

MINUTES OF THE REGULAR BOARD MEETING

Thursday, October 24, 2024, at 9:00 a.m. at
St. Mary's School, Okotoks, 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 MacDonald
Dr. Matthew McIsaac
Absent with Regrets: Mark Chung

Attended

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 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. 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 our faith through truth 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 – Gospel of Mark | 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 #127-24 |
| | | Carried |
| 1.10 | Adoption of Regular Board Minutes September 26, 2024 | The minutes of the Regular Board Meeting held on September 26, 2024, were reviewed by the Board and recommended for adoption as presented. |

Matthew McIsaac (Canmore) moved:
that the Minutes of the Regular Board Meeting dated September 26, 2024, be adopted as presented.
Motion #128-24

Carried

2	BUSINESS ARISING	
2.01	Recognition of CCSSA President	Chair Keenan (Foothills County) recognized Associate Superintendent Pat MacDonald for her new role as CCSSA President for the 2024-2025 year.
3	CORRESPONDENCE	
3.01	Letters to Premier Smith, Minister Nicolaides and Minister Guthrie (re: Brooks School Tours)	These letters were provided as information.
4	FOUR-YEAR EDUCATION PLAN	
4.01	St. Mary's School Presentation – Early Literacy	Superintendent Holowka welcomed Principal Shari Gustafson, staff and students from St. Mary's School to present on their approach to literacy, titled "Layers of Literacy". The presentation is an example of how schools are bringing their Four-Year Education Plan to life and showcasing work done in schools during Catholic Learning Communities. Presenters explained the research done, approach taken, and positive results received by students in reading and writing. The approach has been so successful, it is also being applied in other subject areas. St. Mary's School staff and students were commended for their work, and the trustees thanked them for their presentation.
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 October Board Highlights.
5.02	Brooks Ward Meeting October 3, 2024	John de Jong (Brooks), highlighted the following from CTR Catholic's four pillars, as they pertained to the Brooks Ward Committee meeting: Faith: Father Eli has been a gift to all communities. In Holy Family Academy, the prayer corners in each of the classrooms were blessed, including praying to the patron saint of each classroom. Father Eli has been present at the division's Open Mass, and the opening Masses at each of our school communities. Additionally, Father has agreed to say Mass once a month for our students and staff at St. Joseph's/Christ The King's chapel during the lunch hour and after school at Holy Family Academy's chapel. Father's dedication to the schools as partners in Catholic formation is obvious through his prayers, support of the Brooks' schools, and presence in the communities. Learning: Apprenticeships and trades have been an area of focus for high school students in Brooks. At St. Joseph's Collegiate, 30 students are involved in RAP this year. This has increased significantly from the three students participating last year. Teacher, Pat Weins, is working tirelessly to support our students and connect them to CAREER job opportunities. Both St. Luke's and St. Joseph's are bringing students to a trades show in upcoming weeks. St. Luke's students are now able to attend CTS optional classes at St. Joseph's due to the proximity of the new St. Luke's location. Safe and Caring: Students at all schools in Brooks participated in activities related to Orange Shirt Day and Truth and Reconciliation Day. Both Christ The King Academy and Holy Family Academy students participated in activities organized by the City, including watching Indigenous dancers perform. At St. Joseph's, 43 flags will now be displayed representing all countries of origin for their students. Further to this, Métis and Treaty flags will be displayed to ensure that all students feel welcome and recognize treaty and Métis land.

Stewardship: Growth of the Brooks community continues, although limited space is having an impact. Student counts as of September 30 for our schools were as follows: Holy Family Academy - 465 students (growth of 50 students from last year); Christ The King - 471 students (growth of 44 students from last year); St. Joseph's Collegiate – 455 students (23 new students, however 16 students left). It is important to note that some students are now leaving St. Joseph's Collegiate due to limited optional courses that are restricted due to space constraints. A new building that is a standalone high school with adequate CTS facilities would be beneficial in ensuring that St. Joseph's Collegiate can meet all needs of students in the community desiring a Catholic education.

John de Jong (Brooks) moved:

that the minutes of the Brooks Ward Committee Meeting dated October 3, 2024, be approved as presented.

Motion #129-24

Carried

5.03 Strathmore Ward Meeting
October 8, 2024

It was the will of the Board to highlight the pillar of Safe and Caring from the Brooks Ward Committee meeting in their October Board Highlights.

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

Faith: Father Cristino continues to build the Parish through his leadership within our schools. Father led the blanket exercise with Sacred Heart Academy staff and students, contributing to the experience by sharing his heritage and experiences. Father spoke with Holy Cross Collegiate students about his background, his experience with the Pope's Indigenous visit and understanding the importance of the Church in Truth and Reconciliation. His words were impactful and uplifting.

Learning: The new social studies curriculum support document work in the division has allowed for the creation and understanding of the curriculum at high levels that has since permeated teachers across Sacred Heart Academy. Time during CLCs has been given to teachers to complete their planning. The leadership and collaboration of teachers across the division and school has been outstanding.

Safe and Caring: Both schools are extremely committed to supporting individual student needs. At Sacred Heart Academy, there is a teacher who has been supporting social-emotional learning in all students, in conjunction with outside services, especially with McMan Services. This agency has been very impactful in supporting families in their homes. This has also highlighted resources in the community to ensure that parents can engage in whole-family counselling. At Holy Cross Collegiate, the Champions meeting occurs every 3-4 weeks to discuss students among Admin, the Learning Support Team, and the Family School Liaison Worker. This allows for student needs to be identified and an action plan to be created and implemented.

Stewardship: The student growth of Holy Cross Collegiate has been unexpected but appreciated. This is generally the result of students coming from the other schools in Strathmore. The total population is at 340 with a growth of 20 students per year over the last two years.

Harry Salm (Strathmore) moved:

that the minutes of the Strathmore Ward Committee Meeting dated October 8, 2024, be approved as presented.

Motion #130-24

Carried

5.04 High River Ward Meeting October 17, 2024

It was the will of the Board to highlight the pillar of Safe and Caring from the Strathmore Ward Committee meeting in their October Board Highlights.

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

Faith: The Many and One teachings across Christ The Redeemer have been well received within the High River schools. The bookmarks project provided by the Artists for Life women's cooperative in Peru have tied into the Catholic Social Teachings. There has been a display at the front of the school as well as direct connections to the teachings surrounding common good. Both St. Luke's and Notre Dame Collegiate focused on Orange Shirt Day and the National Day for Truth and Reconciliation to consider the Catholic Social Teaching of human dignity.

Learning: At Holy Spirit Academy, leadership in learning has been highlighted by changing the Education Council structure to focus less on reporting by grades and instead provide leadership blocks to discuss instructional and visionary leadership. High River is also well represented by two division leads from Holy Spirit and two involved with aspiring leaders, with five division leads and two aspiring leaders from Notre Dame Collegiate.

Safe and Caring: All High River schools are well-supported by Family School Liaison Workers (FSLWs). St. Luke's has two FSLWs supporting High River community students with mental health needs, and Holy Spirit Academy and Notre Dame Collegiate have FSLW supports.

Stewardship: New staffing occurred in all three High River schools. Holy Spirit Academy has two new EAs and four new teachers. At NDC there will be a new teacher for second semester, and further new staff beginning this year resulting from complex needs funding, as well as a new FSLW being hired. St. Luke's enrolment increase has resulted in a total of 248 students across three campuses, with High River attendance increasing to 43 students. As such, new staff were also hired at St. Luke's to support the increase in enrolment.

Mark MacDonald (High River) moved:

that the minutes of the High River Ward Committee Meeting dated October 17, 2024, be approved as presented.

Motion #131-24

Carried

It was the will of the Board to highlight the pillar of Faith from the High River Ward Committee meeting in their October Board Highlights.

6

BOARD STANDING COMMITTEES

6.01 GrACE CTR Committee Meeting October 15, 2024

Mark MacDonald (High River) moved:

that the Minutes of the GrACE CTR Committee Meeting dated October 15, 2024, be adopted as presented.

Motion #132-24

Carried

TRUSTEES

7.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

Harry Salm (Strathmore) moved:

that the Regular Board Meeting currently scheduled for May 27, 2025, be rescheduled to May 28, 2025.

Motion #133-24

Carried

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 October Board Highlights.

8.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- As part of CTR's commitment to faith permeation, six CLC sessions will be delivered to all staff by principals and faith leads with support from division office. The CLCs will ensure that all teachers and admin have a baseline knowledge of the Catholic faith. Staff will receive a keepsake card after each CLC that can be used as a reflection and reference tool. The CLCs are supportive of the school faith plans created last year which are currently being implemented in schools. As with the division faith plan, the school faith plans mirror the Diocesan Renewal.
- Planning for the 2025-2030 Four-Year Education Plan is underway. The focus for November will be to analyze division and school-based results to complete the Annual Education Results Report. Ward meetings Round #2 will be utilized to gather feedback from staff, parents and students on areas of focus for the 2025-2030 Education Plan, as will the spring Council of School Councils meeting. The new Four-Year Education Plan will be presented to the Board for approval in May.
- During the past few weeks, Michael Chiasson and Access52 attended at several schools to present on faith to parents and students. Student presentations included music, audience participation, and reflection. Parent presentations included topics such as parenting in a digital age, the top seven things kids wish their parents knew, and how to navigate through difficult moments. The presentations align with CTR's dedication to faith formation and support for #Relationships.

It was the will of the Board to highlight teacher faith formation from Superintendent Holowka's report in their October Board Highlights.

Deputy Superintendent Behm reported on the following:

- Staff attendance is often linked to staff wellness. In addition, consistent staff attendance is important for student stability and distribution of professional responsibilities to other employees. By addressing attendance proactively and with compassion, leaders foster a caring, supportive work environment. It is for this reason that administrators are being supported to have attendance conversations with employees.
- On October 10th, the Teacher Assistants Focus Group met to discuss professional development, feedback on the Non-certificated Classroom Supervisor Administrative Procedure and support for EAs working with complex students. Feedback received on the day was very positive. Principals have been provided with a summary of the talking points to engage all support staff.

Harry Salm (Strathmore) moved:

That the Board move in camera to discuss a strategic issue at 11:26 am.

Motion #134-24

Carried

Mark MacDonald (High River) moved:

That the Board return to open session at 11:31 am.

Motion #135-24

Carried

It was the will of the Board to highlight the Educational Assistants Focus Group from Deputy Superintendent Behm's report in their October Board Highlights.

Associate Superintendent MacDonald reported on the following:

- The division continues to focus on faith and several opportunities are available to administration to participate in, such as the Archbishop's Dinner, the GrACE Summit, and the Diocesan Renewal. Principals were provided with opportunities and asked to identify their priorities.
- Implementation of the recommendations resulting from the Career and Off-campus Review done last year are underway. The top five recommendations identified, and steps being taken for implementation were reviewed with the Board. Priorities include enhancing student opportunities in off-campus education and ensuring counsellors have sufficient time, consistent resources and a common framework to guide students.
- Given that the majority of CTR students identifying as Indigenous are Métis, it was recognized that growth of knowledge and understanding of the Métis culture would be beneficial. Accordingly, CTR has recently partnered with Rupertsland Institute, Métis Centre of Excellence. Rupertsland will provide comprehensive resources and professional learning opportunities for CTR teachers. It will also position CTR to promote Métis culture and knowledge and foster collaboration between educators, students and families.

It was the will of the Board to highlight the work being done with respect to the Career and Off-campus Review from Associate Superintendent MacDonald's report in their October Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- A facilities report was provided including dates of completion for the Strathmore project, which are expected to be October 31 at Sacred Heart Academy and November 15 at Holy Cross Collegiate. The hill slough mitigation has been completed at St. Anthony's School, and the football field at Holy Trinity Academy will be the location for filming of a Netflix production.
- Overall enrollment in CTR increased by 335 students from last year to this year. Growth occurred in most CTR communities, with the most growth occurring in Brooks. St. Luke's Outreach Centre is rising in popularity as a school of choice.
- Utilization of CTR's facilities was also reviewed. Schools in Brooks, Canmore and at St. Francis of Assisi in Okotoks are above 100% utilization. Capacity at Holy Trinity Academy (HTA) and St. John Paul II Collegiate are near 100% capacity. Modularity has been requested for HTA and strategy is being discussed regarding the need for a second high school in Okotoks.

It was the will of the Board to highlight increasing enrolment from Superintendent Kilcommons's report in their October Board Highlights.

8.03	Quarterly Financial Update (Q4)	Associate Superintendent Kilcommons provided the report for the fourth quarter for the reporting period of September 1, 2023, to August 31, 2024. Anticipated revenue remained as expected, while expenses were less than expected. The 2023-2024 budget approved in May 2023 suggested a deficit of approximately \$850,000, however, a surplus in the range of \$1.7 million is now expected.
		Superintendent Holowka also provided a budget update for 2024-2025, noting that additional funding has been received since May. Planning for the additional funding will include immediate resource allocations with the ability to dedicate remaining funds closer to the end of the school year. Additional funding information will be known by the end of November and should position CTR well to allocate additional funds to support students this year.
8.04	Preliminary Analysis of October Accountability Pillar Results	Superintendent Holowka advised that assurance results had not yet been received. Given the Annual Education Results Report will be approved next month, results will be sent to trustees via email.
9	NOON PRAYER AND GRACE	
9.01	Noon Prayer and Grace	Pat MacDonald, Associate Superintendent, led the Board in the noon prayer and grace.
10	AFTERNOON OPENING PRAYER	
10.01	Afternoon Opening Prayer	Trustee Rude-Volk (Oyen) led the Board in the afternoon opening prayer.
11	INTERNATIONAL FIELD TRIPS	
11.01	Our Lady of the Snows Catholic Academy (Janell Toews) – Anaheim, USA – April 30 – May 3, 2026	Matthew McIsaac (Canmore) moved: that that the International Field Trip by Our Lady of The Snows to Anaheim, USA at from April 30 – May 3, 2026 be ‘approved in principle’. Motion #136-24
		Carried
12	LOCALLY DEVELOPED COURSES	
12.01	None	
13	NEW BUSINES	
13.01	None	
14	IN CAMERA SESSION	
14.01	In Camera Items	Michelle Rude-Volk (Oyen) moved: that the Board move in camera to discuss strategic and personnel items at 1:37 p.m. Motion #137-24
		Carried
		Mark MacDonald (High River) moved: that the Board return to open session at 2:27 p.m. Motion 138-24
		Carried
15	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 November’s Board meeting agenda to Vice Chair Gustafson (Okotoks).
16	CLOSING	
16.01	Closing Liturgy	Trustee McIsaac (Canmore) led the group in the closing prayer.

16.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:29 p.m.

Motion #139-24

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
