

MINUTES OF THE REGULAR BOARD MEETING

Saturday, January 18, 2025, at 9:00 a.m. at
Holy Family Academy, Brooks, 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 Chung
Mark MacDonald
Dr. Matthew McIsaac

Attended

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

1

OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:01 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 then 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 truth through faith and reason. |
| 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 | 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 Chung (Drumheller) moved:
that the agenda be adopted as presented.
Motion #01-25 |
| | | Carried |
| 1.10 | Adoption of Regular Board Minutes November 28, 2024 | The minutes of the Regular Board Meeting held on November 28, 2024, were reviewed by the Board and recommended for adoption as presented.

John de Jong (Brooks) moved:
that the Minutes of the Regular Board Meeting dated November 28, 2024, be adopted as presented.
Motion #02-25 |
| | | Carried |

2	BUSINESS ARISING	
	2.01	Updated Capital Plan
		Superintendent Holowka reviewed the updated Capital Plan as presented at the Board meeting on November 28, 2024, with priorities being #1: A new school announcement in Brooks; 2. A two-story permanent construction in Canmore; 3. Funding for pre-planning of a new high school in Okotoks; 4. Funding for pre-planning of the relocation of the Sprung Structure in Okotoks; and 5. A new school facility in High River. Matthew McIsaac (Canmore) moved: that the Board approve the updated Capital Plan for Christ The Redeemer Catholic Schools as presented. Motion #03-25 Carried
3	CORRESPONDENCE	
	3.01	None
4	FOUR-YEAR EDUCATION PLAN	
	4.01	Student Services Associate Superintendent MacDonald shared that CTR is committed to ensuring every student receives the support they need to strive academically, socially, emotionally and spiritually. The members of Student Services were reviewed along with their areas of expertise, which include psychology, occupational therapy, speech-language therapy, mental health, education support, vision support, off-campus education, and English as an additional language support.
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 January Board Highlights.
	5.02	Drumheller Ward Meeting December 4, 2024 Trustee Chung (Drumheller), highlighted the following from CTR Catholic's four pillars, as they pertained to the Drumheller Ward Committee meeting: Faith: The welcoming and caring results of 91.5% combined with the faith survey results over 90% demonstrate strong satisfaction and support for students within a faith-filled learning environment. Learning: Grade 9 PAT acceptable results are 21% above provincial results. The classroom complexity funding was used to divide the grade 9 students into smaller classes for their core subjects, and this allowed for academic complexity to be met with success. These students are on a path toward high school completion and workplace readiness. Safe and Caring: Access to supports and services is an area of great need within St. Anthony, yet the survey results are 87.3% at 7.4% above provincial rate. This indicates assurance that students' needs are largely being met with great success and care. Stewardship: School council strongly encourages support beyond fundraising and as a method to support the community. As such, parent involvement results are extremely strong at 88.5%, 9% above the provincial rate. Parents, grandparents, and other volunteers are welcomed into the school and their efforts make a difference for all students. Mark Chung (Drumheller) moved: that the minutes of the Drumheller Ward Committee Meeting dated December 4, 2024, be approved as presented. Motion #04-25 Carried It was the will of the Board to highlight the pillar of stewardship from the Drumheller Ward Committee meeting in their January Board Highlights.

5.03 Oyen Ward Meeting December 5, 2024

Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic's four pillars, as they pertained to the Oyen Ward Committee meeting:

Faith: Faith results are exceptionally high, with parents, teachers, and students very strongly believing (100%) that students are being taught to behave as Jesus would want them to. There is also strong support (100%) for the religious celebrations occurring at the school.

Learning: PAT and education quality are also above provincial. These indicate the presence of strong classroom teaching in each classroom, with attention being provided to each learner's individual needs.

Safe and Caring: Access to support and services is prevalent (7.1% above provincial). This is especially noteworthy in a community where services are generally limited. The school's provision of learning and mental health supports allows students to experience support and success.

Stewardship: Parental involvement is at 97.5% which indicates very strong parental participation within the school community. This is also mirrored by the many events supported by School Council.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Oyen Ward Committee Meeting dated December 5, 2024, be approved as presented.

Motion #05-25

Carried

It was the will of the Board to highlight the pillar of faith from the Oyen Ward Committee meeting in their January Board Highlights.

5.04 Canmore Ward Meeting January 7, 2025

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

Faith: The number of those responding to surveys stating that they are satisfied that students have grown as a Christian is higher than the members of the community who are Catholic. This is an excellent reflection of Catholic student formation.

Learning: Students believe that the quality of education is strong, as demonstrated in the Alberta Education Assurance survey results (5.9% above provincial). This is also evident in the PAT and diploma results, which are well above provincial results in acceptable and excellence categories in grades 6, 9 and 12 (ranging from 19-35% above provincial).

Safe and Caring: Students can live out their faith and the Catholic Social Teachings, as evidenced by the strong Welcoming, Caring, Respectful, and Safe Learning results (8.6% above provincial). Access to Supports and Services, well regarded by students and remainder of community (9.3% above provincial).

Stewardship: Parental involvement scores are well above provincial (at 12.5%), this is also reflected in the efforts of our parents in a strong School Council presence and actions to support the school.

Matthew McIsaac (Canmore) moved:

that the minutes of the Canmore Ward Committee Meeting dated January 7, 2025, be approved as presented.

Motion #06-25

Carried

It was the will of the Board to highlight the pillar of learning from the Canmore Ward Committee meeting in their January Board Highlights.

6

BOARD STANDING COMMITTEES

- 6.01 Awards Committee December 12, 2024
- John de Jong (Brooks) moved:**
that the Board move in camera to discuss personnel items at 10:31 a.m.
Motion #07-25
- Carried*
- Michelle Rude-Volk (Oyen) moved:**
that the Board return to open session at 10:34 a.m.
Motion #08-25
- Carried*
- Michelle Rude-Volk (Oyen) moved:**
that the Minutes of the Awards Committee Meeting dated December 12, 2024, be adopted as presented.
Motion #09-25
- Carried*
- Michelle Rude-Volk (Oyen) moved:**
that the Board accept the recommendations of the Awards Committee for the recipients of the St. John the Apostle Honorary Lifetime Membership and the nominee for the ASBA School Board Innovation and Excellence Award.
Motion #10-25
- Carried*
- 6.02 Faith Committee Meeting January 13, 2025
- Mark MacDonald (High River) moved:**
that the minutes of the Faith Committee Meeting of January 13, 2025, be approved as presented.
Motion #11-25
- Carried*

7

NEW BUSINESS

- 7.01 Progress Report on Strategic Planning
- Chair Keenan (Foothills County) confirmed that strategic planning for the Board to date included a review of the Board priorities, vision, and mission, as well as the Board evaluation framework and discussion of trustee succession. In the spring, the Board will review the superintendent evaluation framework and Ward committee meeting structure for next year.

8

TRUSTEES

- 8.01 Upcoming Trustee Events
- Trustees reviewed upcoming trustee events.

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 January Board Highlights.
- 9.02 Superintendents' Reports
- Superintendent Holowka reported on the following:
- 2025 marks the 30th anniversary of CTR and various communications have been prepared for schools to use to recognize the anniversary. Current and alumni staff will be asked to share their favourite CTR memory, which could then be shared via social media. In commemoration of the anniversary, each school and the division office will receive a crucifix made from olive wood from the Holy Land. The cross also contains five glasses filled with soil from Bethlehem, stone from Jerusalem, and frankincense, olive leaves and incense from the Church of the Nativity in Bethlehem. The

Fourteen Stations of the Cross are carved on the back. This information will all be captured on a plaque to be displayed with the crucifix.

- The division is exploring different opportunities in communities for dual credit programming. This includes a practical ranching school in Strathmore in partnership with the Strathmore Agriculture Society and Lakeland College, a power engineering offering for St. Luke's Outreach students, and an ecotourism offering for students in Canmore. A venture is also being explored in partnership with the Town of Okotoks and post-secondary institutes for the Okotoks Centre for the Near Future.
- A review of ongoing efforts to foster positive relationships with coterminous divisions was provided, with Superintendent Holowka advising recent efforts include communications and meetings with Canadian Rockies Public Schools, Grasslands School Division, Golden Hills School Division, Francosud, Foothills School Division, and Prairie Rose School Division.

It was the will of the Board to highlight dual credit programming efforts from Superintendent Holowka's report in their January Board Highlights.

Deputy Superintendent Behm reported on the following:

- The Education Act requires that principals evaluate teachers, which is reflected in the Board's Policy #1: Expectations of Teachers and Administrative Procedure PER #16: Teacher Growth, Supervision and Evaluation. Senior administrators, including Superintendents, support principals by completing a minimum of two full class observations for any new teacher being evaluated. Both principals and new teachers find this valuable. New software is being utilized to track supervision and record comments. Feedback from staff on the new software has been positive.
- The Teacher Quality Standards and Leader Quality Standards indicate that teachers and leaders must engage in learning about new technology. Given the increasing use of Artificial Intelligence (AI), professional development will be provided to teachers on AI on February 3rd. In addition, an administrative procedure for the use of AI by students and teachers has been drafted and will be shared with staff for feedback.

Mark MacDonald (High River) moved:

that the Board move in camera to discuss a strategic item at 11:12 a.m.

Motion #12-25

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board return to open session at 11:16 a.m.

Motion #13-25

Carried

It was the will of the Board to highlight the division's proactiveness to artificial intelligence from Deputy Superintendent Behm's report in their January Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Faith Days will occur on February 18 and 19 with the theme of joyful witness and in celebration of CTR's 30th anniversary. The first day will begin with a mass with Bishop McGrattan and parish priests. Following mass, Superintendent Holowka will provide welcoming remarks. The Christian Witness Awards and the St. John the Apostle Awards will be presented, and Michael Chiasson will be the keynote speaker. The evening of the first

day will close with a social event. Day 2 will feature faith sessions presented by staff to staff with almost 50 different sessions being offered.

- Alberta Education is seeking feedback on the new curriculum developed for grade 7-9 mathematics, grade 7-9 social studies, grade 7-10 physical education, and wellness and career and life management. Selected teachers will have an opportunity to provide feedback, and three CTR teachers have been selected for this purpose. Feedback provided will be considered by Alberta Education and then the draft curriculum will be released. CTR will review the draft curriculum and consider other factors such as resource availability and teacher workload prior to deciding on whether to pilot in the 2025-2026 school year.
- Student complexity is growing, and school administrators are commonly handling complex situations. The Superintendent team provides support and works with administrators collaboratively in these situations to meet student and family needs. The Superintendent team also provides support to administrators in several different areas such as media inquiries, police involvement, student discipline, human resource matters, building issues, transportation, and site-based budgeting. Administrators are encouraged regularly to consult with Superintendents on any matters arising.

It was the will of the Board to highlight Faith Days from Associate Superintendent MacDonald's report in their January Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The Province of Alberta had previously announced a change in operational funding distance for eligible bus riders, reducing the reasonable 'walking distance' from 2.4 km to 1 km for elementary students and 2 km for students in grades 7-12. They have since changed the funded distance for elementary students to 1.6 km. These changes come into effect in September 2025. Challenges could arise in securing enough busses and drivers to accommodate the increase in students being transported.
- Insurance premiums for CTR are slowly reducing after the flood of 2013, but they remain substantial. Fortunately, the Minister of Education has agreed to provide one-time funding support in the amount of \$500,000.00 for 2024-2025 to ease insurance premium cost pressures for CTR.
- Preparations for the municipal election that will occur in October have begun with the posting of the Notice of Intent form on CTR's website. Potential trustee nominees are urged to contact Superintendent Kilcommons for more information.

It was the will of the Board to highlight the Alberta Education funding for insurance premiums from Superintendent Kilcommon's report in their January Board Highlights.

10 NOON PRAYER AND GRACE

9.01 Noon Prayer and Grace

Trustee McIsaac (Canmore) led the Board in the noon prayer and grace.

11 AFTERNOON OPENING PRAYER

10.01 Afternoon Opening Prayer

Trustee Chung (Drumheller) led the Board in the afternoon opening prayer.

12 DIVISION CONTINUED

12.01 Program Review Update

Associate Superintendent MacDonald provided an update on the progress being made on recommendations from the Career and Off-campus Program review completed last year. Highlights of the action resulting from the five recommendations include PD sessions for school counsellors, development of shared off-campus education paperwork and divisional resources, fostering

student awareness of off-campus opportunities, and development of a divisional website for post-secondary and career related information.

12.02 Quarterly Financial Update

Associate Superintendent Kilcommons shared the Fiscal 2024 Quarter 1 Financial report with the Board for the reporting period of September 1, 2024, to November 30, 2024. Details provided included breakdowns for revenues, expenses, and variance analyses for both revenues and expenses. Additional funding received over the summer and other one-time funding just announced have left CTR in a stronger financial position than originally budgeted, with the expected deficit being reduced.

12.03 Major Capital Projects Review

Superintendent Holowka reviewed the major capital projects to move forward over the upcoming years, noting that capital reserves are incumbent upon funding received over the next two years.

12.04 Security Agreement

Mark Chung (Drumheller) moved:

that the Board of Trustees authorize the proposed Security Agreement with The Bank of Nova Scotia, giving power to the senior administrative team to borrow money on behalf of the school division, if the Board deems it to be financially prudent.

Motion #14-25

Carried

13 INTERNATIONAL FIELD TRIPS

13.01 St. Anthony's School (Kurt Phillips)
– France – Easter 2026

Mark Chung (Drumheller) moved:

that the International Field Trip by St. Anthony's School to France at Easter 2026 be 'approved in full'.

Motion #15-25

Carried

13.02 St. John Paul II Collegiate (Andrea McGeachie) – France - Easter 2026

Andrew Gustafson (Okotoks) moved:

that the International Field Trip by St. John Paul II Collegiate to France at Easter 2026 be 'approved in principle'.

Motion #16-25

Carried

14 LOCALLY DEVELOPED COURSES

12.01 None

15 NEW BUSINESS

13.01 None

16 IN CAMERA SESSION

14.01 In Camera Items

John de Jong (Brooks) moved:

that the Board move in camera to discuss strategic and personnel items at 12:52 p.m.

Motion #17-25

Carried

Mark Chung (Drumheller) moved:

that the Board return to open session at 1:46 p.m.

Motion #18-25

Carried

Matthew McIsaac (Canmore) moved:

that the Board endorse the letter of the Alberta Medical Association regarding PUF funding.

Motion #19-25

Carried

17 **AGENDA ITEMS FOR NEXT
BOARD MEETING**

15.01 Call for Proposed Agenda Items

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

18 **CLOSING**

16.01 Closing Liturgy

Trustee de Jong (Brooks) led the group in the closing prayer.

16.02 Adjournment

Michelle Rude-Volk (Oyen) moved:
that the meeting be adjourned. The meeting adjourned at 1:50 p.m.
Motion #20-25

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
