infrastructure (re: École Good Shepherd School) This letter was provided as information.
- 3.02 Letter dated March 13, 2024, from Minister of Education (re: Strathmore Charter School) This letter was provided as information.
- 3.03 Letter dated March 19, 2024, to Deputy Minister of Education (re: Insurance Support) This letter was provided as information.

4

REPORTS FROM WARD COMMITTEES

- 4.01 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 March Board Highlights.
- 4.02 Okotoks Ward II Meeting March 14, 2024 Chair Keenan (Foothills County) highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward II Committee meeting:
Faith: Highlighted from the CFL report is the Lenten Staff & Student Prayer Group. Together, the staff participates in Stations of the Cross on Friday. Additionally, teacher, Pamela Steil has started a Lenten Prayer student group, meeting with students once per week to support their faith development and reflection together.
Learning: The CFL has started a Literary Coffee House with senior high students. Here, Maureen Dunn and Leonard Quilty offer a weekly online coffee house where high school students share poetry readings and other literature discussions.
Safe and Caring: The graduating class of St. Luke's Outreach Centre for 2024 is the largest ever with 83 graduates. This speaks to the safe and caring learning environment where students are known, loved, and nurtured to achieve. Often this represents a new beginning for students who have struggled to find success in other environments or those with exceptional learning or situational needs that require flexibility and differential support to graduate high school.
Stewardship: The Enrollment Summary for St. Luke's Outreach Centre speaks to its success in remaining a viable school while also demonstrating the growing need it fulfills in the community.

	September 2023	March 2024
Brooks	36 + 3 = 39	43 + 5 (concurrent)
High River	37	43
Okotoks	116 + 1 = 117	148 + 6 (concurrent)
Total	193	245

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Okotoks Ward II Committee Meeting dated March 14, 2024, be approved as presented.

Motion #43-24

Carried

It was the will of the Board to highlight Faith from the Okotoks Ward II Committee meeting in their March Board Highlights.

- 4.03 Ward Committee Meetings #2 – Summary Superintendent Holowka provided an overview of the themes that emerged in from roundtable discussions with staff and parents at the second round of Ward meetings.

Themes emerging from the first question “In working together to support Catholic education within our community, what is working well that we need to continue?” included values and Catholic faith integration, leadership and continuous improvement, inclusivity and community engagement, individualized support for students, family involvement and support, academic excellence, faith permeation and authenticity, support for staff development, effective communication and collaboration and commitments to student well-being.

Themes emerging from the second question “In working together to support Catholic education within our community, from your perspective, what opportunities exist to enhance our Catholic school community in support of student success?” included student support and well-being, parental involvement, community engagement, faith formation, teacher support and collaboration, academic excellence, communication and engagement, inclusivity and diversity, resource allocation and continuous improvement.

5

BOARD STANDING COMMITTEES

- 5.01 Emergent Issues Feedback Committee Meeting March 14, 2024 Chair Keenan (Foothills County) presented the minutes from the Emergent Issues Feedback Committee of March 14, 2024.

Andrew Gustafson (Okotoks) moved:

that the Board move in camera at 9:56 a.m.

Motion #44-24

Carried

Mark Chung (Drumheller) moved:

that the Board return to open session at 10:07 a.m.

Motion #45-24

Carried

Andrew Gustafson (Okotoks) moved:

that the minutes of the Emergent Issues Feedback Committee Meeting of March 14, 2024, be approved as presented.

Motion #46-24

Carried

- 5.02 Awards Committee Meeting March 14, 2024 Trustee Rude-Volk (Oyen) presented the minutes from the Awards Committee Meeting of March 14, 2024.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Awards Committee Meeting of March 14, 2024, be approved as presented.

Motion #47-24

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board accept the recommendations of the Awards Committee for the St. Joseph Parent of Distinction Awards.

Motion #48-24

Carried

5.03	Faith Committee Meeting March 14, 2024	Trustee MacDonald (High River) presented the minutes from the Faith Committee Meeting of March 14, 2024.
		Mark MacDonald (High River) moved: that the minutes of the Faith Committee Meeting of March 14, 2024, be approved as presented. Motion #49-24 <i>Carried</i>
6	TRUSTEES	
6.01	Upcoming Trustee Events	Trustees reviewed upcoming trustee events.
6.02	2024 Graduation Schedule	Trustees reviewed the schedule for the 2024 graduations.
7	ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION	
7.01	ACSTA Directors' Meeting Update	Vice Chair Gustafson (Okotoks) advised that ACSTA has not met since the February Board meeting and will next meet on May 23, 2024.
8	ALBERTA SCHOOL BOARDS ASSOCIATION	
8.01	ASBA Zone 5 Report	Trustee MacDonald (High River) provided a report on the ASBA Zone 5 meeting of March 1 st , a highlight of which included information being provided by Alberta Education regarding funding for French Immersion programs, nutritional funding and education funding announcements. Time was also taken by the group to discuss whether trustee elections should be held separate from municipal elections.
8.02	ASBA Summit	On March 18, 2024, ASBA held a hybrid working session with the Ministry of Education to which Board Chairs and Superintendents were invited. Superintendent Holowka provided highlights from this session, noting that the Minister of Education, Honourable Demetrios Nicolaides, delivered an opening address followed by a Q&A session. Capital announcements were also discussed followed by an engagement session in the afternoon regarding the Premier Smith's announcement regarding the province's vulnerable students, and how changes might be made once legislation is implemented.
8.03	ASBA Budget 2024 Highlights	On March 12, 2024, the Honourable Demetrios Nicolaides, the Minister of Education appeared before the Standing Committee on Families and Communities for budget main estimates. Chair Keenan (Foothills County) relayed highlights prepared by Vivian Abboud, Chief Executive Officer of ASBA, of those discussions.
9	TEACHERS' EMPLOYER BARGAINING ASSOCIATION	
9.01	TEBA Report	Trustee Chung (Drumheller) advised that the TEBA meeting was cancelled last month and, as such, there is nothing to report.
10	DIVISION	
10.01	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 March Board Highlights.
10.02	Superintendents' Reports	Superintendent Holowka reported on the following: - The four-part series for the Many & One initiative with administrators has concluded, and administrators have now been tasked with creating an implementation plan to bring the material to staff and students in the 2024-2025 year. The CTR Faith Permeation Resource Committee has compiled a comprehensive resource guide to assist with implementation. - The Centre For Learning@Home continues to evolve to the changing context of online and home education. Highlights of new initiatives were provided,

some of which include working to expand Connections programming to Lethbridge for shared responsibility students, exploring new home education partnerships in Calgary and Lethbridge, expanding new non-primary partnerships, upgrading communication and marketing, and aligning operations with CTR's processes and platforms.

- Faith formation planning for next year continues as part of the planning being done for the Education Plan which will be finalized in May. The faith formation plan will align with the Diocesan Renewal. This plan will be implemented next year at both divisional and school levels. The plan will intentionally address subject areas of permeation, Catholic social teachings, formation of teachers and parents, and leadership development.
- Meetings continue for the new build of École Good Shepherd School, with technology and security and furniture and equipment being discussed. A list of required furniture and equipment for new spaces is being composed with costing to fit within the Alberta Infrastructure prescribed budget.
- Staff provided important feedback at a staff engagement that was held on March 15th regarding the modernization of Holy Cross Collegiate and Sacred Heart Academy in Strathmore. A parent information evening was held on March 25th. The project is trending toward a May groundbreaking and an August completion.

It was the will of the Board to highlight the recent initiatives of the Centre For Learning@Home from Superintendent Holowka's report in their March Board Highlights.

Deputy Superintendent Behm reported on the following:

- Once the funding profile has been received, Human Resources will begin working on internal transfers, recruiting and job posting for 2024-2025. Additional strategies recently adopted for recruiting include developing procedures for reimbursement of moving expenses and providing school tours (with travel expenses covered if necessary). Superintendent Holowka commended Human Resources and local principals for their work in welcoming possible candidates.
- Work is being done to ensure CTR has effective teams, excellent Education Council participation, and proficient leadership in professional development and Catholic Learning Communities. Team leadership at CTR is governed by the Collective Agreement and requirements are derived from the competencies outlined in the Leadership Quality Standard. Administrators will be reviewing their current team lead structure to ensure that positions and funds are allocated appropriately.
- Professional development was held for substitute teachers on March 8th. Agenda topics included classroom management, CTR administrative procedures, the new Code of Conduct for Teachers and Teacher Leaders and cybersecurity awareness and email safety. Feedback from substitutes on classroom management was garnered and has been relayed on to administrators. Substitutes that attended indicated they were pleased with the PD session.

