

MINUTES OF THE REGULAR BOARD MEETING

Thursday, June 18, 2026

Catholic Education Centre, Okotoks

Administration in Attendance

Dr. Andrea Holowka (Superintendent)
 Vincent Behm (Deputy Superintendent)
 Carmen Ostafichuk (Associate Superintendent)
 Marco Pacione (Associate Superintendent)
 Michael Kilcommons (Associate Superintendent)
 Diana Atkinson (Associate Superintendent)
 Kim Jamieson (Executive Assistant)

Attended

In Person
 In Person
 In Person
 In Person
 In Person
 In Person
 In Person

Trustees in Attendance

Dr. Matthew McIsaac (Chair)
 Andrew Gustafson (Vice Chair)
 Andrea Keenan
 Harry Salm
 Michelle Rude-Volk
 Louise Henrickson
 Jacqueline Vanderfluit
 Michelle Gietz

Attended

In Person
 In Person
 In Person
 In Person
 In Person
 In Person
 In Person

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OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair McIsaac (Canmore) called the meeting to order at 10:16 a.m. |
| 1.02 | Litany | Chair McIsaac (Canmore) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, Consecration to Mary | Chair McIsaac (Canmore) led the Board in reciting the Board Prayer and the Vocations Prayer and the Vision of the Board. He then led the Board in reciting a Hail Mary. |
| 1.04 | Three-year Faith Theme: "Faith Seeking Understanding" | Chair McIsaac (Canmore) 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 McIsaac (Canmore) 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 McIsaac (Canmore) asked if there were any additions or deletions to the proposed Board agenda. There were none. |
| 1.08 | Approval of the Agenda | Louise Henrickson (Drumheller) moved:
that the agenda be adopted as presented.
Motion #95-26 |
| | | Carried |
| 1.09 | Adoption of Regular Board Minutes May 27, 2026 | The minutes of the Regular Board Meeting held on May 27, 2026, were reviewed by the Board and recommended for adoption as presented.

Harry Salm (Strathmore) moved:
that the Minutes of the Regular Board Meeting dated May 27, 2026, be adopted as presented.
Motion #96-26 |
| | | Carried |

BUSINESS ARISING

2.01 Notices of Motion

Pertaining to agenda item 17.0 - Agenda Items for Next Board Meeting, Trustee Vanderfluit gave notice of motion to place the following items on the agenda for the next Regular Board Meeting in September:

- Consideration of revisions to Board Policy 03 – Role of the Trustee, Board Policy 04 – Trustee Code of Conduct, and Board Policy 06 – Board Operations to clarify definitions of conflict of interest and related procedures, including declaration, recusal, and abstention.
- Consideration of live streaming the Board meeting as an effective tool for public engagement with constituents.

2.02 Trustee Code of Conduct

Andrea Keenan (Foothills County) moved:

that the Board move in camera to discuss a trustee code of conduct item at 10:32 a.m.

Motion #97-26

Carried

Trustee Vanderfluit (High River) declared a non-pecuniary conflict of interest and left the meeting at 10:33 a.m. before discussion occurred.

Superintendent Holowka and other administrative staff present left the meeting at 10:33 a.m.

Superintendent Holowka returned to the meeting at 11:18 a.m.

Dr. Matthew McIsaac (Canmore) moved:

that the Board return to open session at 11:21 a.m.

Motion #98-26

Carried

Other administrative staff members returned to the meeting at 11:25 a.m.

Dr. Matthew McIsaac (Canmore) moved:

1. In response to Trustee Code of Conduct matter 2026-01, Chair McIsaac is to form an *ad hoc* committee of the Board consisting of Chair McIsaac and Trustee Rude-Volk and is authorized to carry out all matters described below including:
 - a. notwithstanding Board Policy 9 Delegation of Authority to Superintendent to direct and seek information and assistance from any Division employee to fully address and fully consider matter 2026-01;
 - b. to retain legal counsel;
 - c. to instruct legal counsel to retain any investigator, if necessary, to review matter 2026-01;
 - d. to speak to all individuals that have information relevant to the matter 2026-01;
 - e. to direct any Board employee to assist in seeking out information or record from any person necessary in carrying out the review of matter 2026-01;
 - f. to report to the members of the Board of Trustees any information gathered in response to matter 2026-01; and
 - g. to direct legal counsel to attend any hearing related to Trustee Code of Conduct Matter 2026-01 in order to advise the Board of Trustees.

Motion #99-26

Carried

Dr. Matthew McIsaac (Canmore) moved:

that in response to the outcome of Motion #99-26 that the Trustee Code of Conduct matter 2026-01 be discussed in fullness at a Special Board Meeting on July 10, 2026, at 1300 MST.

Motion #100-26

Carried

Trustee Vanderfluit returned to the meeting at 11:34 a.m. following the vote.

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CORRESPONDENCE

3.01 None

There was no correspondence.

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WARD COMMITTEES

4.01 Trustees to identify one feature from each Ward Committee Meeting for Board Highlights

Chair McIsaac (Canmore) reminded trustees to identify one feature per Ward Committee Meeting report for the Board Highlights.

4.02 High River Ward Committee Meeting June 3, 2026 – Student/Staff/Parent Engagements

Superintendent Holowka provided a summary of the feedback received from students, parents and staff in response to the following question: Considering the use of technology in schools - what challenges and opportunities exist?

4.03 High River Ward Committee Meeting June 3, 2026

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

Faith: The strong partnership between the schools and parish continues to enrich the faith life of the High River community. Holy Spirit Academy celebrated 44 students receiving First Reconciliation and First Holy Communion, while one Grade 12 Notre Dame student received the sacrament of Baptism, supported by a fellow student serving as godparent. St. Luke's School and Notre Dame Collegiate hosted meaningful graduation masses, and Father Marius' presence, leadership, and homilies continue to be deeply appreciated across all three school communities.

Learning: Holy Spirit Academy hosted its inaugural Science Fair, providing students with an opportunity to investigate and present a variety of scientific concepts, including hydroponics, buoyancy, and physical changes. Students showcased their learning to a panel of guest judges, while the entire school community had the opportunity to visit the fair and celebrate student inquiry and achievement.

Safe and Caring: High River schools continue to support safe and caring environments through meaningful student experiences. Holy Spirit School hosted a Pie Day for Autism Awareness, promoting understanding and creating school spirit. Notre Dame Collegiate offered Fine Arts opportunities through a Montreal trip, band concerts, and a school play. St. Luke's Outreach provided students with a ski trip that fostered participation, connection, and well-being.

Stewardship: Planning for next year is underway, with additional complexity funding providing enhanced supports for students at Holy Spirit Academy, helping to address continued growth and support for the HUB program. Recent class size reduction funding has also allowed for additional staffing to support student learning at Notre Dame Collegiate. At St. Luke's Outreach in High River, enrolment growth continues, with approximately 50 students projected for the fall.

Jacqueline Vanderfluit (High River) moved:

that the minutes of the High River Ward Committee Meeting dated June 3, 2026, be approved as presented.

Motion #101-26

Carried

Chair McIsaac left the meeting at 11:45 a.m. and Vice Chair Gustafson presided over the meeting in his absence.

It was the will of the Board to highlight faith from the High River Ward Committee Meeting in the Board Highlights.

5 BOARD STANDING COMMITTEES

- 5.01 Committee of the Whole May 27, 2026 Vice Chair Gustafson (Okotoks) presented the minutes of the Committee of the Whole Meeting of May 27, 2026.

Harry Salm (Strathmore) moved:

that the minutes of the Committee of the Whole Meeting of May 27, 2026, be approved as presented.

Motion #102-26

Carried

6 NEW BUSINESS

- 6.01 Policy Request (Re: Trustee Attendance) **Andrea Keenan (Foothills County) moved:**
that the Superintendent create a draft policy or amend a current policy to include reference to trustee attendance at school events for review by the Board Policy Development and Review Committee.
Motion #103-26

Carried

- 6.02 Policy Amendment (Re: Policy #07 – Committees – Committee of the Whole) **Andrew Gustafson (Okotoks) moved:**
that the Superintendent create draft changes to Policy #07 Committees to facilitate the removal of the Committee of the Whole, for review by the Board Policy Development and Review Committee.
Motion #104-26

Carried

- 6.03 Policy Amendment (Re: Policy #07 – Committees – Faith Committee and GrACE CTR Committee) Chair McIsaac returned to the meeting at 11:50 a.m. and resumed the chair.
Andrea Keenan (Foothills County) moved:
that the Superintendent create draft changes to Policy #07 Committees to revisit the Faith and GrACE CTR Committees, with the intent to merge the two committees into one committee, for review by the Board Policy Development and Review Committee.
Motion #105-26

Carried

7 TRUSTEES

- 7.01 Upcoming Trustee Events Trustees reviewed upcoming trustee events.
- 7.02 Board Meeting Schedule 2026-2027 The proposed Board Meeting Schedule for 2026-2027 was reviewed by the Board.

Dr. Matthew McIsaac (Canmore) moved:

that the schedule of proposed Board Meeting venues and dates for 2026-2027 be approved as presented.

Motion #106-26

Carried

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

Chair McIsaac (Canmore) reminded trustees to identify one feature per Superintendent report for the Board Highlights.

8.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- The engagements held in conjunction with ward committee meetings with students, staff and parents continue to inform the division's Catholic identity, four-year education plan, and most recently technology use in schools. The themes arising from the engagements are utilized by the Superintendent as a guide to her operational leadership. Actions arising from the most recent engagement were shared, as well as themes arising. Suggested topics for next year's engagement include evangelization of youth, input into the 2027-2028 Four-year Education Plan, and teaching and learning. However, adjustments can be made as needs arise.
- The Diocesan Renewal Conference was held last month and focussed on the key themes of Encounter Christ First, Every Catholic is a Missionary Disciple, Witness Through Daily Life, The Laity Have a Vital Mission, and Moving from Maintenance to Mission. Through these themes, the call to evangelize within our schools was recognized, and upon discussion with the Bishop, a preliminary plan to engage our high school students has been developed. The plan will be informed by exploring current and future evangelization models and practices and gathering input from students. An initial conversation has occurred with senior high principals to explore next steps. Details of the proposed plan were shared.
- CTR's Catholic education review in 2023 stimulated a province-wide interest in reviewing Catholic education alongside the Bishops, and a pilot review was launched in three different school divisions, including CTR. The pilot will lead into CTR's three-year cycle of Catholic education review next year in which half of CTR's schools will be reviewed, resulting in school-specific and division-level reporting. The purpose of the review is to assess and strengthen the effectiveness of Catholic education within CTR schools, ensuring alignment with the division's mission, Catholic identity, and commitment to continuous improvement, all based within the Five Marks of Catholic Schools. Results will be shared with the Board and administration, as well as the Diocese and provincial organizations. Superintendent Holowka advised that the findings from the mini-pilot conducted in the Strathmore schools, indicate that the division continues to demonstrate an excellent quality of Catholic education.

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

9.01 Noon Prayer and Grace

Jacqueline Vanderfluit (High River) led the Board in the Noon Prayer and Grace.

10.01 Afternoon Opening Prayer

Michelle Rude-Volk (Oyen) led the Board in the Afternoon Opening Prayer.

11.01 Superintendents' Reports

Deputy Superintendent Behm reported on the following:

- Given the recent provincial compensation adjustments for support staff in other divisions, CTR will also be providing a 3% salary increase to support staff for the beginning of 2026-2027. This is in recognition of the

dedicated contributions of the division's support staff who are essential to the success of CTR's schools and communities.

- The division is committed to providing appropriate recognition to employees for their contributions, examples of which include the divisional awards evening recognizing staff with the Above and Beyond Award, the Power of One Award, and the Excellence in Teaching Award. Other recognition includes the Edwin Parr Event for first year teachers, long-time service recognition for employees, and retirement recognition.
- Additional funding for class size reduction was received in November 2025. This funding was to be used to support class size reduction initiatives in K-9 classrooms, and prioritized schools with the highest class sizes in core subject areas. This funding supports the addition of 14.0 FTE teaching positions for classroom instruction in CTR. Additional funding was also received for classroom complexity teams, resulting in four schools being assigned teams consisting of one teacher and two educational assistants. These teams support behavioural, social-emotional, academic, language-learning, and specialized learning needs. There will be a reporting element regarding both class size reduction funding and classroom complexity funding.

It was the will of the Board to highlight classroom complexity and class size reduction in the Board Highlights from Deputy Superintendent Behm's report.

Associate Superintendent Pacione reported on the following:

- Planning continues for the February 1, 2027 launch date for the CTR Strathmore & District Practical Ranching School. On June 17th, a presentation was made to Holy Cross Collegiate students and parents. Administration is in the process of meeting with partners on next steps, including Strathmore & District Agricultural Society, Lakeland College, and Golden Hills School Division. Instructor recruitment and hiring are in process as well as acquisition of equipment and storage. The school skill inventory was reviewed with the Board.
- Led by the Learning Team, CTR schools continue to build Indigenous foundational knowledge for students and staff through meaningful integration of Indigenous resources and experiences. This includes an Indigenous school representatives meeting on June 3rd, students being nominated for the Honoring the Spirit Award, and various local initiatives held in schools in partnership with Rupertsland Institute. Examples of local initiatives include history presentations, and cultural experiences such as beading, jigging, trapping, science and moon teachings, plant walks, and fish scale art all led by several different Elders and Knowledge Keepers.
- Superchats provide an opportunity for the superintendent team to meet both with the principal team and with each school's staff, along with the local trustee. During these meetings, superintendents share existing priorities and plans and gather feedback on new needs arising in schools. The conversations influence the division's four-year education plan. This year's Superchats focused on goodness in alignment with the three-year faith theme. During Superchats, breakout sessions were held to discuss two questions: 1. How does your school bring goodness to your students? 2. What are your future plans for creating goodness in your school? An overview of the feedback gathered throughout the year at the Superchats was provided.

It was the will of the Board to highlight the efforts being made for the building of Indigenous knowledge in the Board Highlights from Associate Superintendent Pacione's report.

Associate Superintendents Atkinson and Kilcommons reported on the following:

- Alberta Risk Managed Insurance Consortium (ARMIC), CTR's insurance provider, has established itself as a preferred partner by insurance companies. ARMIC is backed by the Alberta government for at least two more years and has a self-insured retention of approximately \$20 million which is a joint fund for 34 school divisions. Despite CTR's statement of values increasing due to inflation for the upcoming year, the division's insurance premiums will be reduced by 9% due in part to CTR's clean record and efforts to mitigate risk.
- Trustees were reminded to submit eligible expenses for reimbursement for this school year by June 30, 2026, including any mileage claims, out-of-pocket expenses, and per diem claims. They were also reminded to properly split GST for any Pcard purchases.

Andrew Gustafson (Okotoks) moved:

that the Superintendent create draft changes to Board Policy 02 – Role of the Board to clarify trustee remuneration for review by the Board Policy Development and Review Committee at its upcoming meeting.

Motion #107-26

Carried

- Progress on the new École Good Shepherd School build continues and is on track to be ready for students in September 2027. It is expected that the build will be completed by the spring of 2027, allowing time for set up. Furniture and equipment orders have been submitted.

It was the will of the Board to highlight progress on École Good Shepherd School in the Board Highlights from Associate Superintendents Atkinson and Kilcommons' report.

11.02 Quarterly Financial Update
(Q3)

Associate Superintendent Kilcommons provided the Quarter 3 Financial Report (September 1, 2025, to May 31, 2026) to the Board. Details included in the report were breakdowns for revenues, expenses, and variance analyses for both revenues and expenses.

The Q3 report is indicative that CTR is on track, and while it is anticipated that the division will end the fiscal year in a deficit, it is expected the division will be in a better position than the originally budgeted deficit of \$1,235,131.

11.03 Program Review Update

As per Policy 28 – School Program Reviews, the division-wide review of Artificial Intelligence has been completed. Deputy Superintendent Behm advised that the review examined the key areas of governance and policy, AI use by staff and its impact on learning and assessment, AI use by students, AI and data privacy, and AI and division-level processes. Findings indicate that AI is already being used extensively by staff and students and is increasingly becoming part of both professional practice and learning. Several areas of strengths were identified, as well as opportunities to further strengthen policy clarity, professional learning, student AI literacy, assessment practices and data privacy guidance. CTR will continue to guide the use of AI to support learning, uphold academic integrity, protect human dignity, and reflect Catholic values.

12	INTERNATIONAL FIELD TRIPS	
12.01	St. Francis of Assisi Academy (Lindsay Avramovic) – Italy - Easter 2028	Associate Superintendent Kilcommons shared the details provided for St. Francis of Assisi Academy’s trip to Italy at Easter of 2028. Andrea Keenan (Foothills County) moved: that the International Field Trip by St. Francis of Assisi Academy to Italy at Easter 2028 be ‘approved in full.’ Motion #108-26 Carried
13	LOCALLY DEVELOPED COURSES	
13.01	Locally Developed Courses	Associate Superintendent Pacione shared the Locally Developed Courses being presented for renewal. Jacqueline Vanderfluit (High River) moved: that on June 18, 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 #109-26 Carried
14	POST-SECONDARY INSTITUTION DUAL CREDIT COURSES	
14.01	Post-Secondary Institute Dual Credit Courses	Associate Superintendent Pacione explained the approval of these Post-secondary institute dual credit courses was needed in relation to the curriculum for the CTR Strathmore & District Practical Ranching School and the Brooks dual credit education program. Jacqueline Vanderfluit (High River) moved: that on June 18, 2026, Christ the Redeemer Catholic Separate Regional Division No. 3 authorizes use of the following Post-Secondary Institution (PSI) dual credit courses in high schools within the jurisdiction: PSI: Medicine Hat College • Educational Psychology for Teaching (EDTS 321) PSI: Lakeland College • Animal Handling, Welfare and Ethics (AN 133/132) • Beef Production (AN 315) • Introduction to Diseases and Treatment (AN 102) • Range & Forage Management (CR 188) Motion #110-26 Carried
15	STRATEGIC PLANNING	
15.01	Strategic Planning	As per Board policy, the Board will engage in a generative strategic planning and reporting process throughout the year. The Superintendent is responsible for leading the Board through this process by assisting the Board in determining the present and future educational needs of CTR Catholic through the development of short and long-term range plans. To assist with this planning, each trustee has completed an anonymous Board Self-Evaluation. Themes arising from comments received, as well as the overall scores were reviewed for the domains of the Board Self-Evaluation, being Faith Leadership, Accountability for Student Learning and Wellness, Community Assurance, Fiscal Accountability, Board/Superintendent Relations, Board Development, and

Political Advocacy. Board members discussed these results and possible action items.

Trustee Vanderfluit left meeting at 3:11 p.m. and returned to the meeting at 3:12 p.m.

Dr. Matthew McIsaac (Canmore) moved:

that the Board direct the Superintendent to develop a strategic plan in the areas of:

- Governance
- Faith

to be held through the following board meeting formats:

- Governance and Faith Minutes during Okotoks Board meetings
- Evening learning during community-based Board meetings

and bring this plan to the Board for discussion at the September Board meeting.

Motion #111-26

Carried

16 IN CAMERA SESSION

16.01 In Camera Items

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss legal, land, and labour items at 3:18 p.m.

Motion #112-26

Carried

Andrew Gustafson (Okotoks) moved:

that the Board return to open session at 4:19 p.m.

Motion #113-26

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 September's Board meeting agenda to Chair McIsaac (Canmore).

18 CLOSING

18.01 Closing Liturgy

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

18.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 4:20 p.m.

Motion #114-26

Carried

SIGNATURE OF CHAIR:

SIGNATURE SUPERINTENDENT:
