

MINUTES OF THE REGULAR BOARD MEETING

Thursday, October 30, 2025

Catholic Education Centre, Okotoks

Administration in Attendance

Dr. Andrea Holowka (Superintendent)
 Vincent Behm (Deputy Superintendent)
 Marco Pacione (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
 Dr. Matthew McIsaac
 Louise Henrickson
 Jacqueline Vanderfluit
 Michelle Gietz

Attended

In Person
 In Person
 In Person
 In Person
 In Person
 In Person
 In Person
 In Person

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OPENING

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| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 11:20 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. She then 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 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 – Gospel of Luke | 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 | Matthew McIsaac (Canmore) moved: that the agenda be adopted as presented. Motion #130-25 |
| | | Carried |
| 1.09 | Adoption of Regular Board Minutes September 27, 2025 | The minutes of the Regular Board Meeting held on September 27, 2025, were reviewed by the Board and recommended for adoption as presented. Harry Salm (Strathmore) moved: that the Minutes of the Regular Board Meeting dated September 27, 2025, be adopted as presented. Motion #131-25 |
| | | Carried |

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| 2 | BUSINESS ARISING | | |
| | 2.01 | None | There was no business arising. |
| 3 | CORRESPONDENCE | | |
| | 3.01 | None | There was no correspondence. |
| 4 | WARD COMMITTEES | | |
| | 4.01 | Ward Committee Meeting Schedule | The trustees discussed the Ward Committee Meeting Schedule with respect to the meetings that did not occur during the labour disruption. It was agreed that no further Round 1 Ward Committees meetings would occur, and that Ward Committee meetings would presume with the Round 2 meetings as previously scheduled. |
| 5 | BOARD STANDING COMMITTEES | | |
| | 5.01 | Committee of the Whole Meeting September 26, 2025 | <p>Michelle Rude-Volk (Oyen) moved: that the minutes of the Committee of the Whole Meeting of September 26, 2025, be adopted as presented. Motion #132-25</p> <p style="text-align: right;">Carried</p> |
| | 5.02 | Board Policy Development and Review Committee Meeting October 23, 2025 | <p>Harry Salm (Strathmore) moved: that the minutes of the Policy Development and Review Committee Meeting of October 23, 2025, be adopted as presented. Motion #133-25</p> <p style="text-align: right;">Carried</p> <p>Harry Salm (Strathmore) moved: that the Board approve the proposed changes to a. Board Policy #04 – Trustee Conduct, b. Board Policy #07 – Board Committees, c. Board Policy #15 – Student Transportation; and d. Board Policy #28 – School Program Reviews. Motion #134-25</p> <p style="text-align: right;">Carried</p> <p>Harry Salm (Strathmore) moved: that the Board approve the proposed changes to Board Policy #02 – Role of the Board, and further that the effective date of the revised remuneration amounts be October 30, 2025. Motion #135-25</p> <p style="text-align: right;">Carried</p> |
| 6 | TRUSTEES | | |
| | 6.01 | Upcoming Trustee Events | Trustees reviewed the upcoming trustee events. |
| | 6.02 | 2025-2026 Regular Board Meeting Schedule | The Board Meeting Schedule for 2025-2026 was shared so that newly elected trustees could confirm their availability. |
| 7 | NOON PRAYER AND GRACE | | |
| | 7.01 | Noon Prayer and Grace | Michelle Rude-Volk (Oyen) led the Board in the Noon Prayer and Grace. |
| 8 | AFTERNOON OPENING PRAYER | | |
| | 8.01 | Afternoon Opening Prayer | Matthew Mclsaac (Canmore) led the Board in the Afternoon Opening Prayer. |

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 October Board Highlights.

