

MINUTES OF THE REGULAR BOARD MEETING

Thursday, April 18, 2024, at 9:00 a.m. at
Catholic Education Centre, Okotoks, AB

Administration in Attendance

Andrea Holowka (Superintendent)
Vincent Behm (Deputy Superintendent)
Pat MacDonald (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Kim Jamieson (Executive Assistant)

Attended

In Person
In Person
In Person
In Person
In Person

Trustees in Attendance

Andrea Keenan (Chair)
Andrew Gustafson (Vice Chair)
Michelle Rude-Volk
Harry Salm
John de Jong
Mark MacDonald

Attended

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

Trustees Absent:

Mark Chung, John David Bogdanowski

1

OPENING

- | | | |
|------|---|--|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:00 a.m. |
| 1.02 | Litany | Chair Keenan (Foothills County) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, Consecration to Mary | Chair Keenan (Foothills County) led the Board in reciting the Board Prayer, the Vocations Prayer, and the Vision of the Board. Chair Keenan stated that the division has been consecrated to the saving grace of Mary and led the Board in reciting a Hail Mary. |
| 1.04 | Three-year Faith Theme: "Faith Seeking Understanding" | Chair Keenan (Foothills County) reminded Board members of CTR's three-year faith theme, being Faith Seeking Understanding. The Catholic Church teaches that God is Truth, Goodness, and Beauty. Each transcends the limitations of place and time and is rooted in being. This year the focus is on encountering beauty through faith and science. |
| 1.05 | Land Acknowledgement | Chair Keenan (Foothills County) recited CTR's Land Acknowledgement as below: We acknowledge Siksik' aohsin (Blackfoot Territory) and Nitsitapisini (way of life of all people) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis Nation Region 3 and everyone else residing in the Territory. We honour the Elders and Knowledge Keepers who share their teachings and wisdom. This acknowledgement is an act of gratitude to those peoples on whose traditional land we now live, work, play, or visit. |
| 1.06 | Lectio Divina – Gospel of John | 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 | Michelle Rude-Volk (Oyen) moved:
that the agenda be adopted as presented.
Motion #57-24 |
| 1.09 | Adoption of Regular Board Minutes March 28, 2024 | The minutes of the Regular Board Meeting held on March 28, 2024, were reviewed by the Board and recommended for adoption as presented. |

Carried

John de Jong (Brooks) moved:

that the Minutes of the Regular Board Meeting dated March 28, 2024, be adopted as presented.

Motion #58-24

Carried

2	BUSINESS ARISING	
2.01	None	
3	FOUR-YEAR EDUCATION PLAN	
3.01	Updated	Superintendent Holowka advised the Board of the requirement of Alberta Education's Funding Manual for school authorities to obtain stakeholder engagement for the Four-Year Education Plan. This engagement is being done through the Ward Committee meetings, Superchats, and most recently with principals and vice principals at their April meeting. The feedback gathered is not only helpful in preparing the Four-Year Education Plan, but it is valuable in identifying needs which can then be brought forward in advocacy efforts. Superintendent Holowka shared with the Board the material presented to administrators, which included a review of data and new areas requiring focus, engagement feedback received at Ward Committee meetings and Superchats, existing and new strategies in the current Four-Year Education Plan, and considerations for the 2024-2025 Four-Year Education Plan. At several points during this presentation, feedback was gathered from administrators from both a divisional and individual school perspective. This feedback will be considered in preparing the 2024-2025 Four-Year Education Plan that will be presented to the Board for approval in May.
4	CORRESPONDENCE	
4.01	AERR Completion Letter from Alberta Education dated April 12, 2024	This letter was provided as information.
5	REPORTS FROM 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 from each Ward Committee Meeting for the April Board Highlights.
5.02	Canmore Ward Meeting April 9, 2024	In the absence of Trustee Bogdanowski (Canmore), Superintendent Holowka highlighted the following from CTR Catholic's four pillars, as they pertained to the Canmore Ward Committee meeting: Faith: Bishop McGrattan's visit of the school and Shrine in Canmore allowed students to participate in learning about His role and the importance of Catholic education. Bishop McGrattan was very pleased with Our Lady of the Snows' support of Catholic education. Having Bishop present at Mass was also beautiful to observe. His ability to interact with students has been a wonderful witness of his pastoral presence. Learning: Student options in secondary are being reviewed to best support the scheduling of the students who are vulnerable. Options with numbers that are viable are being upheld. Students will be asked what they would like to take before options are scheduled. Further, the schedule will be constructed with students' differentiated course and learning needs in mind. Scholarships from the community also focus on supporting students with a variety of learning gifts and needs. This demonstrates the value of all students regardless of interest or inherent academic ability. Safe and Caring: School tours for new families have been very impactful and well received among new parents at all grade levels. Forty to fifty families are being supported with tours as they consider registration for their children. This is further supported by information evenings for new families. Kindergarten information evenings have already occurred, with similar meetings for grade 6 and 9 families occurring soon. Stewardship: The school council at OLS has been engaged with fundraising to enhance school activities and learning opportunities. This has enriched the

community of the school in many ways. However, an added benefit experienced by the school is the partnership that school council has created with the parish to support pick up of flower sales in Advent and during the spring at the Shrine.

Harry Salm (Strathmore) moved:

that the minutes of the Canmore Ward Committee Meeting dated April 9, 2024, be approved as presented.

Motion #59-24

Carried

It was the will of the Board to highlight Faith from the Canmore Ward Committee meeting in their April Board Highlights.

5.03 Oyen Ward Meeting April 12, 2024

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

Faith: The Face-to-Face retreat for grade 5 and 6 students will be occurring in Oyen this year. The same couple that has been supporting the school for many years will host the event. This is an incredible experience for the students. There will be a campout at the local campground and faith-based learning that will serve to form students. Families participate in the retreat and an increase in fathers' participation in the event is often seen.

Learning: One School One Book event around the book Stone Fox begins after Easter. Each student receives a book and bookmark with prompting questions. The students read at home and then discuss in reading groups at the school. A full school display shares the book and related student findings. The students celebrate the book at the tailgate hotdog party. This is a tradition that occurs every other year.

Safe and Caring: Through fundraising efforts over a five-year period, along with matching grants, Assumption was able to build a new playground with a company named Playworks. The playground equipment removed from Assumption was shipped to Cambodia in 2023. Working with local volunteers and with government support, Playworks resurrected the playground in Cambodia, which is now enjoyed by many.

Stewardship: A good works project during Lent provided backpacks for clients at the Mustard Seed. Sixteen backpacks were filled with chocolates, letters from students, mittens, and other items. These were shared with clients that came in for counseling at the Mustard Seed. They were very impactful, and the school expects that some clients will write back to students in response to the letters provided.

Michelle Rude-Volk (Oyen) moved:

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

Motion #60-24

Carried

It was the will of the Board to highlight the relocation of the playground equipment to Cambodia from the Oyen Ward Committee meeting in their April Board Highlights.

6

BOARD STANDING COMMITTEES

6.01 Board Policy Development and Review Committee Meeting April 10, 2024

Vice Chair Gustafson (Okotoks) presented the minutes from the Board Policy Development and Review Committee Meeting of April 10, 2024.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Board Policy Development and Review Committee Meeting of April 10, 2024, be approved as presented.

Motion #61-24

Carried

Andrew Gustafson (Okotoks) moved:

that the Board accept the recommended changes to Policies a. Board Policy #26 – School Calendars; b. Board Policy #27 – Off-Campus Education; and c. Board Policy #28 – Central Office Department and School Program Reviews.

Motion #62-24

Carried

- 6.02 GrACE CTR Committee Meeting
April 10, 2024

Trustee MacDonald (High River) presented the minutes from the GrACE CTR Committee Meeting of April 10, 2024.

Mark MacDonald (High River) moved:

that the minutes of the GrACE CTR Committee Meeting of April 10, 2024, be approved as presented.

Motion #63-24

Carried

7

TRUSTEES

- 7.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

8

**ALBERTA CATHOLIC SCHOOL
TRUSTEES' ASSOCIATION**

- 8.01 ACSTA Directors' Meeting
Update

Vice Chair Gustafson (Okotoks) advised that ACSTA will next meet during the third week of May.

Trustee Salm (Strathmore) attended the MLA reception hosted by ACSTA in Edmonton on April 15, 2024, which provided trustees from across the province with an opportunity to engage with the Premier, Ministers and MLAs.

9

**ALBERTA SCHOOL BOARDS
ASSOCIATION**

- 9.01 ASBA Zone 5 Report

Trustee MacDonald (High River) advised that the last ASBA Zone 5 meeting was held on April 12, 2024. A portion of that meeting was spent discussing ASBA's Spring General Meeting occurring in Calgary from June 2-4, 2024. Trustee elections and whether they should be held separate from municipal elections was also discussed, along with the possibility of trustees having to declare party affiliation. In reviewing ASBA's proposed budget, Trustee MacDonald noted that ASBA membership fees will be increasing.

- 9.02 ASBA Emergent Issues for SGM

No emergent issues for the ASBA SGM have been received.

- 9.03 ASBA SGM 2024 – Initial Bulletin

This bulletin was provided as information.

- 9.04 ASBA Zone 5 Edwin Parr
Attendance

Attendance at the Zone 5 Edwin Parr ceremony was discussed.

10

**TEACHERS' EMPLOYER
BARGAINING ASSOCIATION**

- 10.01 TEBA Report

Associate Superintendent Kilcommons advised that the next TEBA meeting will be held on April 29, 2024. Central table negotiations have been initiated and a bargaining list created. It is expected that local negotiations will begin in the fall.

11

DIVISION

- 11.01 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 April Board Highlights.

11.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- Considerable time has been spent implementing the recommendations of the Catholic Education Review completed last year. Goals identified for the 2023-2024 year included faith formation, embedding Catholic Social Teachings into curriculum and permeation of faith in all subject areas, re-engaging in school-based retreats and a refocus on faith. Actions taken include the creation of the faith plan aligning with the Diocesan Renewal, the work of the Many and One Committee, preparing templates for school-based retreats, linking parish/school/home connections, and reinvigorating the joy of teaching Catholic education in classrooms and schools.
- Superintendent Holowka met with Bishop McGrattan over the Easter break. She shared with him CTR's faith plan that aligns with Diocesan Renewal. Bishop McGrattan expressed his gratitude and support of this initiative. Other items discussed were charter school emergence in rural Alberta and the impact this could have on Catholic education, and provincial formation processes for Catholic education in contrast to charter school formation. Opportunities to partner with Catholic families to pursue alternative forms of education was also discussed to ensure alignment with the Bishop's expectations for Catholic education.
- Superintendent Holowka will engage in a one-on-one meeting with each principal by the end of the year. This will allow for continued conversation about their schools and leadership. The meetings will also allow for continued knowledge, coherence and support throughout the division. Significant findings will be shared with the Board and used to shape plans for next year.

It was the will of the Board to highlight the meeting with Bishop McGrattan from Superintendent Holowka's report in their April Board Highlights.

Deputy Superintendent Behm reported on the following:

- Robust support is provided to teachers and teacher leaders through CTR's growth, supervision and evaluation process as set out in Administrative Procedure PER #16. This process and the supports provided ensures students have outstanding teachers and teacher leaders. Deputy Superintendent Behm will share information on this process with School Council Chairs at the Spring Council of School Councils meeting occurring on May 7, 2024. Information on this process has been previously shared with parents at School Council meetings.
- To further support the teacher growth, supervision and evaluation process, Dossier, a new software is being implemented next year. Dossier will be integrated with CTR's other software platforms and will greatly reduce the amount of inputting needed by teachers and supervisors. Administration had the opportunity to test the system and provide feedback for efficiencies.
- Classroom complexity funding from Alberta Education is again being provided to schools. CTR will receive \$451,183.50 based on a weighted moving average. These funds will allow schools to address classroom complexity by adding more classroom support staff as they deem best.
- Leaders who are no longer part of the Alberta Teachers' Association become members of the College of Alberta School Superintendents (CASS). CASS recently made changes to their governing document to support meeting the Leadership Quality Standards and the Superintendent Leadership Quality Standards. Minimum requirements for continuing education have been established and accreditation is lost if the requirements are not met.

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss a strategic issue at 11:31 a.m.

Motion #64-24

Carried

Harry Salm (Strathmore) moved:

that the Board return to open session at 11:37 a.m.

Motion #65-24

Carried

It was the will of the Board to highlight teacher growth, supervision and evaluation from Deputy Superintendent Behm's report in their April Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Students from grades 4, 7 and 10, staff and parents completed the CTR Faith Survey in February and March. Results are analysed on an overall basis and for each individual school. Many satisfaction rates increased slightly, and all overall results are above 90%. Results will be used to inform practices in schools and steps moving forward.
- Catholic Education week will occur the week of May 5 – 10, 2024. Divisional events planned were reviewed, some of which include daily prayers being prepared for use in schools, adoration, and prayers of the faithful. Trustees and/or administration will also speak at Mass on May 5th. Some of the activities that will occur in schools include family picnics, service projects, rosary making, attendance at Mass and community cleanups to care for God's creation.
- CTR's student management system is also being converted to Dossier. The system will allow for the improved management and tracking of individual support plans resulting in significant time savings and effective collaboration of resources. Standardized workflows and comprehensive reporting prepared will provide visibility to key data, trends and results, which will be useful in tracking student growth, applying for grants and reporting. Currently, teachers and administrators are testing the software and providing feedback for implementation in 2024-2025.

It was the will of the Board to highlight the implementation of Dossier from Associate Superintendent MacDonald's report in their April Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Collections from Masses in CTR's community parishes for Catholic Education Sunday have been provided to the division in the amount of \$6,400.76. These funds are provided to schools on a per student allocation. It is preferable that these funds be spent in the current school year with religious intent. Spending of the funds is to be reported to the Superintendent and Ward as soon as possible.
- Each year, schools are provided with funds for their school operating budget for items such as textbooks, field trips, paper, etc. To date, all school operating budgets remain in a positive position.
- The modernization of Holy Cross Collegiate and Sacred Heart Academy in Strathmore is moving ahead as projected, and it is expected that construction will begin in May. School administrators are consulted regularly, and planning is being done to minimize the impact on student learning.
- Updated drawings have been shared for the new build of the replacement school for École Good Shepherd School. The development permit has been submitted and it is hoped that it will be approved in May. The province will

initiate a request for qualifications soon which will be due in June. After that they will release a request for proposals which will be due in the fall.

It was the will of the Board to highlight funds from Catholic Education Sunday from Associate Superintendent Kilcommon's report in their April Board Highlights.

11.03 Draft Budget Review

Superintendent Holowka and Associate Superintendent Kilcommons advised that the 2024-2025 funding manual was shared on Holy Thursday, as was the divisional funding profile. The budget is the largest to date with a substantial increase in education. CTR's funding profile allows for anticipated growth in enrolment. The proposed divisional budget will be presented to the Audit Committee prior to being presented to the Board for approval on May 29, 2024.

12 NOON PRAYER AND GRACE

12.01 Noon Prayer and Grace

Trustee de Jong (Brooks) led the group in Noon Prayer and Grace.

13 AFTERNOON OPENING PRAYER

13.01 Afternoon Opening Prayer

Trustee MacDonald (High River) led the group in the Opening Prayer.

14 INTERNATIONAL FIELD TRIPS

14.01 None

15 LOCALLY DEVELOPED COURSES

15.01 None

16 NEW BUSINES

16.01 None

17 IN CAMERA SESSION

17.01 In Camera Items

Andrew Gustafson (Okotoks) moved:

that the Board move in camera to discuss legislative, land, and personnel items at 1:03 p.m.

Motion #66-24

Carried

John de Jong (Brooks) moved:

that the Board return to open session at 2:09 p.m.

Motion #67-24

Carried

Harry Salm (Strathmore) moved:

that a Special Meeting of the Board be held on April 25, 2024, at 4:30 p.m.

Motion #68-24

Carried

18 AGENDA ITEMS FOR NEXT BOARD MEETING

18.01 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).

19 CLOSING

19.01 Closing Liturgy

Superintendent Holowka led the group in the Closing Liturgy.

19.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:11 p.m.

Motion #69-24

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