It was the will of the Board to highlight the professional development for substitute teachers from Deputy Superintendent Behm's report in their March Board Highlights.

Associate Superintendent MacDonald reported on the following:

- At the February administrators' meeting, four schools presented on the Catholic Learning Community (CLC) work being done. Associate

Superintendent MacDonald explained that delivering effective CLCs takes intentionality and commitment from administrators, and it is a huge investment of time to ensure CLCs are being used to enhance student learning. The presentations are evidence that the revamp of CLCs that began in August 2023 has been successful and is impacting students.

- The implementation of the new math curriculum and shift in concepts identified that an intentional focus on math was needed by teachers and administration. Continuous improvement of that process is constantly considered with significant resources and time taken to support teachers through comprehensive analysis of data resulting in professional development and the sharing of resources throughout the division.

It was the will of the Board to highlight Math from Associate Superintendent MacDonald's report in their March Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Alberta Risk Managed Insurance Consortium (ARMIC) was established four years ago by school boards to seek alternative solutions after premiums surged by over 300%. Since its inception, ARMIC has made substantial efforts to document existing and implement new practices regarding risk management. This has resulted in a significant reduction in premiums. The province backstops ARMIC, and additionally, ARMIC has built their own self-insured retention to cover insurable events. CTR's insurance premiums remain considerably higher than other divisions due to the flood of 2013. In this regard, Superintendent Holowka canvassed the province to allocate funds to offset these extreme insurance costs for the current year. The government confirmed that they have allocated funds in the amount of \$431,228.00 for this purpose. Associate Superintendent Kilcommons is on the Board of Directors for ARMIC and was commended for his work.
- The provincial funding manual and CTR's funding profile are expected before the end of March. Once received, budgeting work for 2024-2025 will begin and is due in May. It has been shared that the cap on divisional operating reserves will be raised to 6% from 3.2%, which is positive for the division.
- Requests for furniture and equipment have been received from schools and RFPs are now out to various school equipment suppliers. Efforts are being made to grant each school its top priorities. Additional funds may be available if the operating budget finishes in a favourable position. Most school operating budgets are currently in a positive position, and there may also be additional funds available there for furniture and equipment.

It was the will of the Board to highlight insurance and the work done by ARMIC to bring down premiums from Associate Superintendent Kilcommon's report in their March Board Highlights.

10.03 Quarterly Financial Update

Associate Superintendent Kilcommons provided the Quarter 2 Financial Report (September 1, 2024, to February 29, 2024) to the Board. Details included were breakdowns for revenues, expenses, and variance analyses for both revenues and expenses.

Through the first six months of Fiscal 2024, the Division has received \$1,076,590 more revenue than the 50% benchmark of the budget but has spent \$521,865 more than the 50% benchmark of the budget. This leads to a \$554,725 favorable variance through quarter 2, or a net Q2 surplus of \$129,441. Barring any

unforeseen negative circumstances, it is believed that the division will end the year in a stronger financial position than originally budgeted.

10.04 Major Capital Plan Presentation

Superintendent Holowka and Associate Superintendent Kilcommons presented CTR's Major Capital projects for 2024-2025 to the Board, along with rationale. Major Capital projects in order of priority are as below:
Priority #1: Proposal for (new) school planning funds in Brooks replaces former proposal for addition on St. Joseph's Collegiate.
Priority #2: Proposal for pre-planning funding to pursue the relocation of the Sprung structure from École Good Shepherd School to St. John Paul II Collegiate.
Priority#3: Proposal for a funding announcement for permanent addition on Our Lady of the Snows Catholic Academy in Canmore.
Priority #4: Request for school pre-planning funding for a new facility in High River.

John de Jong (Brooks) moved:

that the Board approve the Major Capital Plan as presented.

Motion #50-24

Carried

10.05 Board Approval of 2024-2025
School Calendars for Assumption
Roman Catholic School and
Centre for Learning@Home

Michelle Rude-Volk (Oyen) moved:

that the 2024-2025 school calendars for Assumption Roman Catholic School and Centre for Learning@Home be adopted as presented.

Motion #51-24

Carried

11 NOON PRAYER AND GRACE

11.01 Noon Prayer and Grace

Trustee MacDonald (High River) led the group in Noon Prayer and Grace.

12 AFTERNOON OPENING PRAYER

12.01 Afternoon Opening Prayer

Trustee Chung (Drumheller) led the group in the Opening Prayer.