9.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- Sr. Administration spent considerable time on contingency planning prior to the commencement of labour action. This planning focused on preservation of strong relationships, operational requirements, professional development for support staff learning, and continuation of centralized and school-based work. School administrators were supported with resources and an operational checklist prior to the strike. Support staff remaining in schools were supported by a director during the strike. Professional development was held for Family School Liaison Workers and Educational Assistants, while front office staff, librarians and custodial staff were afforded the opportunity to work on cyclical tasks and enhanced duties. Communication with all affected parties before and during the strike was a priority.
- Since the beginning of the strike, the focus has been on planning for the resumption of school. Classroom learning will be prioritized given any interruption in schooling presents varying challenges for students. Operational considerations have been managed and prioritized, and materials for communication with parents and staff have been provided to administrators. Meetings and deadlines will be adjusted where needed and when possible. It will be important for staff, students and families to know that CTR schools are safe, caring and academically focused, and that students are known and loved.
- Communication campaigns have been developed to highlight the work of the division. The first campaign will begin next week and will welcome teachers and students back to school. Planning is underway for the "Did You Know" campaign to continue from last year. This will help encourage registration and strong assurance results.
- FOIP has been repealed and replaced with two new acts - the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). ATIA focuses on disclosure of information and access requests, while POPA focuses on security, storage, and collection of data and privacy. The steps that have been taken to bring CTR into compliance were reviewed, along with ongoing work occurring.

It was the will of the Board to highlight resumption planning in the October Board Highlights from Superintendent Holowka's report.

Matthew McIsaac moved:

that the Board move in camera to discuss a strategic matter at 2:42 p.m.

Motion #136-25

Carried

Andrew Gustafson (Okotoks) moved:

that the Board return to open session at 2:56 p.m.

Motion #137-25

Carried

Deputy Superintendent Behm reported on the following:

- Educational Assistants (EAs) are the second largest employee group at CTR. Each year, EA representatives are gathered from each school. During their focus group meeting in October, EAs contemplated four focus questions.

Their feedback is invaluable and will be shared with school administrators for the purpose of engaging all support staff.

- As teachers return to work, staff wellness will continue to be a priority. Teachers are encouraged to utilize services delivered through Greenshield, the division's benefit provider. Services offered include confidential counselling, mental health supports, and practical wellness resources for educators. Planning for resumption is also being tailored to support teachers and administrators and reinforces key elements of workplace wellness. CTR's long-standing wellness goals were reviewed with the Board.
- Given instructional days were lost in the first semester due to the teachers' labour action, administration has reviewed the 2025-2026 CTR calendar for CTR traditional schools and for Assumption Roman Catholic School. Proposed changes in the calendar were presented to the Board.

Andrew Gustafson (Okotoks) moved:

that the 2025-2026 revised school calendar for CTR Catholic's traditional schools be adopted as presented.

Motion #138-25

Carried

Michelle Rude-Volk (Oyen) moved:

that the proposed changes to the Assumption Roman Catholic (ARC) School 2025-2026 calendar, be approved as presented pending changes by the neighbouring school division who provides ARC student transportation.

Motion #139-25

Carried

It was the will of the Board to highlight staff wellness from Deputy Superintendent Behm's report in their October Board Highlights.

Associate Superintendent Marco Pacione reported on the following:

- Sixty-two EAs attended ARC Training (Attachment, Regulation, Competency) on October 9th led by the Director of Student Services with support from CTR's behaviourist and occupational therapists. EAs were very appreciative of this meaningful professional development which will be utilized to foster relationships, support self-regulation skills and build competence in students who find these areas difficult.
- CTR continues its partnership with Rupertsland Institute which provides resources and support for Métis and Indigenous foundational learning. Indigenous teacher representatives met on September 18th for professional development led by the Director of Learning, featuring guest presenter Kaina knowledge keeper, Lance Scout. This professional development explored the four aspirations of Indigenous Education (awareness, teachings, active learning and understanding). It also prepared Indigenous leads for their observance of the National Day for Truth and Reconciliation and was described as many as their most impactful Indigenous professional learning experience.
- Mandatory implementation of the new K-3 Social Studies curriculum occurred in September with implementation for grades 4-6 mandatory in September 2026. However, nearly all grades 4-6 teachers have opted to implement the new Social Studies curriculum this year. Supports available to teachers include new curriculum funding from Alberta Education for resources and PD, curriculum support documents developed by CTR staff, curriculum resources from New LearnAlberta, and free resources from Rupertsland to support Métis and Indigenous learning.

