

**MINUTES OF THE REGULAR BOARD MEETING**

Wednesday, May 27, 2026

Sacred Heart Academy, Strathmore

<b>Administration in Attendance</b>	<b>Attended</b>	<b>Trustees in Attendance</b>	<b>Attended</b>
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
Diana Atkinson (Associate Superintendent)	In Person	Dr. Matthew McIsaac	In Person
Kim Jamieson (Executive Assistant)	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 8:32 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’oahsin (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  
**Louise Henrickson (Drumheller) moved:**  
that the agenda be adopted as presented.  
**Motion #76-26**  
**Carried**
- 1.09 Adoption of Regular Board Minutes April 23, 2026  
The minutes of the Regular Board Meeting held on April 23, 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 April 23, 2026, be adopted as presented.  
**Motion #77-26**  
**Carried**

<b>2</b>	<b>BUSINESS ARISING</b>	
2.01	None	There was no business arising.
<b>3</b>	<b>CORRESPONDENCE</b>	
3.01	None	There was no correspondence.
<b>4</b>	<b>FOUR YEAR EDUCATION PLAN</b>	
4.01	Review Updated May Accountability Pillar Results	Superintendent Holowka provided an overview of the accountability pillar results recently received from Alberta Education for 2025-2026. CTR continues to achieve above the province in all required and supplemental measures. These results provide assurance that the priorities of the division remain strong, all within the local domain of Catholic faith. Key results will be shared with division administrators prior to the completion of the annual education results reports. Student performance results will be received in the fall.
4.02	Four-Year Education Plan (Year Two) Review and Approval	The 2025-2029 Four-Year Education Plan (Year Two) was presented to the Board. In preparing the plan, extensive engagement was undertaken with students, parents, administration, teachers, and priests. The plan includes both an analysis of past results and a plan for implementation. Strategies included in the plan were reviewed for the domains of Catholic Faith; Student Growth and Achievement; First Nation, Métis, and Inuit Student Growth and Achievement; Teaching and Leading; Learning Supports; and Governance. The Four-Year Education Plan will set the overall direction for 2026-2027 for the division, with each school also completing their own Four-Year Education Plan.
		<p><b>Harry Salm (Strathmore) moved:</b> that that the 2025-2029 Four-Year Education Plan (Year Two) be approved, as presented.</p> <p><b>Motion #78-26</b></p> <p style="text-align: right;"><b>Carried</b></p>
<b>5</b>	<b>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 per Ward Committee Meeting report for the Board Highlights.
5.02	Okotoks Ward I Committee Meeting May 12, 2026	Trustee Gustafson (Okotoks) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Okotoks Ward I Committee meeting: <b>Faith:</b> The Okotoks schools continue to work closely with the parish to strengthen the school-parish-home partnership. School staff actively promote sacramental preparation, attend celebrations, and serve as sponsors when able, with some students inspired to join the Church through participation in school events and religious education classes. Schools and the parish continue to seek ways to further promote parish events and strengthen the relationship between home and parish. <b>Learning:</b> Schools across CTR continue to uphold rigorous and engaging learning environments through strong curricular alignment, intentional assessment practices, and collaborative planning across grade levels and schools. Staff are working to ensure continuity in literacy and numeracy development while supporting smooth student transitions, particularly for students requiring additional supports and care. Targeted complexity and literacy/numeracy funding is helping schools deepen understanding of student needs and apply resources strategically to enhance growth and achievement. Students are also provided with rich opportunities to extend their learning and talents beyond the classroom, including high-level fine arts and performance experiences that foster excellence, creativity, and student engagement.

**Safe and Caring:** Okotoks Schools continue to foster safe, caring, and engaging communities through a wide range of student activities, leadership opportunities, athletics, faith experiences, service, and experiential learning. École Good Shepherd School continues to see strong student participation in extracurricular activities and welcoming events for new families. St. Mary's School engaged students through multicultural celebrations, entrepreneurial learning, and Indigenous learning experiences with Elder involvement. St. Francis of Assisi Academy students participated in community outreach through visits to Bow View Manor and international service-learning opportunities in Peru. St. John Paul II Collegiate provides students with opportunities for service, athletics, liturgy, and equine therapy experiences for Life Skills students. Holy Trinity Academy continued to excel in athletics, international travel experiences, and provincial-level student achievement, including back-to-back provincial curling championships.

**Stewardship:** Working with the division, all Okotoks schools performed a safety review to enhance security measures. With support and funds provided by the division, school, and province, facility and practice enhancements were able to ensure safety was prioritized through increases in drills, door security, alternative plans, visitor security, and communication inside and outside of school.

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Okotoks Ward I Committee Meeting dated May 12, 2026, be approved as presented.

**Motion #79-26**

*Carried*

It was the will of the Board to highlight safe and caring from the Okotoks Ward I Committee Meeting in the Board Highlights.

6

**BOARD STANDING COMMITTEES**

6.01 Liaison Committee Meeting April 28, 2026 Trustee Salm (Strathmore) presented the minutes of the Liaison Committee Meeting of April 28, 2026.

**Harry Salm (Strathmore) moved:**

that the minutes of the Liaison Committee Meeting of April 28, 2026, be approved as presented.

**Motion #80-26**

*Carried*

6.02 Policy Development and Review Committee Meeting May 19, 2026 Trustee Mclsaac (Canmore) presented the minutes of the Policy Development and Review Committee Meeting of May 19, 2026.

**Dr. Matthew Mclsaac (Canmore) moved:**

that the minutes of the Policy Development and Review Committee Meeting of May 19, 2026, be approved as presented.

**Motion #81-26**

*Carried*

**Dr. Matthew Mclsaac (Canmore) moved:**

that the Board accept the recommendations of the Policy Development and Review Committee regarding revisions to the following policies: a. Board Policy 18 – Inclusive Education and Supports; b. Board Policy 23 – Field Trips; c. Board Policy 24 – School Councils; d. Board Policy 25 – Graduation Requirements; e. Board Policy 26 – School Calendars; f. Board Policy 27 – Off-

Campus Education; g. Board Policy 28 – School Program Review; h. Board Policy 15 – Student Transportation Services.

**Motion #82-26**

**Motion carried, with one opposed (Trustee Vanderfluit)**

**Dr. Matthew McIsaac (Canmore) moved:**

that the Board accept the recommendation of the Policy Development and Review Committee to approve Board Policy 29 – Managing Division Information, Access, and Privacy.

**Motion #83-26**

**Motion carried, with one opposed (Trustee Vanderfluit)**

6.03 Audit Committee Meeting May 22, 2026

Trustee Salm (Strathmore) presented the minutes of the Audit Committee Meeting of May 22, 2026.

**Harry Salm (Strathmore) moved:**

that the minutes of the Audit Committee Meeting of May 22, 2026, be approved as presented.

**Motion #84-26**

**Carried**

Presentation and Approval of Budget

Associate Superintendent Kilcommons presented the budget for 2026-2027. Business risks and assumptions were reviewed, along with breakdowns of expenses and revenues. An overview of the operating and capital reserves was also provided. In summary, CTR expects to run a deficit of \$1,144,758 in fiscal 2027. Emphasis will continue to be placed on smaller class sizes, while striving to address an increase in classroom complexities.

Superintendent Holowka added that the division is grateful for the additional funding provided from the province given expenses continue to rise, along with classroom complexities. The operational reserves the division has built over the last year will also be helpful for budgeting purposes in 2026-2027.

Given the emphasis the division has placed on reducing expenses, the Board reflected on their own expenses. It was agreed that this should be considered next year by the Policy Development and Review Committee during their periodic review of Board Policy 03 – Role of the Trustee.

**Jacqueline Vanderfluit (High River) moved:**

that the Board approve the Budget for the year ending August 31, 2027, as presented.

**Motion #85-26**

**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

The Annual Board Meeting Plan was reviewed by the Board.

**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.

Superintendent Holowka reported on the following:

- As per provincial legislation, CTR must have a Privacy Management Program (PMP) in place by June 11, 2026, to ensure privacy protection is reflected in CTR's policies, administrative procedures and daily operations. Work has been ongoing on the program which will set out how CTR protects personal information and meets its legal obligations under Alberta's Protection of Privacy Act. Professional development will be conducted with staff to ensure requirements under the PMP and legislation are understood. This will begin with a significant presentation being made to school administrators in June.
- Under the guidance of Bishop McGrattan, the division's new Three-Year Faith Theme (2026-2029) "Walking the Path Together" has been developed and will focus on the three aspects of Synodality: Communion, Participation, and Mission. Year I will focus on Communion, Year II on Participation, and Year III on Mission. An overview of the objectives for each year was provided to the Board to allow trustees to have deeper understanding of CTR's direction in Catholic education. Trustees appreciated the relatability of the new theme as it will allow the division to meet students where they are at with their faith journey.
- The five recommendations arising from the Student Services review completed in 2024-2025 have been fulfilled. Recommendations made included ongoing support for schools, inclusive education framework, creation of an administrative procedure, toolkit implementation, and professional development. The areas of refinement have been prioritized with administrators, learning support teachers, educational assistants, FSLWs and connections workers. Prioritization of resources and supports for students and staff will continue, ensuring processes allow for triaging where they are most needed, while building administrator, teacher and support staff capacity.

It was the will of Board to highlight the Three-year Faith Theme (2026-2029) in the Board Highlights from Superintendent Holowka's report.

Deputy Superintendent Behm reported on the following:

- At the May administrators' meeting, vice principals and principals attended separate professional learning sessions focused on strengthening shared leadership, building leadership capacity, and fostering collaborative leadership practices within school leadership teams. The sessions explored role clarity, trust, communication, decision making, and strategies for intentionally developing leadership within schools. This learning also connected these discussions to the Leadership Quality Standards, staff wellness, and the long-term sustainability of strong Catholic school leadership teams.
- The Council of School Councils' meeting held on April 30<sup>th</sup> was attended by school council chairs (or designates), trustees and administration. Topics of discussion included the CTR Education Plan and "Unplugged", Canada's initiative focused on encouraging individuals, especially students and families, to reduce their screen time and reconnect with real-life experiences, relationships and well-being. The St. Joseph Parents of Distinction were also recognized. Feedback from the meeting indicates that attendees appreciated the opportunity to connect, and that allocating more time for networking and the sharing of best practices would be valued.
- To address growing student enrolment and staffing pressures across the province, Alberta Education and Childcare recently announced four new expedited teaching certification pathways including Developmental

Teacher Certificate, Conditional Teacher Certificate, Interim Specialized Teacher Certificate and Interim Trade Teacher Certificate. The initiative is intended to increase access to qualified teachers, support management class sizes, improve access to specialized programming, and assist rural and regional school division in meeting staffing needs while upholding Alberta's professional teaching standards. School divisions will have the autonomy to determine how these pathways are utilized. These pathways will be helpful to CTR in staffing their schools.

It was the will of the Board to highlight the new expedited teaching certificate pathways in the Board Highlights from Deputy Superintendent Behm's report.

Associate Superintendent Pacione reported on the following:

- Occupational therapy (OT) supports are deployed in CTR to support students through a continuum of support, with 80% of students receiving universal support, 15% of students receiving targeted interventions, and 5% of students receiving intensive and personalized support. Staff utilize universal supports under the guidance of CTR's occupational therapists, while targeted or intensive interventions are provided directly by occupational therapists. These OT strategies, and CTR's strong professionals implementing these strategies, ensure learner success.
- Student attendance has become a common challenge experienced at a national level. Accordingly, CTR's Learning and Student Services teams have responsively provided professional development and materials for administrators. The approach is meant to maintain high expectations while reducing barriers, focusing on essential learning outcomes and manageable re-entry, as well as building structures that support both students and staff. This PD will be utilized alongside CTR's formal attendance support and intervention procedures which are managed by schools and the division.
- CTR co-hosted the Foothills Young Authors' Conference at Holy Trinity Academy on May 9<sup>th</sup>. Over 370 students participated in a selection of 66 breakout sessions from local authors and artists. Nearly all CTR K-Grade 9 schools participated. The keynote speaker was best-selling Calgary author Suzy Vadori who spoke about communication and how it benefited her in three very diverse professional careers.

It was the will of the Board to highlight occupational therapy supports in the Board Highlights from Associate Superintendent Pacione's report.

Associate Superintendent Kilcommons reported on the following:

- Elections Alberta has requested use of gymnasium space for the October Referendum. Initially, one school site in each community had been identified, however, given that additional days needed for counting ballots, there are currently plans to provide space in six schools. Enhanced security will be in place while the public is present, and Elections Alberta will compensate overtime hours for custodial and facility staff.
- Work has been ongoing to meet the June 11<sup>th</sup> deadline for school divisions to have joint use planning agreements (JUPAs) in place with municipalities. Over 50% of the needed JUPAs have been completed and the others are in progress and expected to be completed by the deadline.
- Planning continues for the new Brooks high school. Biweekly meetings are occurring with a design concept being refined at each meeting along with Alberta Infrastructure and Alberta Capital Planning. A drawing has been designed as a concept, and it is hoped that a working model will be prepared by the end of June.

It was the will of the Board to highlight the new Brooks high school in the Board Highlights from Associate Superintendent Kilcommons' report.

9.03 IMR Update

Associate Superintendent Kilcommons provided an update for Infrastructure, Maintenance and Renewal (IMR), advising that this funding will be rolled over to Operations and Management grant beginning next year. Most work associated with the IMR report is done over the breaks with the majority of it occurring over the summer break. Funds designated for IMR work will be utilized by August as per the Maintenance and Renewal plan previously prepared and as urgent needs arise.

9.04 Program Review Selection for 2026-2027

Superintendent Holowka advised that under the direction of Bishop McGrattan she is proposing that the program review selection for 2026-2027 be Catholic education. Given Jennifer Woo conducted the Catholic education review completed in 2022-2023, administration believes it would be the most efficient for her to conduct next year's review. The Board did not have any objections to this recommendation.

**Dr. Matthew Mclsaac (Canmore) moved:**

that the Board approve the review of Catholic Education for 2026-2027.

**Motion #86-26**

**Carried**

**10 NOON PRAYER AND GRACE**

10.01 Noon Prayer and Grace

Louise Henrickson (Drumheller) led the Board in the Noon Prayer and Grace.

**11 AFTERNOON OPENING PRAYER**

11.01 Afternoon Opening Prayer

Dr. Matthew Mclsaac (Canmore) led the Board in the Afternoon Opening Prayer.

**12 INTERNATIONAL FIELD TRIPS**

12.01 None

**13 LOCALLY DEVELOPED COURSES**

11.01 Locally Developed Courses

Associate Superintendent Pacione shared the list of Locally Developed Courses being presented for renewal.

**Michelle Gietz (Brooks) moved:**

that on May 27, 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 #87-26**

**Carried**

**14 IN CAMERA SESSION**

14.01 In Camera Items

**Harry Salm (Strathmore) moved:**

that the Board move in camera to discuss strategic and personnel items at 2:32 p.m.

**Motion #88-26**

**Carried**

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

that the Board return to open session at 3:21 p.m.

**Motion #89-26**

**Carried**

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

**16**                    **CLOSING**

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

16.02      Adjournment                                 **Michelle Rude-Volk (Oyen) moved:**  
that the meeting be adjourned. The meeting adjourned at 3:22 p.m.  
**Motion #90-26**

*Carried*

SIGNATURE OF CHAIR: \_\_\_\_\_

SIGNATURE SUPERINTENDENT: \_\_\_\_\_