13 FOUR YEAR EDUCATION PLAN

13.02 St. Luke's Outreach Centre
Success – One Student at a Time

Leslie Woehleke, Principal of St. Luke's Outreach Centre (SLO), introduced student Kaleb Ryder and his big brother Mitchell Woehleke, as well as student Joel Evans and his father, Ted Evans, and Dylan Sinclair, Vice Principal.

Ms. Woehleke shared the enrollment statistic for SLO which has increased steadily and is currently at 248 students. SLO offers continual intake, and every time an inquiry is made from a family, time is taken to meet with the parents and student to talk about SLO and why the family is seeking outreach education. This process takes time, but students feel appreciated and welcome. Ms. Woehleke shared details of what is happening in each of their campuses, which are located in Brooks, High River and Okotoks.

Kaleb Ryder shared his story as to how he found his way to SLO when experiencing difficulties in his current high school. His time at SLO allowed him to return to his former high school to finish his academics and graduate with his friends. Mitchell Woehleke, Kaleb's big brother, also commented on how attending SLO allowed Kaleb to be in a position to pursue an opportunity for a welding apprenticeship.

The Board then heard from Joel Evans who has been competitively rodeoing for 10 years. He was attending high school at Holy Trinity Academy, but because he wanted to pursue his passion, moved to SLO so that he could have flexibility in school attendance and complete his high school diploma ahead of schedule. He

completed a full schedule of 30 courses, graduating in just over two years. Joel is now working with horses in Arizona and will attend university in Oklahoma next year. Joel's father, Ted, is a huge advocate of SLO and credits the teachers for their devotion to teaching with Joel's good grades which translated to scholarships received.

Superintendent Holowka and the trustees congratulated Kaleb and Joel for their dedication to their education.

Lastly, Ms. Woehleke and Mr. Dylan shared the story of a grade 11 student Jacques La Grange, who has been nominated for the Lieutenant Governor of Alberta Student Award. All in attendance were moved by the story of this young man and the devotion of teacher Laurie Klassen.

14 **INTERNATIONAL FIELD TRIPS**

- 14.01 Holy Trinity Academy – Trip to San Jose, Costa Rica – Stephanie Krueger (Easter 2025)

Mark Chung (Drumheller) moved:

that the International Field Trip by Holy Trinity Academy to San Jose, Costa Rica at Easter 2025 be 'approved in full'.

Motion #52-24

Carried

15 **LOCALLY DEVELOPED COURSES**

- 15.01 Locally Developed Courses:
- Aviation Flight (15-3; 25-3 & 35-3) LDC 1351 / 2351 / 3841
 - Classical Mythology (15-3) LDC 1208
 - History of War and Warfare (15-3 & 25-3) LDC 1011 / 2011

Mark MacDonald (High River) moved:

that on March 28, 2024, The Christ the Redeemer Catholic Separate School Division authorizes the following locally developed courses for use in high schools within the jurisdiction. Further, the Board authorizes the learning resources as per the course outlines:

Aviation Flight (15-3; 25-3 & 35-3) LDC 1351 / 2351 / 3841 acquired from The Calgary School Division and is authorized from August 26, 2024 to August 31, 2027.

Classical Mythology (15-3) LDC 1208 acquired from The Elk Island Catholic Separate School Division and is authorized from August 26, 2024 to August 31, 2026.

History of War and Warfare (15-3 & 25-3) LDC 1011 / 2011 acquired from The Palliser School Division and is authorized from August 26, 2024 to August 31, 2026.

Motion #53-24

Carried

16 **NEW BUSINES**

- 16.01 None

17 **IN CAMERA SESSION**

- 17.01 In Camera Items

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss legislative and land items at 3:14 p.m.

Motion #54-24

Carried

Mark MacDonald (High River) moved:

that the Board return to open session at 3:28 p.m.

Motion #55-24

Carried

18 **AGENDA ITEMS FOR NEXT BOARD MEETING**

- 18.01 Call for Proposed Agenda Items

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

- 19
- CLOSING

19.01 Closing Liturgy

19.02 Adjournment

Associate Superintendent Kilcommons led the group in the Closing Liturgy.

Michelle Rude-Volk (Oyen) moved:
that the meeting be adjourned. The meeting adjourned at 3:35 p.m.

Motion #56-24

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES: