

MINUTES OF THE REGULAR BOARD MEETING

Thursday, April 17, 2025

Catholic Education Centre, Okotoks

Administration in Attendance

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

Attended

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
 Dr. Matthew McIsaac
 Mark Chung

Attended

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

Absent with Regrets: Michael Kilcommons (Associate Superintendent)

Absent with Regrets: Mark MacDonald

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OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:03 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 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 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 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 | Matthew McIsaac (Canmore) moved:
that the agenda be adopted as presented.
Motion #60-25 |
| | | Carried |
| 1.09 | Adoption of Regular Board Minutes March 29, 2025 | The minutes of the Regular Board Meeting held on March 29, 2025, 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 March 29, 2025, be adopted as presented.
Motion #61-25 |
| | | Carried |

2	BUSINESS ARISING	
2.01	None	
3	CORRESPONDENCE	
3.01	Letter from Roman Catholic Diocese of Calgary (04.01.25)	This letter was reviewed as information.
3.02	Letter from Ministers Nicolaidis and Long (04.15.25) (Re: Brooks)	This letter was reviewed 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 April Board Highlights.
4.02	Strathmore Ward Meeting April 8, 2025	Trustee Salm (Strathmore), highlighted the following from CTR Catholic's four pillars, as they pertained to the Strathmore Ward Committee meeting: Faith: Students are participating in the sacraments of initiation at Sacred Heart Parish in overwhelming numbers. There will be twenty catechumens and candidates this Easter, four are adults in the parish, sixteen are children or youth, several of whom are students attending Mass by themselves, and others are bringing their families back to Mass. Teachers Mr. Wiley and Mr. Schmidt are supporting the Parish with additional sacramental classes due to the overwhelming volume. This has been a complete change from two years ago when student participation in sacraments was limited. The commitment of the schools working together with the Parish is having significant faith formation in students and their families. Learning: Self-Directed Learning (SDL) periods at HCC have required mandated attendance this year. Students show their teacher the assignments log in PowerSchool when they arrive, and if they are up to date they can then be dismissed. If not, they remain and work on their assessments. Early indications are showing improvement in students tending to missed assignments. Safe and Caring: SHA Attachment Regulation Competence (ARC) program for dysregulated students is being continually refined to meet the needs of students requiring supports. This involves ensuring that adults are carefully supported during dysregulation events, coupled with intentional support and planning with parents. This care and support are the lived example of CTR's "You Are Loved" poster mounted on the door of each school. Stewardship: At the end of each school year, the library at SHA is opened to parents to take home any books that they wish. This allows families to continue a focus on literacy over the summer. Books are mostly returned but if they are not, it is understood and appreciated that they are in the hands of students. Harry Salm (Strathmore) moved: that the minutes of the Strathmore Ward Committee Meeting dated April 8, 2025, be approved as presented. Motion #62-25
		Carried
		It was the will of the Board to highlight the faith pillar from the Strathmore Ward Committee meeting in their April Board Highlights.
4.03	Canmore Ward Meeting April 10, 2025	Trustee McIsaac (Canmore) highlighted the following from CTR Catholic's four pillars, as they pertained to the Canmore Ward Committee meeting: Faith: Classes visiting the Shrine have been extremely impactful. This initiative has allowed students to receive a tour and have time to worship and pray within this special space. Additionally, the school is contributing to providing monthly

choir ministry at the Shrine, which is also attracting families and students to attend and participate.

Learning: OLS is hosting a building study skills night for parents to support parents as they guide students at home with their learning. This supports the ongoing challenge of supporting student success while reducing their anxiety through organization and preparation.

Safe and Caring: One of the walls in the school shows that prayer is our anchor of hope, tied to the Jubilee of Hope. During Lent, students have written prayers which make up the chain of the anchor and Father has blessed all the prayers on the chain. This has provided and supported care of our faith through our spiritual practices.

Stewardship: Student fees have been carefully examined to ensure they are not a financial burden on families. This is reviewed yearly to ensure compliance with legislation while also allowing for additional enhancements that are enjoyed by students. School Council's fundraising has provided \$8,000 to lower the cost of field trips and therefore decrease the fee costs for families.

Matt McIsaac (Canmore) moved:

that the minutes of the Canmore Ward Committee Meeting dated April 10, 2025, be approved as presented.

Motion #63-25

Carried

It was the will of the Board to highlight the pillar of safe and caring from the Canmore Ward Committee meeting in their April Board Highlights.

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BOARD STANDING COMMITTEES

5.01 Committee of the Whole Meeting
March 28, 2025

Harry Salm (Strathmore) moved:

that the minutes of the Committee of the Whole meeting of March 28, 2025, be approved as presented.

Motion #64-25

Carried

5.02 GrACE CTR Committee Meeting
March 31, 2025

Andrea Keenan (Foothills County) moved:

that the minutes of the GrACE CTR Committee Meeting of March 31, 2025, be approved as presented.

Motion #65-25

Carried

5.03 Policy Development and Review
Committee Meeting April 10,
2025

Harry Salm (Strathmore) moved:

that the minutes of the Policy Development and Review Committee Meeting of April 10, 2025, be approved as presented.

Motion #66-25

Carried

Harry Salm (Strathmore) moved:

that the Board approve the proposed changes presented by the Policy Development and Review Committee with respect to a. Board Policy #11 – Appeals to the Board; b. Board Policy #12 – Hearings on Teacher Transfers; c. Board Policy #13 – School Closures; and d. Board Policy #14 – Expectations of Teachers.

Motion #67-25

Carried

6 NEW BUSINESS

6.01 None

7 TRUSTEES

7.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

7.02 ASBA Zone 5 Edwin Parr Awards – Trustee Attendance

Attendees for the ASBA Zone 5 Edwin Parr Awards were identified.

8 DIVISION

8.01 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 April Board Highlights.

8.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- Mr. Varadaraj and Mr. Schreiber joined the meeting so that Superintendent Holowka could introduce them to the trustees. Sivakumar Varadaraj is joining CTR as the new Director of Corporate Services, and Peter Schreiber has been appointed as the new Director of Educational Spaces and Planning. Onboarding has begun and includes meeting their respective team members, providing them with overviews of their respective departments, training with ongoing tasks and consideration of future planning. They have met with each Superintendent to review points of intersection and will continue to meet weekly with Superintendent Holowka and Associate Superintendent Kilcommons.
- Dedication to ongoing support for CTR principals remains a priority, and CTR is now in their fifth year of practice for principals to undergo a full evaluation of their leadership in their first year and fifth year according to the practice standards included in the Leadership Quality Standards (LQS). Documentation for evaluation has been updated using the new Dossier platform, which allows for self-reflection by the principal against the LQS competencies. The process includes Superintendents attending staff meetings, school council meetings, CLCs and conducting school visits. A mentorship program also exists for new principals.
- Staff at the Catholic Education Centre gather each Monday morning for prayer, gratitude, and to hear from Sr. Administration as to their ongoing work. A summary of this meeting is prepared in the form of the CTR Communications Weekly which is distributed to staff at the Catholic Education Centre, St. Thomas Centre, school-based administrators, and trustees. Upon reflection, it has been noted that not all information in the communication is pertinent to those outside of the Catholic Education Centre. Accordingly, Superintendent Holowka and Communications Director Nickerson will be revising the current format.
- Bill 51, *Education Amendment Act, 2025*, was introduced into the Legislative Assembly on April 8th. Since that time, the Deputy Minister hosted a meeting for superintendents and board chairs to provide additional information, which Superintendent Holowka and Chair Keenan both attended. Superintendent Holowka reviewed the amendments that could possibly be made should the Bill pass.

It was the will of the Board to highlight the hiring of the two new directors from Superintendent Holowka's report in their April Board Highlights.

Deputy Superintendent Behm reported on the following:

- The Council of School Council meeting was held on April 1st with Chairs and Vice Chairs of CTR's school councils, along with Superintendents and Trustees attending. The meeting included an address from Superintendent Holowka, an engagement session with parents regarding CTR's Four-Year Education Plan (2025-2029), a presentation from the School Council at St. Mary's School, and a presentation to the recipients of the St. Joseph Parent of Distinction Awards.
- CTR is supporting teachers and teacher leaders to meet the standards of the Teacher Quality Standards and the Teacher Leader Quality Standards with respect to the use of artificial intelligence (AI) at Superchats, school-based educational councils, and elementary and secondary administrators' meetings. Teachers and leaders have also been asked for feedback on the administrative procedure (AP) drafted for the use of AI at CTR. This feedback will be incorporated into the AP that will come into effect in September 2025.
- As per Board Policy 28, Deputy Superintendent Behm presented the Board with an overview of the AI Review that is proposed to take place in 2025-2026. The review would be structured around four key domains: governance and policy, AI use by staff, AI use by students, and AI and data privacy. The skills, background and experience of a potential consultant were also discussed.

It was the will of the Board to highlight the Council of School Councils meeting from Deputy Superintendent Behm's report in their April Board Highlights.

Associate Superintendent MacDonald reported on the following:

- CTR student wrote diploma exams at the end of January. Analysis was done for the entire division and by teachers and administrators for student performance. Associate Superintendent MacDonald and Director of Learning (Secondary) Marco Pacione will review results with high school administrators to identify areas of strength and growth and discuss overall findings with a view to determining how students can best be supported for success. Results for CTR students were improved overall compared to last January.
- In partnership with CAREERS, Holy Trinity Academy (HTA) and the local community, CTR hosted a Career Fair at Holy Trinity Academy on April 2nd. The event included more than 60 different booths featuring a broad array of career fields with strong representation of in-demand career fields. Approximately 1050 from grades 10-12 attended. A career panel of local community volunteers was also available for students to ask question and explore potential pathways of interest. Schools in High River, Canmore and Brooks have also had career events for students.
- School administrators and the Director of Student Services are in regular communication throughout the school year to plan transitions for students with specific requirements such as wheelchair access, physical therapy, or other medical needs who are moving from one CTR school to another. This work includes a transition planning meeting to support a smooth and well-informed move for the student. Discussed at the planning meeting are the student's individualized program plan, current progress and areas of need, and recommendations for support and accommodations. Planning includes facility preparation, educational preparation, and scaffolded visits to the receiving school to build relationships and reduce any existing anxiety.

It was the will of the Board to highlight the Career Fair held at Holy Trinity Academy from Associate Superintendent MacDonald's report in their April Board Highlights.

8.03 Draft Budget Review

Superintendent Holowka provided the Board with an update for the 2025-2026 budget now that the initial funding profile has been received. There has been a funding increase of 1.8% from the previous year, including 4.6% in operating reserves carried over from the previous year. Other grants have also increased, but with the supplemental enrolment growth removed, the change to non-primary distance education, and inflation, the increases due to enrolment growth are quite modest.

Administration will continue to work on the budget which will be presented to the Audit Committee in May and then to the Board at their May 28th Regular Board meeting.

9 NOON PRAYER AND GRACE

9.01 Noon Prayer and Grace

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

10 AFTERNOON OPENING PRAYER

10.01 Afternoon Opening Prayer

Deputy Superintendent Behm led the Board in the afternoon opening prayer.

11 INTERNATIONAL FIELD TRIPS

11.01 St. Francis of Assisi Academy (Lindsay Avramovic) – Peru - Easter 2026

Andrew Gustafson (Okotoks) moved:
that the International Field Trip by St. Francis of Assisi Academy to Peru at Easter 2026 be 'approved in principle'.

Motion #68-25

Carried

12 LOCALLY DEVELOPED COURSES

12.01 None

13 IN CAMERA SESSION

13.01 In Camera Items

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss strategic and personnel items at 12:20 p.m.

Motion #69-25

Carried

Harry Salm (Strathmore) moved:

that the Board return to open session at 2:55 p.m.

Motion #70-25

Carried

Harry Salm (Strathmore) moved:

that the Board nominate Giuseppe Caligiuri as the Vice President of CCSTA.

Motion #71-25

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 May's Board meeting agenda to Chair Keenan (Foothills County).

15 CLOSING

15.01 Closing Liturgy

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

15.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 3:00 p.m.

Motion #72-25

Carried

SIGNATURE OF CHAIR:

SIGNATURE SUPERINTENDENT:
