

MINUTES OF THE REGULAR BOARD MEETING

Thursday, April 23, 2026

Centre for Catholic Education, Okotoks

Administration in Attendance	Attended	Trustees in Attendance	Attended
Dr. Andrea Holowka (Superintendent)	In Person	Andrea Keenan (Chair)	In Person
Vincent Behm (Deputy Superintendent)	In Person	Andrew Gustafson (Vice Chair)	In Person
Marco Pacione (Associate Superintendent)	In Person	Michelle Rude-Volk	In Person
Michael Kilcommons (Associate Superintendent)	In Person	Harry Salm	In Person
Kim Jamieson (Executive Assistant)	In Person	Dr. Matthew McIsaac	In Person
		Louise Henrickson	In Person
		Jacqueline Vanderfluit	In Person
		Michelle Gietz	In Person

- 1 OPENING**
- 1.01 Call to Order
Chair Keenan (Foothills County) called the meeting to order at 9:06 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 and the Vocations Prayer. She then led the Board in reciting a Hail Mary and the Vision of the Board.
- 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 goodness through faith and society.
- 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
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 #59-26
Carried
- 1.09 Adoption of Regular Board Minutes March 21, 2026
The minutes of the Regular Board Meeting held on March 21, 2026, were reviewed by the Board and recommended for adoption as presented.
Louise Henrickson (Drumheller) moved:
that the Minutes of the Regular Board Meeting dated March 21, 2026, be adopted as presented.
Motion #60-26
Carried

2	BUSINESS ARISING		
	2.01	None	There was no business arising.
3	CORRESPONDENCE		
	3.01	None	There was no correspondence.
4	BOARD GOVERNANCE		
	4.01	Board Governance	<p>Dr. Matthew McIsaac (Canmore) moved: that the Board move in camera to discuss strategic and personnel items at 9:21 a.m. Motion #61-26</p> <p style="text-align: right;"><i>Carried</i></p> <p>Michelle Rude-Volk (Oyen) moved: that the Board return to open session at 11:13 a.m. Motion #62-26</p> <p style="text-align: right;"><i>Carried</i></p>
5	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 per Ward Committee Meeting report for the Board Highlights.
	5.02	Strathmore Ward Committee Meeting April 1, 2026	<p>Trustee Salm (Strathmore) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Strathmore Ward Committee meeting:</p> <p>Faith: At Sacred Heart Academy, an Easter pancake breakfast will be held upon student return from Easter to commemorate the start of Easter season as a school community, followed by Stations of the Light. This follows a series of Stations of the Cross assemblies which occurred throughout Lent and a Holy Thursday celebration as well.</p> <p>Learning: The literacy and numeracy assessments have provided strong data and targets for student specific intervention. Sacred Heart Academy’s data demonstrates that almost all students who were deemed to be at-risk are proficient by the end of the year, because of the intensive interventions provided by teachers. This is aligned with the literacy intervention focus that has been present at the school for many years, and this testing will expand provincially into grades 4 and 5 next year. This aligns with continued attention to continuum of supports and tiered intervention. Additional requests for assessment have been met this year and supported at the division level.</p> <p>Safe and Caring: The 24-hour famine was held at Holy Cross Collegiate, with 118 students participating. This raised funds for charity and engaged students in their learning of Catholic Social Teaching in action. Several teachers, administration, and Father Cristino participated in the Famine as part of this collective endeavour.</p> <p>Stewardship: Sacred Heart Academy Read-a-Thon was very successful and raised funds for more books in the school in support of literacy advancement. Loonies for Lent have been supported by Holy Cross Collegiate to raise funds for charities, collected each morning by teachers to engage students in the importance of providing aid to others in need.</p> <p>Harry Salm (Strathmore) moved: that the minutes of the Strathmore Ward Committee Meeting dated April 1, 2026, be approved as presented. Motion #63-26</p> <p style="text-align: right;"><i>Carried</i></p> <p>It was the will of the Board to highlight Learning from the Strathmore Ward Committee Meeting in the Board Highlights.</p>

5.03 Brooks Ward Committee Meeting
April 14, 2026

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

Faith: The Eucharistic Miracles Exhibition at St. Mary's Parish had a profound and unifying impact across both school and parish communities. Students were intentionally prepared through daily formation leading up to the event, deepening their understanding and reverence. Participation was extensive, with all students from Grades 4–12 attending, and younger students also engaged in age-appropriate ways. The experience was enriched through Eucharistic Adoration, student involvement, parishioner testimonials, and interactive elements such as a scavenger hunt, making the learning both meaningful and memorable. The exhibition fostered a strong sense of connection between schools and parish, highlighted by the generosity of the parish in gifting each SJC student a St. Carlo Acutis medal.

Learning: The Foothills Young Authors' Conference is a regional literacy event that brings together students to engage in creative writing workshops with published authors and presenters, fostering voice, creativity, and a love of writing. For the first time, Brooks students will participate, with eight students from Christ The King Academy selected through a competitive process. Students are proud and excited to attend, reflecting strong interest and enthusiastic support from staff.

Safe and Caring: Across Brooks schools, a strong focus on safe and caring environments is evident through proactive and supportive initiatives for students. At Holy Family Academy, the new Family School Liaison Worker is addressing early-onset anxiety by equipping younger students with strategies that support long-term well-being. Christ The King Academy has expanded opportunities through partnerships such as Tim Hortons camps, providing all Grade 6 students with access to camp experiences and opening pathways for summer leadership camps in Kananaskis. Initiatives like Girls/Boys Who Lead support healthy development and relationships during key adolescent years. At St. Joseph's Collegiate, the use of BrightArrow enhances communication with families around attendance, strengthening safety and accountability. St. Luke's Outreach School fosters social responsibility through participation in Youth in Philanthropy, empowering students to support community organizations. Together, these efforts reflect a coordinated commitment to student well-being, connection, and responsible citizenship.

Stewardship: Complexity teams allotted to Brooks school have provided immediate benefits. At Holy Family Academy, the complexity teacher provides targeted support for EAL and at-risk students in numeracy, while additional educational assistants have been allocated to upper grades, providing more intentional deployment based on staff strengths and student needs. At Christ The King Academy, expanded literacy and numeracy supports, along with an increased EA allocation, are helping respond to the growing and diverse needs of students.

Michelle Gietz (Brooks) moved:

that the minutes of the Brooks Ward Committee Meeting dated April 14, 2026, be approved as presented.

Motion #64-26

Carried

It was the will of the Board to highlight Stewardship from the Brooks Ward Committee Meeting in the Board Highlights.

5.04 Canmore Ward Committee Meeting April 20, 2026

Trustee Mclsaac (Canmore) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Canmore Ward Committee meeting:
Faith: There is a continued focus on bringing all students to Mass at the Shrine each year. This has been supported through school council and school-based funds.
Learning: Outdoor, unstructured kindergarten programming has begun and will continue into next year. This will allow students in early years to engage in hands-on early outdoor learning. Families are appreciative of this shift.
Safe and Caring: There is a collaborative safety project with the Town, school divisions, and community groups culminating in a bike rodeo. This is meant to promote cycling in the Bow Valley. This incorporates bike safety and e-bikes. This is a common form of transportation with students.
Stewardship: School council parent speakers on substance use, athletics, study skills, mental health, provide positive sessions of interest to students. These have been well-attended and well-received by parents and build parent community and voice.

Dr. Matthew Mclsaac (Canmore) moved:
that the minutes of the Canmore Ward Committee Meeting dated April 20, 2026, be approved as presented.
Motion #65-26

Carried

It was the will of the Board to highlight Faith and Stewardship from the Canmore Ward Committee Meeting in the Board Highlights.

6 BOARD STANDING COMMITTEES

6.01 Committee of the Whole Meeting March 20, 2026

Chair Keenan (Foothills County) presented the minutes of the Committee of the Whole Meeting of March 20, 2026.

Andrea Keenan (Foothills County) moved:
that the minutes of the Committee of the Whole Meeting of March 20, 2026, be approved as presented.
Motion #66-26

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 Regular Board meeting of September 24, 2026, in Okotoks be moved to occur on September 26, 2026, in Brooks.
Motion #67-26

Carried

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 Board Highlights.

9.02 Superintendents’ Reports

Superintendent Holowka reported on the following:

- Work continues on budgeting for the upcoming school year. Areas of concern and priorities of spending were reviewed. Overall, a deficit budget is anticipated that will be balanced with operational reserves. The finalized budget will be presented to the Audit Committee in May and then to the Board for approval on May 27th.
- Requirements for the division and school education plans were confirmed with the recent release of the Funding Manual. Alberta Education's Business Plan, the Board's priorities, CTR's results, and feedback from ward, administration, and Council of School Councils, are used to define the collective goals and strategies contained in the plan. CTR's Education Plan for 2026-2027 will also be presented to the Board for approval on May 27th. An overview of the plan was provided to the Board.
- Bishop McGrattan has provided guidance to all Alberta superintendents to consider the concept of synodality for new three-year faith themes. With this direction and Bishop's approval, CTR's new Three-year Faith Theme for 2026-2029 has been identified as *Synodality: Communion, Participation, and Mission*. Next steps include developing communications, documents and graphics that will bring this theme to the core work situated within the Education Plan over the next three years.

It was the will of the Board to highlight the Education Plan in the Board Highlights from Superintendent Holowka's report.

Deputy Superintendent Behm reported on the following:

- CTR's benefit program offers a wide range of supports and resources through Inkblot, ensuring employees have access to comprehensive health and wellness services. High engagement with these services reflects a healthy organizational culture, demonstrating CTR Catholic's commitment to employee well-being.
- CTR continues their strategic approach to attract and recruit high-quality teachers who are committed to faith-based education. Focus is placed on building strong relationships with potential candidates early in their career pathways, particularly through meaningful practicum experiences. Information in relation to relocation, housing, and community connections is shared to help candidates transition successfully, and travel assistance is provided for candidates to visit rural communities. In addition, staff referrals are leveraged as a valuable strategy to identify and attract strong candidates who align with CTR's values.

Louise Henrickson (Drumheller) moved:

that the Board move in camera to discuss strategic items at 12:49 p.m.

Motion #68-26

Carried

Michelle Gietz (Brooks) moved:

that the Board return to open session at 12:53 p.m.

Motion #69-26

Carried

It was the will of the Board to highlight recruitment in the Board Highlights from Deputy Superintendent Behm's report.

Associate Superintendent Pacione reported on the following:

- Grades 10-12 students will be able to earn credits through summer work experience and registered apprenticeship opportunities in all CTR communities with high schools. Free access to summer skilled trades training programs is also available through a partnership with The Educational Partnership Foundation. Training is available in the industries

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of pipe trades, hair and esthetics, ironworking, finishing trades, and boiler making.

- The additional funding received for complexity teams at Holy Family Academy, Holy Spirit Academy, St. Mary's School, and Christ The King has had an immediate impact. This is evidenced in the feedback gathered from principals when asked which complexities/pressure points their complexity team is addressing and how the complexity teams will help them build capacity to address complexity in the future.
- CTR's administrative procedures with respect to student safety concern or disclosure set out clear expectations for staff response, and timely and appropriate reporting/escalation, as well as ensuring consistent division-wide practices in complex situations. These procedures are developed in conjunction with legislation which mandates that school staff must immediately report any suspected abuse or neglect to Children and Family Services (CFS). Relationship-building conversations with regional CFS leadership have recently occurred and will clarify communication pathways and escalation supports and strengthen capacity to support administrators and counsellors in complex student safety cases.

It was the will of the Board to highlight collaboration with CFS in the Board Highlights from Associate Superintendent Pacione's report.

Associate Superintendent Kilcommons reported on the following:

- Modular classrooms were placed at St. Francis of Assisi Academy on April 10th, and work will continue to have them ready for use in the fall (at the latest). Approval was also granted to relocate two modulators from École Good Shepherd School (Okotoks) to Holy Family School (Brooks). Alberta Education and Childcare also approved modular classrooms for Holy Spirit Academy (High River) and Holy Trinity Academy (Okotoks). Site work will begin shortly, however, the expected date of delivery of the modulators is not known.
- Work is underway to secure funding for a new playground at the replacement school for École Good Shepherd School which is anticipated to open in September of 2027. Funding includes an allocation from the Alberta government and funds set aside to support sport and play from the 2023 Summer Games. The existing play structure will remain at the current school location upon purchase from the Town of Okotoks. Additional funds will be raised through a non-profit society being formed by a dedicated group of individuals. Lastly, EllisDon will prepare the site for the new playground as part of their landscaping obligation at the new site.
- The final report of the 2025-2026 Electoral Boundaries Commission was presented in the legislature in March and has been set aside with an MLA committee to now review the boundaries. CTR communities would have been affected by the new boundaries, particularly Foothills County, in which the trusteeship of Chair Keenan would have been compromised. Any further work needed will be dependent on the decision/findings of the MLA committee.

It was the will of the Board to highlight the modulators in the Board Highlights from Associate Superintendent Kilcommons' report.

9.03 Program Review Update

Deputy Superintendent Behm advised that work with focus groups on the AI program review has been completed by the CTR consultant. Surveys have gone out to parents, students and staff. Once results have been gathered and analyzed, a final report will be provided to senior administration and the Board.

9.04	Board Approval of the Revised 2026-2027 School Calendar for Assumption Roman Catholic School	<p>Deputy Superintendent Behm shared that since the Board’s approval of the 2026-2027 Assumption calendar on March 21, 2026, Prairie Rose School Division has made changes to their calendar. CTR’s calendar for Assumption has therefore been modified to mirror these changes to accommodate families with children attending schools in both divisions.</p> <p>Michelle Rude-Volk (Oyen) moved: that the revised 2026-2027 school calendar for Assumption Roman Catholic School be approved as presented. Motion #70-26</p>	<i>Carried</i>
10	INTERNATIONAL FIELD TRIPS		
10.01	St. Francis of Assisi Academy (Lindsay Avramovic) – Italy - Easter 2028	<p>Associate Superintendent Kilcommons reviewed details for St. Francis of Assisi Academy’s proposed trip to Italy at Easter of 2028.</p> <p>Andrew Gustafson (Okotoks) moved: that the International Field Trip by St. Francis of Assisi Academy to Italy at Easter 2028 be ‘approved in principle’. Motion #71-26</p>	<i>Carried</i>
11	LOCALLY DEVELOPED COURSES		
11.01	Locally Developed Courses	<p>Superintendent Holowka reviewed the list of Locally Developed Courses being presented for renewal.</p> <p>Harry Salm (Strathmore) moved: that on April 23, 2026, Christ the Redeemer Catholic Separate Regional Division No. 3 authorizes the presented 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 #72-26</p>	<i>Carried</i>
12	NOON PRAYER AND GRACE		
12.01	Noon Prayer and Grace	Michelle Rude-Volk (Oyen) led the Board in the Noon Prayer and Grace.	
13	AFTERNOON OPENING PRAYER		
13.01	Afternoon Opening Prayer	Andrew Gustafson (Okotoks) led the Board in the Afternoon Opening Prayer.	
14	IN CAMERA SESSION		
14.01	In Camera Items	<p>Michelle Gietz (Brooks) moved: that the Board move in camera to discuss strategic and personnel items at 2:32 p.m. Motion #73-26</p> <p>Dr. Matthew McIsaac (Canmore) moved: that the Board return to open session at 3:52 p.m. Motion #74-26</p>	<i>Carried</i>
			<i>Carried</i>

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

16 **CLOSING**

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

16.02 Adjournment **Michelle Rude-Volk (Oyen) moved:**
that the meeting be adjourned. The meeting adjourned at 3:53 p.m.
Motion #75-26

Carried

SIGNATURE OF CHAIR: _____

SIGNATURE SUPERINTENDENT: _____