

MINUTES OF THE REGULAR BOARD MEETING

Thursday, February 27, 2025, at 9:00 a.m.

Catholic Education Centre, Okotoks

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

Absent with Regrets:

Attended

Via Videoconference
In Person
In Person
In Person
In Person
In Person
Dr. Matthew McIsaac
Mark Chung

1

OPENING

- | | | |
|------|---|--|
| 1.01 | Call to Order | As Chair Keenan (Foothills County) attended via videoconference, Vice Chair Gustafson (Okotoks) chaired the meeting which was called to order at 9:19 a.m. |
| 1.02 | Litany | Vice Chair Gustafson (Okotoks) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, Consecration to Mary | Vice Chair Gustafson (Okotoks) led the Board in reciting the Board Prayer, the Vocations Prayer, and the Vision of the Board. Vice Chair Gustafson then led the Board in reciting a Hail Mary. |
| 1.04 | Three-year Faith Theme: "Faith Seeking Understanding" | Vice Chair Gustafson (Okotoks) 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 | Vice Chair Gustafson (Okotoks) 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 | Vice Chair Gustafson (Okotoks) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.08 | Approval of the Agenda | John de Jong (Brooks) moved:
that the agenda be adopted as presented.
Motion #21-25 |
| | | Carried |
| 1.10 | Adoption of Regular Board Minutes January 18, 2025 | The minutes of the Regular Board Meeting held on January 18, 2025, were reviewed by the Board and recommended for adoption as presented.

Michelle Rude-Volk (Oyen) moved:
that the Minutes of the Regular Board Meeting dated January 18, 2025, be adopted as presented.
Motion #22-25 |
| | | Carried |

2	BUSINESS ARISING	
	2.01	None
3	CORRESPONDENCE	
	3.01	None
4	FOUR-YEAR EDUCATION PLAN	
	4.01	February 3, 2025, Professional Development Day Summary
	4.02	Program Review of Student Services
		Superintendent Holowka shared that the work of the Four-Year Education Plan was carried out at the February 3rd PD Day with discussions regarding Assessment for Mastery and Artificial Intelligence. The PD was held in schools, with the Superintendents starting each of the sessions via videoconference. Following the Superintendents' presentations, school administration led staff in sessions with resources prepared by division office. Feedback indicates that both sessions (including materials prepared) were well received and appreciated. Associate Superintendent MacDonald introduced Pam Rannelli who conducted the Board's review of Student Services as per Board Policy 28 – School Program Reviews. Ms. Rannelli presented her review findings to the Board, including a project overview, the process of the review, the provincial context, CTR's current provincial results, incidence rates, strengths, and growth opportunities. Following Ms. Rannelli's presentation, Associate Superintendent MacDonald shared the steps that would be taken to implement the recommendations made. This includes continuing CTR's commitment to student supports ensuring that every student receives the right level of support to succeed. Developing a structured framework for inclusive education aligning with Alberta Education's policy will also be essential, as will the development of an administrative procedure outlining the process and supports to ensure consistent implementation and effective response within the division. Targeted professional development will also be offered and a toolkit developed to support schools in their work with complex needs students.
5	REPORTS FROM WARD COMMITTEES	
	5.01	Trustees to identify one feature from each Ward Committee Meeting for Board Highlights
	5.02	Brooks Ward Meeting January 22, 2025
		Vice Chair Gustafson (Okotoks) reminded Trustees to identify one feature from each Ward Committee Meeting for the February Board Highlights. Trustee de Jong (Brooks), highlighted the following from CTR Catholic's four pillars, as they pertained to the Brooks Ward Committee meeting: Faith: Faith surveys across all schools are exceptionally strong. Results range from 89% to 100% levels of satisfaction in each of the areas. This can be attributed to the relationship between home, school, and parish and an exceptional commitment by our schools to provide engaging and meaningful formation experiences for students. Our Brooks community continues to have staff, students, and parents join the Catholic Church as a result of the positive experiences within the Catholic schools. There is an abundance of formation activities that occur within the school and are greatly enhanced through the relationship with St. Mary's Parish. Learning: Student learning engagement is strong but continues to be an area of focus for all schools. There is an intentional effort to ensure that students are successfully learning both English as an Additional Language, while also learning content area. Ensuring learning experiences are engaging and enjoyable is an explicit goal of each school. A continuum of learning across elementary, middle, and high school, also addresses this goal, as does connecting student learning to future career opportunities with 75 students enrolled in work experience, and three students in the RAP program. The cumulative success of all schools is evident through the 95.3% three-year high school completion rate.

Safe and Caring: Citizenship, Access to Supports and Services, and Safe and Caring survey results are above provincial averages in all four Brooks schools. This demonstrates the responsiveness of the schools to the learning and social emotional needs of their students and support student learning surrounding the Catholic Social Teachings. There is tremendous investment in helping students to succeed with their English language and academic learning.

Stewardship: Parental involvement is above the provincial average in all Brooks schools. This is particularly evident at our elementary and middle schools where the scores are 12.8-13.1% above the provincial average. Parents are communicated with, welcomed, and involved in all our Brooks communities. This is also demonstrated by the commitment of strong School Councils that work to enhance learning and community building events for students and families.

John de Jong (Brooks) moved:

that the minutes of the Brooks Ward Committee Meeting dated January 22, 2025, be approved as presented.

Motion #23-25

Carried

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

5.03 High River Ward Meeting
February 4, 2025

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

Faith: survey results are exceptional across all three schools. At HSA, 64% of grade 5 students achieved the standard of excellence on the divisional based religious education assessment. Faith survey results range from 88% to 100% in the High River schools. This can be attributed to the strong Catholic faith foundations of our staff and their ability to permeate this through classroom learning and their relationships with students.

Learning: Education quality is above provincial across all three schools (ranging from 4-9% above provincial). Strong PAT results exist in both grade 6 and 9, with acceptable scores ranging from 11-19% above provincial averages. NDC diploma exam results are strong (over 11% above provincial in acceptable and excellence). At both NDC and St. Luke's, the three-year and five-year high school completion rates are also over 11% above provincial averages. The culmination of these results demonstrates strong teaching and learning within schools supporting high levels of student diversity.

Safe and Caring: Assurance survey measures regarding the access to supports and services and safe and caring schools are strong across all three schools, ranging from 5-16% above provincial averages. This strength is reflective of the learning support teachers, educational assistants, and the support received through the centralized Student Services team. To address students requiring modified learning programs at HSA, a Hub Life Skills classroom has been created, while NDC and St. Luke's support students experiencing complex societal issues with learning and other needs. It is apparent that students are feeling supported in their school lives even when encountering challenges in their learning and home lives.

Stewardship: School Councils have been engaged with fundraising to support all school communities and have been considering ways to collaborate across all three schools. All schools have engaged students in service projects within and outside their school communities. Opportunities through these service projects have allowed students to understand their potential to impact lives through post-secondary studies and careers beyond high school.

Mark MacDonald (High River) moved:

that the minutes of the High River Ward Committee Meeting dated February 4, 2025, be approved as presented.

Motion #24-25

Carried

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

5.04 Strathmore Ward Meeting
February 6, 2025

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

Faith: Survey results are outstanding in both schools (results range from 94-100%), demonstrating that teachers are extraordinary in their religious education instruction. Father Cristino in the new Church building has provided significant outreach for families. Parents are alongside teachers in student faith formation as they continue to further integrate into the Church community.

Learning: Achievement levels are outstanding across both schools. Provincial Achievement Test results are well above provincial (10-27% above provincial averages in both acceptable and excellence scores). High school completion in three and five years is also well above provincial, with 91.7% of students completing in three years and 100% in five years, over 10% above provincial average in both scores. The Self-Directed Learning (SDL) block and encouragement of homework completion during the school day has been successful in supporting student learning rigour while balancing their busy lives outside of school.

Safe and Caring: Strong levels of satisfaction in safe and caring schools, citizenship, and access to supports and services, which are well above provincial in both schools (ranging from 9-19% above provincial). Students, parents, and teachers see the caring and supportive environment for students. Events such as the Sacred Heart Open House demonstrate caring classrooms and a high number of extra-curricular offerings at Holy Cross Collegiate allow for a sense of belonging and commitment demonstrated by staff.

Stewardship: Parents are extremely supportive of fundraising to support student field trips, school events, scholarships, and teacher classroom enhancements. Parental involvement survey results are high for both schools, with averages ranging from 9-13% above provincial rates.

Harry Salm (Strathmore) moved:

that the minutes of the Strathmore Ward Committee Meeting dated February 6, 2025, be approved as presented.

Motion #25-25

Carried

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

5.05 Okotoks Ward I Meeting February
13, 2025

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

Faith: All Okotoks schools demonstrate exceptional faith survey results. St. Mary's faith survey results are exceptional, with scores ranging from 97-99%. At JP II 97% and at HTA 94% of parents, teachers, and students believe they have grown as a Christian as a result of their involvement in Catholic education, which also speaks to impact of all the feeder schools. SFA has demonstrated 92% satisfaction with religious education classes and school-based religious celebrations. At EGSS, 100% students are satisfied that they are doing things the way Jesus would want them.

Learning: All Okotoks Ward I schools demonstrate strong PAT and diploma results. All scores across schools are above provincial, and many have improved from the previous year. This strength endures even amidst higher degrees of

student diversity and complexity. Participation rates are high across all exams including high level diploma exams. Of note are the following: HTA's diploma examination acceptable rate of 93.6% (12.1% above provincial average); SFA's grade 9 PAT acceptable rate of 82.8% (20.3% above provincial average); JPII 82.1% acceptable rate for grade 9 PATs (19.6% above provincial average); SMS 95.3% acceptable rate for PATs (26.8% above provincial average); and EGSS 81.4% for grade 6 PATs (12.9% above provincial average).

Safe and Caring: St. Mary's School's welcoming, caring, respectful, and safe learning environment scores are at 95.9% (11.9% above provincial), with student results at almost 20% above provincial average. Access to supports and services in JPII are at 88.4%, 8.5% above provincial, demonstrating high levels of access for academic and social emotional supports for students. Citizenship scores in HTA are at 87.1%, 7.7% above province and strong for students in their final phase of their K-12 journey.

Stewardship: School councils at each of the schools are engaging in strong fundraising both to provide enhancements to faith, learning, and student well-being. There is also tremendous investment in service to schools and the broader community, as well as fundraising for charity. All schools take care in involving parents, reviewing results, and are working to continue informing the community of the opportunities of successes of the community.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Okotoks Ward I Committee Meeting dated February 13, 2025, be approved as presented.

Motion #26-25

Carried

It was the will of the Board to highlight the pillar of learning from the Okotoks Ward I Committee meeting in their February Board Highlights.

- 5.06 Ward Meetings Round #2 - Summary

Superintendent Holowka provided an overview of the feedback received from students, staff, and parents during the second round of Ward meetings. Feedback gathered was with respect to the upcoming Four-Year Education Plan regarding the Board's three priorities of Catholic Faith, Academic Excellence, and Healthy Schools. The feedback will be used alongside feedback received from division administrators and senior administrators to establish the upcoming goals and strategies for the Four-Year Education Plan for 2025-2029.

6

BOARD STANDING COMMITTEES

- 6.01 Committee of the Whole Meeting January 17, 2025

John de Jong (Brooks) moved:

that the Minutes of the Committee of the Whole Meeting dated January 17, 2025, be adopted as presented.

Motion #27-25

Carried

- 6.02 Policy Development and Review Committee Meeting January 23, 2025

Harry Salm (Strathmore) moved:

that the minutes of the Policy Development and Review Committee Meeting of January 23, 2025, be approved as presented.

Motion #28-25

Carried

Harry Salm (Strathmore) moved:

that the Board accept the recommendations of the Policy Development and Review Committee regarding Board Policy #06 – Board Operations; Board Policy #07 – Committees; Board Policy #08 – Policy Development; Board Policy #09 – Delegation of Authority to Superintendent; and Board Policy #10 – Role of the Superintendent.

Motion #29-25

Carried

6.03 Liaison Committee Meeting
February 5, 2025

Andrew Gustafson (Okotoks) moved:

that the minutes of the Liaison Committee Meeting of February 5, 2025, be approved as presented.

Motion #30-25

Carried

6.04 GrACE CTR Committee Meeting
February 5, 2025

Mark MacDonald (High River) moved:

that the minutes of the GrACE CTR Committee Meeting of February 5, 2025, be approved as presented.

Motion #31-25

Carried

7 NEW BUSINESS

7.01 None

8 TRUSTEES

8.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

Harry Salm (Strathmore) moved:

That the September 25, 2025, Board meeting to be held at the Catholic Education Centre in Okotoks be rescheduled to occur on September 27, 2025, at Assumption Roman Catholic School in Oyen.

Motion #32-25

Carried

9 NOON PRAYER AND GRACE

9.01 Noon Prayer and Grace

Trustee Gustafson (Okotoks) led the Board in the noon prayer and grace.

10 AFTERNOON OPENING PRAYER

10.01 Afternoon Opening Prayer

Associate Superintendent Kilcommons led the Board in the afternoon opening prayer.

11 DIVISION

11.01 Trustees to identify one feature
from each Superintendent's
Report for the Board Highlights

Vice Chair Gustafson (Okotoks) reminded trustees to identify one feature per Superintendent report for the February Board Highlights.

11.02 Superintendent Holowka's Report

Superintendent Holowka reported on the following:

- CTR's social media continues to be a priority and is well-supported by Cindy Nickerson, Director of Communications, and each school's communication lead. Facebook and Instagram are used to share CTR's celebration of faith, sharing of positive assurance measures, student opportunities, promotion of registration, and information for the Alberta Education Assurance Measure surveys. The various communication campaigns being utilized were reviewed with the Board.
- Administration would like to display icons in the conference room at the Catholic Education Centre to complement the litany of CTR saints. This request will be brought to the Board's Faith Committee as per Board Policy 07 which states that that Committee is to identify and make recommendations for religious icons for the Board office.
- Round #3 of the Ward meetings will begin in March and will include engagement sessions with both students and parents/staff. For parents/staff, the focus of the engagement will be to determine what they

feel would be the most beneficial use of the Ward meetings next year. Those results will be presented to the Board for consideration. Students will be asked to consider a teacher that helped them grow personally, academically, or spiritually, and what characteristics about that teacher or classroom experience were meaningful to them.

- An application for the Strathmore Agricultural Collegiate was submitted on January 31, 2025, in partnership with the Strathmore Agricultural Society and Lakeland College to support student learning surrounding practical ranching practices. CTR also provided a letter of support for Canadian Rockies School Division to support an eco-tourism collegiate model with Lethbridge Polytechnic and Olds College in which CTR students would be able to participate. Decisions on both applications are expected in April.

It was the will of the Board to highlight CTR's social media efforts from Superintendent Holowka's report in their February Board Highlights.

12

DIVISION CONTINUED

12.01 Superintendents' Reports

Deputy Superintendent Behm reported on the following:

- CTR's benefits program offers a wide range of supports and resources ensuring employees have access to comprehensive health and wellness services. Vice principals play a key role in promoting staff wellness resources and encouraging staff to utilize supports. Statistics regarding the utilization of these services indicate high engagement, reflecting a healthy organizational culture and demonstrating CTR's commitment to employee wellness. CTR's service provider will be transitioning from Inkblot to Greenshield, with enhanced services for employee and family assistance programming. Steps are being taken to ensure staff are aware of the services available.
- The IT Department continues to prioritize risk mitigation, efficiency of support to schools, and evolving to meet the information technology and Student Information System requirements of the division. Attrition in the IT department provided an opportunity for review of efficiencies and resulted in the hiring of new staff members. New staff members, along with their qualifications were reviewed with the Trustees.

Harry Salm (Strathmore) moved:

That the Board move in camera to discuss a labour relations item at 1:44 p.m.

Motion #33-25

Carried

Mark MacDonald (High River) moved:

That the Board return to open session at 1:50 p.m.

Motion #34-25

Carried

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

Associate Superintendent MacDonald reported on the following:

- Faith Days held on February 18 and 19 were a success as affirmed by participant survey results. Teachers and administrators appreciated the Mass held on the first day with the Bishop and parish priests, as well as adoration and reconciliation. Michael Chiasson was the keynote speaker on the first day and was well received, as were faith presentations from fellow peers on the second day.
- A guideline for managing dysregulated behaviour in students has been developed to support schools as they navigate student dysregulation. This

is due to the increasing incidents and complexities arising in schools. The guidelines are meant to bring consistency and accountability, support the most vulnerable students, and ease the emotional and physical toll on students and teachers. CTR's Student Services Team is available to provide professional development refreshers to educational assistants, teachers and administrators if desired.

- Education of students is key in combating incidents of bullying, racism, and discrimination, as when students understand how hurtful/offensive their words can be, it is hoped that they will make better choices going forward. To assist with this, cultural sensitivity lessons/inclusion lesson sets for elementary, junior high and high school for FSLW/Connections workers and administrators have been developed. The Catholic Social Teaching campaign developed by the Many and One Committee also supports work in this area. A resource is being created to share best practices occurring in schools throughout the division.

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

Associate Superintendent Kilcommons reported on the following:

- In preparation for the Alberta Education budget announcement, the finance department has met with every department to review their current financial situation. Consideration of future spending and opportunities for reductions have also been completed.
- Given Alberta Education's change in transportation requirements for elementary students, there could be an influx of additional riders in September. Efficiency options to accommodate those riders are being reviewed such as doubling routes or the use of transfer stations.
- The facilities department continues work on projects utilizing IMR and CRM funding. Significant projects are planned during the Easter and summer breaks and planning for next year is well underway. Three new employees have been hired in the facilities department because of retirement and resignation, including the occupational health and safety and facilities coordinator, finance analyst, and administrative assistant.

It was the will of the Board to highlight the proactive work with budgeting from Superintendent Kilcommon's report in their February Board Highlights.

12.02 Board Approval of the 2025-2026 School Calendar

Deputy Superintendent Behm reviewed the draft calendar for CTR's traditional schools, noting that a consultation process with teachers, administrators, and parents had been completed.

John de Jong (Brooks) moved:

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

Motion #33-25

Carried

13

INTERNATIONAL FIELD TRIPS

13.01 St. Joseph's Collegiate (Mike Harris) – Seattle, USA - Easter 2026

John de Jong (Brooks) moved:

that the International Field Trip by St. Joseph's Collegiate to Seattle, USA at Easter 2026 be 'approved in full'.

Motion #35-25

Carried

13.02 Our Lady of the Snows Catholic Academy (Janell Toews) – Anaheim, USA – April-May, 2026

Harry Salm (Strathmore) moved:

that the International Field Trip by Our Lady of the Snows Catholic Academy to Anaheim, USA for April 30-May 5, 2026, be 'approved in full'.

Motion #36-25

Carried

- 13.03 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 full’.

Motion #37-25

Carried

- 13.04 Holy Trinity Academy (Stephanie Krueger) – Costa Rica - Easter 2026
- Andrew Gustafson (Okotoks) moved:**
that the International Field Trip by Holy Trinity Academy to Costa Rica at Easter 2026 be ‘approved in principle’.

Motion #38-25

Carried

14 LOCALLY DEVELOPED COURSES

- 14.01 None

15 IN CAMERA SESSION

- 15.01 In Camera Items

Michelle Rude-Volk (Oyen) moved:
that the Board move in camera to discuss strategic and personnel items at 3:05 p.m.

Motion #39-25

Carried

Harry Salm (Strathmore) moved:

that the Board return to open session at 4:04 p.m.

Motion #40-25

Carried

16 AGENDA ITEMS FOR NEXT BOARD MEETING

- 16.01 Call for Proposed Agenda Items

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

17 CLOSING

- 17.01 Closing Liturgy
17.02 Adjournment

Michelle Rude-Volk (Oyen) led the group in the closing prayer.

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 4:05 p.m.

Motion #41-25

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF SUPERINTENDENT:
