

**MINUTES OF THE REGULAR BOARD MEETING**

Wednesday, May 28, 2025

Sacred Heart Academy, Strathmore

**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  
Dr. Matthew Mclsaac  
Mark Chung  
Mark MacDonald

**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 8:06 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 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  
**Harry Salm (Strathmore) moved:**  
that the agenda be adopted as presented.  
**Motion #73-25**  

**Carried**
- 1.09 Adoption of Regular Board Minutes April 17, 2025  
The minutes of the Regular Board Meeting held on April 17, 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 April 17, 2025, be adopted as presented.  
**Motion #74-25**  

**Carried**

<b>2</b>	<b>BUSINESS ARISING</b>		
	2.01	None	
<b>3</b>	<b>FOUR YEAR EDUCATION PLAN</b>		
	3.01	Review of Updated May Accountability Pillar Results	Superintendent Holowka provided an overview of CTR's 2025 Spring Assurance Results which relate to surveys completed by parents, students and staff. Results for CTR are above the provincial average in all required and supplemental measures. An analysis was provided with areas of strength and growth identified. An analysis of the data will support pathways for next steps toward continuous improvement within the scope of the four-year education plan, with particular focus on student engagement, transition rate, and tracing of at-risk students.
	3.02	Four-Year Education Plan (Year One) Review and Approval	The 2025-2029 Four-Year Education Plan (Year One) was presented to the Board. Superintendent Holowka explained that given this plan is the first year of a new four-year education plan, extensive engagement was held with students, parents, administration, teachers, and priests. Domains included in the plan are Catholic Faith; Student Growth and Achievement; First Nation, Métis, and Inuit Student Growth and Achievement; Teaching and Leading; Learning Supports; and Governance. The outcomes, 2023-2024 results, 2025-2026 targets, new strategies and existing strategies were reviewed for each of the domains.
			<b>John de Jong (Brooks) moved:</b> that the 2025-2029 Four-Year Education Plan (Year One) be approved, as presented. <b>Motion #75-25</b>
			<b>Carried</b>
<b>4</b>	<b>CORRESPONDENCE</b>		
	4.01	None	
<b>5</b>	<b>REPORTS FROM WARD COMMITTEES</b>		
	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 May Board Highlights.
	5.02	High River Ward Meeting May 14, 2025	Trustee MacDonald (High River), highlighted the following from CTR Catholic's four pillars, as they pertained to the High River Ward Committee meeting: <b>Faith:</b> Lenten actions and celebrations permeated through all High River schools. Staff intentionally engaged in breaking bread with students at St. Luke's, while also ensuring that students fully understood the reasons behind this important time in our liturgical calendar. A liturgy was held every Monday during Lent to also engage in this education and reflection at NDC. At Holy Spirit Academy, an annual Pentecost celebration involves a party in June as it is also the feast day at the school. There will be a special focus to celebrate this feast day with grade two students acting as lector under the guidance of Father Marius. Afternoon activities include kite-flying (wind), dancing (joy), and barbeque (fire). The 30 <sup>th</sup> anniversary for Holy Spirit Academy will also be celebrated on this day. <b>Learning:</b> At Holy Spirit, a March Madness literacy event was held with great enthusiasm. Rival books were selected by the principal and vice principal and their favourite was voted upon by students after many literacy engagement activities. This event also helped to build community and encourage language learning throughout all grades in the school. <b>Safe and Caring:</b> NDC's grade six orientation allowed students and parents to prepare for the transition of students and families to junior high school. The NDC post-secondary information evening was held on the same night which

allowed grade six parents to attend alongside high school parents to learn about the school's commitment to helping students become successful during and after their journey through the grade 7-12 school. T-shirts were given to all students, and the school mascot was present when students arrived by bus.

**Stewardship:** Partnership with Food for Thought is shared as a good works activity in all three High River schools. St. Luke's students in High River and NDC both access additional nutrition through the Food for Thought Program. Students from NDC also volunteer through their Connections program to make lunches for the Program, and Grade 1 students at HSA also collected snacks for Food for Thought. These opportunities allow for the lived expression of our Catholic social teachings to both access and contribute to ensuring everyone who needs support can receive.

**Mark MacDonald (High River) moved:**

that the minutes of the High River Ward Committee Meeting dated May 14, 2025, be approved as presented.

**Motion #76-25**

*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 May Board Highlights.

5.03 Okotoks Ward I Meeting May 15, 2025

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

**Faith:** The Costa Rica mission trip was a success in student experience, permeation of faith, and donations provided in support of the mission. This has resulted in one student becoming baptised in Costa Rica on his repeated trip this year. Additionally, the Padre Sergio from Costa Rica is visiting Okotoks this upcoming weekend which will allow for further faith community building within our school division as well as fundraising for the Costa Rica mission.

**Learning:** CLC time at St. Mary's, EGSS, and St. Francis has been spent on reviewing literacy and numeracy screening results and the impact of interventions. These have been impactful and have increased student achievement and understanding through early intervention directed toward math and language arts.

**Safe and Caring:** Care is taken in transitions with incoming students and those leaving schools. Open houses, one-on-one registration meetings, support for individual students who require additional care in transition, and thoughtful formation of class lists are nurtured by all schools in the community. This is complemented with the care given to those leaving CTR schools, including St. Mary's medallions being given to all grade 6 students, JPII pins being provided to grade 9 students, and the gifting of HTA key chains to graduates when they leave the school at the end of this year, courtesy of the School Council.

**Stewardship:** Congratulations to the School Council of École Good Shepherd School for being awarded with the School Council of Merit Award from the Alberta School Council Association (ASCA). They continue to commit to providing support to classrooms and creating a sense of community through events such as their May BBQ event. There is incredible dedication to building community and parental engagement through the efforts of this council.

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Okotoks Ward I Committee Meeting dated May 15, 2025, be approved as presented.

**Motion #77-25**

*Carried*

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

5.04 Oyen Ward Meeting May 26, 2025

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

**Faith:** Pope Francis' passing and the inauguration of Pope Leo XIV allowed for celebration and education regarding the Vatican and the role of the Pope as the head of our Church. This provided evangelization and renewal for our students and staff throughout the school. A liturgy was held to celebrate this occasion as well. Resources from CCSSA and CTR were used to support these activities and teaching.

**Learning:** Learning time is maximized for students by reducing assembly time. The staff set goals for the upcoming school year during the recent PD Day to ensure strong instructional leadership. Helping students to understand the process and problem-solving skills involved in math will be an area of focus for next year and across all grades. Building on concepts learned for students will be critical to ensure their cumulative success.

**Safe and Caring:** Grandparents' Day is significant for the ARC community. This allows for the building of relationship between grandparents and all students. There was visiting, music, board games, and bingo playing to connect and celebrate the day.

**Stewardship:** ARC uses their human resources and funds to support student experiences in so many areas. The track meet required significant planning and resources to support in a short period of time. Ms. Smigelski's quick registration of students for the track meet, as well as setting up equipment, allowed for the impressive event for the whole community. Mrs. Dick and Ms. Smigelski's leadership, alongside the parents who managed the food booth, demonstrated ARC's stewardship for the community. In consideration for next year, additional Chromebooks will be purchased with the school's operational budget to support curricular learning. Other materials such as library books, math manipulatives, and other learning resources will also be considered.

**Michelle Rude-Volk (Oyen) moved:**

that the minutes of the Oyen Ward Committee Meeting dated May 26, 2025, be approved as presented.

**Motion #78-25**

*Carried*

It was the will of the Board to highlight the pillar of faith from the Oyen Ward Committee meeting in their May Board Highlights.

## 6 BOARD STANDING COMMITTEES

6.01 Liaison Committee Meeting April 29, 2025

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Liaison Committee Meeting of April 29, 2025, be approved as presented.

**Motion #79-25**

*Carried*

6.02 Awards Committee Meeting May 15, 2025

**Michelle Rude-Volk (Oyen) moved:**

that the Board move in camera at 10:00 a.m. to discuss a personnel matter.

**Motion #80-25**

*Carried*

**Michelle Rude-Volk (Oyen) moved:**

that the Board return to open session at 10:07 a.m.

**Motion #81-25**

*Carried*

**Michelle Rude-Volk (Oyen) moved:**

that the minutes of the Awards Committee Meeting of May 15, 2025, be approved as presented.

**Motion #82-25**

**Carried**

**Michelle Rude-Volk (Oyen) moved:**

that the Board approve the nomination for the ACSTA Award as recommended by the Awards Committee.

**Motion #83-25**

**Carried**

6.03 Audit Committee Meeting May 22, 2025

**Mark Chung (Drumheller) moved:**

that the minutes of the Audit Committee Meeting of May 22, 2025, be approved as presented.

**Motion #84-25**

**Carried**

Presentation and Approval of Budget

Superintendent Holowka and Associate Superintendent Kilcommons provided an overview of the proposed budget for 2025-2026. Business risk and assumptions were reviewed, along with breakdowns of expenses and revenues. With respect to revenues, it was noted that while some grants have increased incrementally, base funding from the province has not increased in response to increasing expenses. An overview of the operating and capital reserves was also provided. In summary, CTR expects to run a deficit of \$1,235,131 in fiscal 2026. Emphasis will continue to be placed on smaller class sizes, while striving to address an increase in classroom complexities.

**Mark Chung (Drumheller) moved:**

that the Board approve the Budget for the year ending August 31, 2026, as presented.

**Motion #85-25**

**Carried**

**7 NEW BUSINESS**

7.01 None

**8 TRUSTEES**

8.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

8.02 Annual Board Meeting Plan

Trustees reviewed the Annual Board Meeting Plan for 2025-2026.

**9 DIVISION**

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 May Board Highlights.

9.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- The Education Amendment Act (Bill 27) was introduced on October 31, 2024, and received Royal assent on December 5, 2024. The legislation includes provisions that come into effect on January 1, 2025, and September 1, 2025. A summary of the amendments was provided to the Board and has previously been shared with school administrators. In preparation for the

September 1<sup>st</sup> implementation, administrative procedures and internal processes are being developed.

- Staff faith formation in 2024-2025 focused on teacher faith formation as missionary disciples in response to the Diocesan Renewal as well as provincial concerns regarding the authenticity of Catholic teachers in their faith and witness. Six Catholic Learning Community sessions were prepared by the director of Catholic education and were co-delivered by the faith lead and the principal at each school. Staff faith formation will continue to be a priority in 2025-2026, but it will be less prescriptive with schools being provided with toolkits, materials, and PD opportunities for administrators, faith leads and teachers to utilize.
- To celebrate faith during the Easter season, CTR is once again sharing personal faith narratives. Messages shared include reflections regarding baptisms, student celebrations, family experiences, and faith-filled travel abroad. The narratives allow for reinforcement of the authenticity of faith and build connections within the division supporting the concept that we are many and we are one.

It was the will of the Board to highlight faith formation for 2025-2026 from Superintendent Holowka's report in their May Board Highlights.

Deputy Superintendent Behm reported on the following:

- CTR is committed to providing appropriate recognition to its employees to ensure they feel valued and celebrated. On May 27<sup>th</sup>, an awards evening was held for employees receiving the Excellence in Teaching Award, the Above and Beyond Award, and the Power of One Award. Other recognition events held include the Edwin Parr event for first-year teachers and long-time service awards. Four of CTR's administrators also received the Distinguished Leadership Award (an ATA award). These events celebrate staff contributions and promote and highlight the successes in the division and in schools.
- This year, Christ The Redeemer Catholic Schools' Superintendents led a cohort of aspiring leaders to build leadership capacity across the division. Rooted in Catholic beliefs, the sessions emphasized that leadership must reflect faith, excellence in learning, and a safe, caring environment. Feedback received from the sessions has been very positive.
- CTR's Benefit 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, encouraging all staff to utilize available supports. To support school administration wellness, division office has prepared appropriate processes and practices to ensure principals and vice principals have a flexible summer schedule.

It was the will of the Board to highlight employee recognition from Deputy Superintendent Behm's report in their May Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- With the trustee election approaching on October 20<sup>th</sup>, clarification was provided with respect to the Notice of Intent Form. This form is available on CTR's website and must be submitted to the province prior to any fundraising occurring. The division is in the process of having Election Agreements signed in each of its municipalities for election management.
- Planning funding support was provided by the province on March 19<sup>th</sup> for a new high school in Brooks. Since that time, meetings have occurred with the City of Brooks and the province, including a kick-off meeting held on May 20<sup>th</sup>. In the kick-off meeting, it was confirmed that Alberta

Infrastructure is proceeding with a request for proposal process for the building of a 635-student high school facility. The division will be scheduling stakeholder engagement sessions in the community soon.

- The hill behind St. Anthony's School in Drumheller will require further remediation work as there was another slide over Easter. Estimates for this further work is in the range of \$1M. Given this estimate and the past remediation work completed, a letter has been sent to the Minister of Education requesting support.

It was the will of the Board to highlight the progress on the new high school build in Brooks from Associate Superintendent Kilcommon's report in their May Board Highlights.

9.03 IMR Update

An Infrastructure, Maintenance and Renewal (IMR) Update for the 2024-2025 school year was provided to the Board. CTR strives to meet the needs of every school and community as funding allows with prioritization given according to safety, building and infrastructure integrity, and programming. Some of the larger, more expensive projects are slated over the summer to avoid learning disruptions.

Program Review Selection for 2025-2026

Deputy Superintendent Behm advised that each year, the Superintendent or designate recommends to the Board a program to review in accordance with Board Policy 28: School Program Reviews. The recommendation being made for 2025-2026 is the review of Artificial Intelligence (AI). The review would be structured around governance and policy, AI use by staff and students, and AI and data privacy. An initial consultant search has been conducted, and the Board supports the recommendation being made. The recommended consultant is a strong educational leader with an understanding of K-12 needs and an ability to engage with stakeholders.

**Mark Chung (Drumheller) moved:**

That the Board approve the review of Artificial Intelligence for 2025-2026.

**Motion #86-25**

**Carried**

**10 NOON PRAYER AND GRACE**

10.01 Noon Prayer and Grace

John de Jong (Brooks) led the Board in the noon prayer and grace.

**11 AFTERNOON OPENING PRAYER**

11.01 Afternoon Opening Prayer

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

**12 DIVISION CONT'**

12.01 Associate Superintendent's Report

Associate Superintendent MacDonald reported on the following:

- Plans are underway for CTR's Opening Professional Development Day that will occur on August 26<sup>th</sup>. An Assessment for Mastery session will be presented in the morning, followed by an assessment activity in the afternoon for teachers in mixed school elementary grades/secondary subjects. The Assessment for Mastery initiative began in December 2024, and materials prepared include a timeline for implementation, a framework, and an infographic. Assessment for student mastery is a faith-filled and compassionate approach to inform and evaluate learning, grounded in the belief that every child is created in the image and likeness of God.
- The Student Services Program Review conducted recommended that steps be taken to ensure schools are well equipped with knowledge of specialized supports and services available. In response, Student Services

has created a toolkit which will be presented at CTR's Opening PD. Teachers will spend the day after the PD Day working with school administrators to unpack the toolkit and reflect on different supports happening in their schools. This toolkit along with standardized structures will ensure all students are supported as needed.

- In collaboration with Alberta Education, English as an additional language (EAL) teachers, and the Student Services team, a practical guide for supporting multilingual learners has been developed. The guide will ensure consistent practice across the division to support EAL students and ensure that their progress is accurately documented. This guide has been shared with administrators, and they appreciated the clarity it will bring for teachers.

It was the will of the Board to highlight the initiatives that will be presented at CTR's Opening Professional Development Day from Associate Superintendent MacDonald's report in their May Board Highlights.

**13 INTERNATIONAL FIELD TRIPS**

13.01 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 full'.

**Motion #87-25**

**Carried**

13.02 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 full'.

**Motion #88-25**

**Carried**

13.03 Holy Cross Collegiate (Lavern Evans) – France and Italy – Easter 2027

**Harry Salm (Strathmore) moved:**

that the International Field Trip by Holy Cross Collegiate to France and Italy at Easter 2027 be 'approved in principle'.

**Motion #89-25**

**Carried**

**14 LOCALLY DEVELOPED COURSES**

14.01 Locally Developed Courses

**John de Jong (Brooks) moved:**

that on May 28, 2025, Christ the Redeemer Catholic Separate Regional Division No. 3 authorizes the list of Locally Developed Courses for use in high schools within the jurisdiction. Further, the Board authorizes the learning resources as per the course outlines.

**Motion #90-25**

**Carried**

Mark Chung left the meeting at 2:15 p.m.

**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 2:16 p.m.

**Motion #91-25**

**Carried**

**Matthew McIsaac (Canmore) moved:**

that the Board return to open session at 3:52 p.m.

**Motion #92-25**

**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 June’s Board meeting agenda to Chair Keenan (Foothills County).

**17**                    **CLOSING**

17.01      Closing Liturgy                              Harry Salm (Strathmore) led the group in the closing prayer.

17.02      Adjournment                                **Michelle Rude-Volk (Oyen) moved:**  
that the meeting be adjourned. The meeting adjourned at 3:53 p.m.  
**Motion #93-25**

***Carried***

SIGNATURE OF CHAIR:

\_\_\_\_\_

SIGNATURE SUPERINTENDENT:

\_\_\_\_\_