It was the will of the Board to highlight the ARC training for Educational Assistants from Associate Superintendent Pacione's report in their October Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- CTR receives an approximate \$250,000.00 grant from the province for nutrition. These funds are allocated to schools based on a combination of population and identified needs. The funds are utilized for both infrastructure and for compensation for management of school nutritional programs. Schools have flexibility to utilize the funds for food as they deem appropriate. Examples of school utilization of the nutrition funds were provided as well as other sources of nutrition funding available.
- The Funding Manual prepared by the province has been updated since it was released in June 2025. Some changes have been made to adjust allocations to core grants or programming. Changes in response to the labour disruption are yet to be determined. Key changes were reviewed with trustees.

Vincent Behm left the meeting at 3:40 p.m.

- The labour disruption provided the Facilities Department with additional access to schools and playgrounds, allowing for deep cleaning, and completion of operational and maintenance items.
- Capital Project Update - École Good Shepherd School - construction continues on the new build in Okotoks. Meetings are held every second week between the contractor, Alberta Infrastructure, the original architecture team and CTR representatives. A CTR team has compiled an extensive list of furniture and equipment that will be purchased for the school. An additional \$500,000.00 has been allocated in the capital reserve for furniture and equipment to supplement the \$1.7M budgeted from the province. A stakeholder consultation process will occur in the future to consider school boundaries, grade configurations, and programming.

It was the will of the Board to highlight nutrition from Associate Superintendent Kilcommons' report in their October Board Highlights.

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| 9.03 | Quarterly Financial Update (Q4) | Associate Superintendent Kilcommons provided the report for the fourth quarter for the reporting period of September 1, 2024, to August 31, 2025. It was reported that while a deficit of \$1,258,852 was projected in May, the preliminary unaudited actual now projects a surplus of \$1,213,355. Factors contributing to the positive change include funds received from the province relating to insurance premium costs and the geographic grant. Additionally, staffing costs originally anticipated were not incurred given enrolment, and discipline was exercised with spending which also contribute to this positive swing. |
| 9.04 | Preliminary Analysis of October Accountability Pillar Results | The auditors have been on site concluding their audit and the audited 2024-2025 financials will be presented to the Board for approval in November. Superintendent Holowka advised that assurance results had not yet been received. Given the Annual Education Results Report will be presented for approval next month, results will be sent to trustees via email. |
| 9.05 | Program Review Update | Superintendent Holowka provided an update on the implementation of the recommendations arising from the Student Services Program Review completed in 2024-2025. The review was completed with a goal of ensuring success for students through the establishment of school and division-based structures and strategies. |

10 INTERNATIONAL FIELD TRIPS

- 10.01 None There were no international field trips to present for Board approval.
- For the benefit of newly appointed trustees, Associate Superintendent Kilcommons provided an overview of the process that teachers/administrators follow to be able to offer an international field trip to students.

11 LOCALLY DEVELOPED COURSES

- 11.01 None There were no locally developed courses.

12 NEW BUSINESS

- 12.01 Opting out of the Alberta School Foundation Fund (ASFF) Pursuant to the Amended Education Act
- Matthew McIsaac (Canmore) moved (seconded by Michelle Gietz (Brooks)):** that on October 30, 2025, The Christ The Redeemer Catholic Separate School Division exercise their right to opt out of the Alberta School Foundation Fund by passing the following resolution:
THEREFORE, BE IT RESOLVED that Division 4 of Part 6 of the Education Act (2012) s. 164(1-5) does not apply to this Board.
Motion #140-25

Carried

13 IN CAMERA SESSION

- 13.01 In Camera Items
- Michelle Rude-Volk (Oyen) moved:** that the Board move in camera to discuss strategic and personnel items at 4:29 p.m.
Motion #141-25

Carried

Matthew McIsaac and Andrew Gustafson left the meeting at 5:26 p.m.

Harry Salm (Strathmore) moved: that the Board return to open session at 5:38 p.m.
Motion #142-25

Carried

14 AGENDA ITEMS FOR NEXT BOARD MEETING

- 14.01 Call for Proposed Agenda Items Trustees were asked to submit any further items they wish added to November's Board meeting agenda to Chair Keenan (Foothills County).

15 CLOSING

- 15.01 Closing Liturgy Andrea Keenan (Foothills County) led the group in the closing prayer.
- 15.02 Adjournment **Michelle Rude-Volk (Oyen) moved:** that the meeting be adjourned. The meeting adjourned at 5:40 p.m.
Motion #143-25

Carried

SIGNATURE OF CHAIR:

SIGNATURE SUPERINTENDENT:
