

MINUTES OF THE REGULAR BOARD MEETING

Thursday, September 26, 2024, at 9:00 a.m. at
Catholic Education Centre, 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
Mark Chung
Dr. Matthew McIsaac

Attended

In Person
In Person
In Person
In Person
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 9:02 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 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 | John de Jong (Brooks) moved:
that the agenda be adopted as presented.
Motion #108-24 |
| 1.09 | Adoption of Organizational Board Meeting Minutes June 22, 2024 | The minutes of the Organizational Board Meeting dated June 22, 2024, were reviewed by the Board and recommended for adoption as presented. |

Carried

Mark MacDonald (High River) moved:
that the Minutes of the Organizational Board Meeting dated June 22, 2024, be adopted as presented.
Motion #109-24

Carried

- 1.10 Adoption of Regular Board Minutes June 22, 2024
- The minutes of the Regular Board Meeting held on June 22, 2024, were reviewed by the Board and recommended for adoption as presented.

Harry Salm (Strathmore) moved:

that the Minutes of the Regular Board Meeting dated June 22, 2024, be adopted as presented.

Motion #110-24

Carried

2

BUSINESS ARISING

- 2.01 None

3

CORRESPONDENCE

- 3.01 Letter from Minister Nicolaides (re: Operating Reserve Limit)

This letter was provided 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 September Board Highlights.

- 4.02 Okotoks Ward II Meeting September 11, 2024

Chair Keenan (Foothills County), highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward II Committee meeting:

Faith: Alfredo Nino touched the lives of many colleagues, students and families teaching Spanish at the CFL. Alfredo's positivity, enthusiasm, and gentle heart for teaching students radiated a bright light that touched so many lives. Students cherished their class time with him and looked forward to meeting Alfredo on the soccer pitch. The CFL honors Alfredo's contributions by dedicating a space in the school for the Alfredo Nino Prayer Room. The prayer room will offer staff and students a sacred and quite space for reflection and contemplation.

Learning: Staff at both CFL and St. Luke's are working to support the unique learning environments of their students. The development of Integrity and Assessment Standards within the CFL has allowed for increased engagement. Students are required to keep their screens on, and parents and students are encouraged to communicate with teachers proactively to seek extensions and other supports. The flexibility in learning afforded by St. Luke's allows students with unique scheduling needs to thrive. As such, St. Luke's is experiencing increased numbers of students attending to accommodate participation in high level rodeo and hockey.

Safe and Caring: CFL is planning a cyber safety presentation for secondary students and parents. This request has come through School Council as their students are constantly online to access their learning. The option to provide this opportunity to the division will be explored.

Stewardship: Kaleb R. from St. Luke's is the recipient of the Ron Schreiber Memorial Scholarship Award, and also received a scholarship from the Nanton Catholic Church. Kaleb will be doing a four-year apprenticeship with CNRL (Canadian Natural Resources Ltd.) as a Millwright at Horizon, north of Fort McMurray.

Andrea Keenan (Foothills County) moved:

that the minutes of the Okotoks Ward II Committee Meeting dated September 11, 2024, be approved as presented.

Motion #111-24

Carried

4.03 Drumheller Ward Meeting
September 12, 2024

It was the will of the Board to highlight the pillar of Faith from the Okotoks Ward II Committee meeting in their September Board Highlights.

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

Faith: Focus on Catholic Social Teachings is underway. The bulletin board at the front of the school was funded by Catholic Education Sunday funds and will be used to post the Catholic Social Teachings, making them the first visual in the school upon entry. Grade 7-12 classrooms are supporting learning through homeroom activities in a synchronized manner. Elementary teachers are also working through these teachings with students to help them learn the importance of pastoral faith formation.

Learning: CLCs being led by admin in September will focus on Catholic Social Teachings. Dossier has also been an area of focus, extending to understanding reports that depict student learning and medical reports to know and meet the needs of each student as a learner.

Safe and Caring: Class list formation involved student voice this year. Students were asked to share peers they wished to be paired with in classroom assignments. Teachers ensured that each student in grades two and up were paired with at least one friend in the class. Parents were supportive of the outcome.

Stewardship: Supports in smaller classes were used to assist student learning in larger classes by grouping smaller classes together or sharing of EA supports. This allows for the use of resources and expertise across the school.

Mark Chung (Drumheller) moved:

that the minutes of the Drumheller Ward Committee Meeting dated September 12, 2024, be approved as presented.

Motion #112-24

Carried

4.04 Oyen Ward Meeting September
13, 2024

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

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

Faith: Opening Mass attended by the school community was a way to begin the year grounded within our Catholic faith. Father also blessed each classroom, the playground, as well as 50 bibles which will be shared with all grade 3 students and any new student within the school. A special blessing for a student in need was also provided.

Learning: Fontas and Pinnell is being used throughout all grades as a consistent way to support whole school reading, screening, and interventions. This will allow a full school methodology and tracking system that allows for the knowledge and support for each student as they transition to the next year. This continuity of learning and supporting is essential for student success.

Safe and Caring: Fellowship occurs each morning as all students gather in the gym as a school to participate in breakfast together. This breakfast is required due to the length of bussing and the need for a second breakfast for many students. Students then transition into a full school assembly including prayer and Gospel time, ending in Our Father and the sign of peace each day. This fellowship allows for the grounding of students in our Catholic community.

Stewardship: The Opening Pancake Breakfast was held in the first week of school. This year, the school invited substitute teachers and bus drivers as well to highlight the sense of community. School Council supported and organized the entire event.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Oyen Ward Committee Meeting dated September 13, 2024, be approved as presented.

Motion #113-24

Carried

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

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BOARD STANDING COMMITTEES

- 5.01 Committee of the Whole Meeting
June 21, 2024

Harry Salm (Strathmore) moved:

that the Minutes of the Committee of the Whole Meeting dated June 21, 2024, be adopted as presented.

Motion #114-24

Carried

- 5.02 Audit Committee Meeting
September 10, 2024

Mark Chung (Drumheller) moved:

that the Minutes of the Audit Meeting dated September 10, 2024, be adopted as presented.

Motion #115-24

Carried

Mark Chung (Drumheller) moved:

that the Board of Trustees appoint Avail CPA LLP as Christ The Redeemer's auditors for the next three years commencing in the 2024-2025 school year.

Motion #116-24

Carried

- 5.03 Faith Committee Meeting
September 10, 2024

Mark MacDonald (High River) moved:

that the Minutes of the Faith Meeting dated September 10, 2024, be adopted as presented.

Motion #117-24

Carried

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TRUSTEES

- 6.01 Upcoming Trustee Events
6.02 Bishop's Luncheon
6.03 Board Retreat
6.04 Staff Recognition

Trustees reviewed upcoming trustee events.

The Bishop's Luncheon is scheduled for November 6, 2024, and trustees were encouraged to attend if possible.

Details for the Board Retreat scheduled for March 28, 2025, were reviewed.

The Board discussed and decided on a gift to recognize staff.

7	ALBERTA CATHOLIC SHOOOL TRUSTEES' ASSOCIATION	
	7.01 ACSTA Directors' Meeting Update	Harry Salm (Strathmore) moved: that the Board move in camera to discuss a strategic issue at 9:51 a.m. Motion #118-24 Carried
	7.02 Resolutions/Issues for ACSTA AGM	
8	ALBERTA SCHOOL BOARDS ASSOCIATION	
	8.01 ASBA Zone 5 Report	
	8.02 Resolutions/Issues for ASBA FGM	Harry Salm (Strathmore) moved: that the Board move return to open session at 10:32 a.m. Motion #119-24 Carried
9	TEACHERS' EMPLOYER BARGAINING ASSOCIATION	
	9.01 TEBA Report	Trustee Rude-Volk (Oyen) advised that TEBA last met on September 12, 2024. Central bargaining continued September 9 and 10 and will continue in two sessions in October.
10	DIVISION	
	10.01 Program Review	A review of Student Services was chosen by the Board as the program of review for 2024-2025. Superintendent Holowka advised that the review will examine the support and services being offered in schools, and how student needs are elevated to the division level when necessary. Administration recommended retaining Dr. Pam Rannelli to conduct the review. Dr. Rannelli is an experienced system leader with a demonstrated history of working in primary/secondary education and a focus on inclusion. Andrew Gustafson (Okotoks) moved: that the Board of Trustees approve retention of the recommended candidate for the Student Services review. Motion #120-24 Carried
	10.02 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 September Board Highlights.
	10.03 Superintendents' Reports	Superintendent Holowka reported on the following: - Faith plans for each school were prepared last year and are now being implemented. Plans mirror the Diocesan renewal and allow for teacher faith formation as missionary disciples, focus on Catholic Social Teachings and act as an outreach to parents to strengthen family life. - This year, the division will focus on assessment as a tool to foster student mastery. This aligns with the Catholic Social Teachings of supporting students to their fullest potential. Ongoing conversations with administrators to bring the initiative to staff will occur, allowing a reflection on data and an exploration of teaching practices. - Additional funding was received over the summer from the province through initiatives and advocacy efforts. However, a change regarding non-primary funding was also made. Final enrolment on September 27th will be used to determine the overall financial balance and how any remaining

funding may be distributed. CTR's final financial position will be provided in October.

It was the will of the Board to highlight the Catholic Social Teachings initiative from Superintendent Holowka's report in their September Board Highlights.

Deputy Superintendent Behm reported on the following:

- In response to the Ministerial Order issued in June regarding personal mobile devices and social media use for students, an administrative procedure (AP) has been drafted. Highlights of the draft AP were shared with the Board. Administration, staff, students and parents are being consulted for feedback prior to implementation of the AP in January 2025.
- An orientation for teachers new to CTR was held for two days in August. The orientation welcomed teachers to the community of faith, helped them feel welcome and secure, provided information about CTR's pillars of faith, learning, safe and caring and stewardship of resources, and facilitated a calm and orderly beginning to the year. Feedback received was very positive. New teacher induction will occur next week, and new teachers will provide testimonials as to why they chose CTR which can then be used for recruitment.
- CTR continues to focus on recruiting practices and procedures to respond to current trends in the teaching profession. Information was shared regarding retirements, leaves and resignations. Transfer requests and placements were also reviewed, as well as efforts made for teacher recruitment. Efforts at a provincial level are also being made for teacher and leader recruitment and retention in Alberta. The outstanding recruitment efforts of the HR Department staff were acknowledged.

It was the will of the Board to highlight new teacher recruitment and retention from Deputy Superintendent Behm's report in their September Board Highlights.

Associate Superintendent MacDonald reported on the following:

- The Opening Day Professional Development was held for all CTR teachers on August 26th. The day included an opening mass with Bishop McGrattan and community parish priests attending, opening remarks from Superintendent Holowka and structured school conversations on assessment in the afternoon. The day was well received by teachers as per feedback received.
- A Superchat has been scheduled for each school with the theme of "Faith is our Foundation." This is an opportunity for Superintendents to engage with teachers and celebrate the great things happening in schools. Trustees will be invited to attend the Superchat being held in their community this year.
- The new Social Studies curriculum will be piloted by 128 CTR teachers in kindergarten to grade 6 who will be supported with curriculum support documents (CSDs) developed by 38 CTR teachers and administrators over the summer. CTR was successful in their application for additional provincial funding for CSD work. The CSD work of CTR teachers is highly regarded and will be shared across the province benefiting all Alberta teachers.

It was the will of the Board to highlight the efforts being made towards implementation of the new Social Studies curriculum from Associate Superintendent MacDonald's report in their September Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Disruptions in the Strathmore project at Holy Cross Collegiate and Sacred Heart Academy have impacted occupancy dates, which are now expected to occur on October 18th and October 21st respectively. Both schools managed the postponements admirably. The project is now over budget primarily due to significant abatement costs of asbestos in the ceiling of the Sacred Heart gymnasium.

Harry Salm (Strathmore) moved:

that an additional \$150,000 be designated from capital reserves to support the increased costs associated with the modernization of Sacred Heart Academy and Holy Cross Collegiate.

Motion #121-24

Carried

- Associate Superintendent provided a facilities update for schools, including highlights for CTR schools in Brooks: the modulars at Holy Family Academy were operational the first day of school; a new facility has been found for St. Luke's Outreach Centre and is operational, providing an improved space for staff and students; and an agreement has been signed with the Arts and Culture Centre providing additional classroom space for students from St. Joseph's Collegiate and Christ The King.
- Conversations continue with Alberta Infrastructure regarding the tri-party agreement for the replacement school for École Good Shepherd School in Okotoks. Responsibilities for the division, province and contractor are set out in this agreement.

It was the will of the Board to highlight facility improvements in Brooks from Superintendent Kilcommon's report in their September Board Highlights.

11 NOON PRAYER AND GRACE

11.01 Noon Prayer and Grace

Trustee Salm (Strathmore) led the Board in the noon prayer and grace.

12 AFTERNOON OPENING PRAYER

12.01 Afternoon Opening Prayer

Trustee MacDonald (High River) led the Board in the afternoon opening prayer.

13 INTERNATIONAL FIELD TRIPS

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

John de Jong (Brooks) moved:

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

Motion #122-24

Carried

13.02 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 principle'.

Motion #123-24

Carried

14 LOCALLY DEVELOPED COURSES

14.01 None

15 NEW BUSINESSES

15.01 None

16 IN CAMERA SESSION

16.01 In Camera Items

Matthew McIsaac (Canmore) moved:

that the Board move in camera to discuss strategic and personnel items at 1:02 p.m.

Motion #124-24

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board return to open session at 2:41 p.m.

Motion 125-24

Carried

17 AGENDA ITEMS FOR NEXT BOARD MEETING

17.01 Call for Proposed Agenda Items

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

18 CLOSING

18.01 Closing Liturgy

Associate Superintendent Kilcommons led the group in the closing prayer.

18.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:42 p.m.

Motion #126-24

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
