

MINUTES OF THE REGULAR BOARD MEETING

Saturday, September 27, 2025

Assumption Roman Catholic School, Oyen

Administration in Attendance

Dr. Andrea Holowka (Superintendent)
Vincent Behm (Deputy Superintendent)
Marco Pacione (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
Via Videoconference

1

OPENING

- 1.01 Call to Order
Chair Keenan (Foothills County) called the meeting to order at 8:05 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 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 – 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
John de Jong (Brooks) moved:
that the agenda be adopted as presented.
Motion #107-25

Carried
- 1.09 Adoption of Regular Board Minutes June 19, 2025
The minutes of the Regular Board Meeting held on June 19, 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 June 19, 2025, be adopted as presented.
Motion #108-25

Carried

1.10 Adoption of Special Board Meeting Minutes of August 27, 2025

Andrew Gustafson (Okotoks) moved:
that the minutes of the Special Board Meeting dated August 27, 2025, be adopted as presented.
Motion #109-25

Carried

2 BUSINESS ARISING

2.01 None

3 CORRESPONDENCE

3.01 None

4 REPORTS FROM WARD COMMITTEES

4.01 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 September Board Highlights.

4.02 Drumheller Ward Meeting September 10, 2025

Trustee Chung (Drumheller) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Drumheller Ward Committee meeting:

Faith: In addition to Father Ian having joined the parish as an associate pastor to assist Father Lucas with tending to Hanna and the Prison ministry, many meaningful faith opportunities occurred at St. Anthony’s School. One of the most impactful involved the leadership of teacher Kelly Yeti, who became inspired after attending a CTR Faith Day session on making rosaries. Through her leadership, the staff participated in making rosaries for student graduates. These were created in a prayerful manner with pictures and memories of the student graduates being shared during the making. This will be another tradition that will continue for St. Anthony’s graduates given how impactful this was for both staff and students.

Learning: Creative scheduling is required in a grade K-12 school and was intentionally supported by the administration at St. Anthony’s School. Smaller kindergarten class sizes and early literacy intervention remained a priority but were complemented by ensuring separate classes for academic streams in high school, and additional supports for students across all grades.

Safe and Caring: “Diploma Bags” are provided to each student as they write diplomas. Homemade snacks and notes are provided to inspire and support students. The treats were created by the junior high foods class who knew that their efforts were able to support the older exam writers.

Stewardship: Students’ transition to post-secondary is strongly supported at St. Anthony’s School. Dual credit opportunities in tourism were supported last year, as well as additional optional and work experience programming. Graduation scholarships for St. Anthony’s 2025 graduates totalled over \$30,000. This incredible contribution from the community supports students toward their post-secondary journeys.

Mark Chung (Drumheller) moved:
that the minutes of the Drumheller Ward Committee Meeting dated September 10, 2025, be adopted as presented.
Motion #110-25

Carried

It was the will of the Board to highlight faith from the Drumheller Ward Meeting in the September Board Highlights.

4.03 Okotoks Ward II Meeting September 23, 2025

Chair Keenan (Foothills County) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Okotoks Ward II Committee meeting:

Faith: The strong connection between the parish and our schools continues to grow. At The Centre for Learning@Home, online liturgies are held monthly, and this year priests have been invited to participate, with Father Vijaya and Father Mulumba joining to deepen their presence in The Centre for Learning@Home online community. A recent St. Luke's graduate has entered RCIA, highlighting the lasting impact of St. Luke's faith formation and parish ties. In addition, through the generosity of a St. James parishioner, St. Luke's campus is able to support students with nutrition, hygiene needs, and graduation fees.

Learning: Formative assessment remains a key focus for The Centre for Learning@Home's online environment. This approach provides students with opportunities to demonstrate and re-demonstrate their learning, with time and space intentionally built in for this purpose. Supports include tutorials, homework review, dedicated afternoon learning time, and staff use of Gemini AI "Gems" as a tutoring tool.

Safe and Caring: Both schools continue to focus on the social emotional needs of their students. The Centre for Learning@Home has organized professional development for universal learning supports to complement classroom management in an online setting. St. Luke's students have continued to volunteer at the seniors' lodge, allowing students to both engage in service and explore recreation therapy as a viable career pathway.

Stewardship: Enrolment remains a key focus for both The Centre for Learning@Home and St. Luke's. At The Centre for Learning@Home, registrations in online programming have increased, while home education enrolment is still underway. Growth has been supported by new partnerships, including EC Hub and the Flex Academy hockey program in Calgary, where students complete online instruction in the mornings and have flexible learning time in the afternoons. St. Luke's continues to grow as well, particularly among students seeking an alternative learning experience, including 25 male and female hockey players. The partnership between The Centre for Learning@Home and St. Luke's is both extraordinary and essential, providing the flexibility students need to participate fully in online programming.

Andrea Keenan (Foothills County) moved:

that the minutes of the Okotoks Ward II Committee Meeting dated September 23, 2025, be adopted as presented.

Motion #111-25

Carried

It was the will of the Board to highlight learning from the Okotoks Ward II Committee Meeting in their September Board Highlights.

4.04 Oyen Ward Meeting September 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: The Parish, School Council, and school staff are collaboratively supporting the faith life of both the school and the community. This includes inviting Father Rodel and parishioners to attend school events and having the parish host a hot dog lunch for the school. By using the "ARC Way" as a guiding principle, a complementary approach to Catholic Social Teaching and the faith practices inherent to Assumption Roman Catholic School has been established.

Learning: The focus on Mastery assessment, along with the use of See Saw as a learning and assessment tool, helps staff, parents, and students remain dedicated to evidence-based evaluation, rigor, and effective home-school communication regarding assessments. This approach is specific to both Assumption Roman Catholic School and the greater Christ The Redeemer Catholic School division. Teachers, the principal, and support staff are also

engaged in continuous professional development, including mentorship connections, professional learning opportunities, and resource exploration.

Safe and Caring: The assistance provided by the Family School Liaison Worker (FSLW) and the newly contracted occupational therapist has significantly enhanced the universal support for fine motor skills and regulation. This new occupational therapy service offers increased support and early intervention for students, along with continuous assistance from the FSLW to address social-emotional learning and implement universal mental health strategies. Speech and language services also continue for the community.

Stewardship: Assumption Roman Catholic School enhances student learning and growth by inviting outside speakers such as "Storm Chasers," Chris Koch, and farm safety experts to educate, motivate, and engage the students.

Michelle Rude-Volk (Oyen) moved:

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

Motion #112-25

Carried

It was the will of the Board to highlight learning from the Oyen Ward Committee meeting in their September Board Highlights.

5 BOARD STANDING COMMITTEES

5.01 Audit Committee Meeting
September 15, 2025

Mark Chung (Drumheller) moved:

that the minutes of the Audit Committee Meeting of September 15, 2025, be adopted as presented.

Motion #113-25

Carried

5.02 Faith Committee Meeting
September 15, 2025

Mark MacDonald (High River) moved:

that the minutes of the Faith Committee Meeting of September 15, 2025, be adopted as presented.

Motion #114-25

Carried

6 TRUSTEES

6.01 Upcoming Trustee Events

Trustees reviewed the upcoming trustee events.

6.02 Trustee Event Attendance

Trustee attendance was determined for the faith retreat, the Bishop's Luncheon, the ACSTA Annual General Meeting, and the ASBA Fall General Meeting.

6.03 Staff Recognition

The Board discussed and decided on a gift to recognize staff.

6.04 Review of Trustee Orientation
Material

In preparation for the onboarding of new trustees after the October 20th municipal election, a robust year-long trustee orientation plan has been prepared. This material was reviewed with the Board in detail during their Committee of the Whole meeting on September 26, 2025.

7 DIVISION

7.01 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 September Board Highlights.

7.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- CTR priorities for 2025-2026 have been identified as the three-year faith theme (Encountering Goodness), as well as Assessment for Mastery and the

Success for All Students. Assessment for 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. Success for All Students will be supported by Student Services and implementations of recommendations made through last year's program review.

- An overview was provided for the implementation of the 2025-2026 Education Plan for the division's three priorities of Catholic faith, academic excellence, and healthy schools. Initiatives relating to faith include the development of resources with choice for schools for Catholic Learning Communities and continued focus on Catholic Social Teachings and permeation. Focus for academic excellence will be on the Assessment for Mastery initiative, literacy resources, and elementary curriculum. Healthy School priorities include responding to student complexity and the relaunch of #Relationships. The use of artificial intelligence will be considered in each of the division's priorities given its growing use in society.
- Steps resulting from the Ministerial Order regarding literary resources were reviewed and include the review of CTR literary materials in libraries and classrooms to identify any materials in contradiction of the order or the Catholic worldview. An administrative procedure is also being drafted in this regard and will be implemented by January.
- Amendments to the Education Act (Bill 27) have warranted changes in CTR's administrative processes. These changes relate to human sexuality instruction (parent opt-in and permission for external resources), gender-related name or pronoun changes, and the right to education during an emergency.

It was the will of the Board to highlight the Assessment for Mastery initiative from Superintendent Holowka's report in their September Board Highlights.

Deputy Superintendent Behm reported on the following:

- New teachers were welcomed to CTR with a two-day orientation in August where they were provided with information about CTR's pillars of faith, learning, safe and caring schools, and stewardship of resources. The orientation was aimed at making new teachers feel secure and inspiring them towards excellence, facilitating a calm beginning to the school year.
- CTR is well staffed for the 2025-2026 year, largely due to refinement of teacher recruitment in response to labour-market trends. New hires were secured through multiple channels, including career fairs and CTR staff referrals, as well as former CTR students returning to CTR to teach. Pro-active strategies utilized included the pre-hiring of strong candidates, offering moving-expense support, and arranging community visits.

Matthew McIsaac (Canmore) moved:

that the Board move in camera to discuss a strategic item at 10:52 a.m.

Motion #115-25

Carried

John de Jong (Brooks) moved:

that the Board return to open session at 10:58 a.m.

Motion #116-25

Carried

It was the will of the Board to highlight New Teacher Orientation from Deputy Superintendent Behm's report in their September Board Highlights.

Associate Superintendent Marco Pacione reported on the following:

- The Opening Professional Development Day attended by all teachers in August was well received with a 99% satisfaction rate. The day began with

Mass with Bishop McGrattan and community priests and featured this year's faith theme of Encountering Goodness, as well as two learning themes - Assessment for Mastery and Success for All Students. Staff participated in breakout sessions in grade/subject areas in the afternoon on the Assessment for Mastery initiative. The next day saw staff continue their professional development with the Success for All Students in their own schools.

- Divisional team leaders are supporting increased junior and senior high student exposure to career exploration and the skilled trades. CTR's summer work experience program provided an opportunity to build momentum toward growth of Off-Campus Education in all CTR communities, with 35 students earning work experience credits. As of mid-September, CTR has 103 students enrolled in work experience.
- New curriculum implementation continues with new K-3 Social Studies curriculum being mandatory this September with grades 4-6 implementation mandatory for September 2026. Optional field testing has been offered to teachers for the current year for selected portions of the draft curriculum for grades 7-9 Mathematics, Social Studies, Physical Education and Wellness, and Career Education and Financial Literacy. Piloting of these courses will be optional for 2026/2027 and mandatory in 2027/2028.

It was the will of the Board to highlight career exploration from Associate Superintendent Pacione's report in their September Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Construction is underway on the replacement school for École Good Shepherd School. Bi-weekly meetings are occurring with EllisDon providing updates. A site blessing at the construction site was held on September 25th with representatives attending from CTR, St. James Parish, the Alberta government, the Indigenous community, and the Town of Okotoks.
- Planning work by Alberta Infrastructure at the site for the new high school in Brooks is well underway, leading the way for the potential of full capital funding being approved.
- The hillside behind St. Anthony's School continues to slide, and quotes obtained to properly remediate it were in the \$3,000,000 range. Given this significant cost, a request was made to Alberta Education for financial assistance, and they have agreed to provide funding in the amount of \$3,000,000.

It was the will of the Board to highlight the funding received for the hillside remediation behind St. Anthony's School from Associate Superintendent Kilcommons's report in their September Board Highlights.

7.03 Program Review Update

Deputy Superintendent Behm advised that the Artificial Intelligence (AI) Program Review will assess key areas to ensure responsible and effective implementation. Details were provided regarding the following key areas to be examined: Governance and Policy, AI Use by Staff and Students, Impact on Learning and Assessment, AI and Data Privacy, Professional Learning and Training Needs, and Recommendations and Future Planning. The scope, goals and context of the review will be determined in October, and the focus group and survey questions will be finalized in November.

- 8 INTERNATIONAL FIELD TRIPS**
- 8.01 Centre for Learning@Home (Mike Jerrett) – Italy and Greece – Easter 2027
Matthew McIsaac (Canmore) moved:
 that the International Field Trip by the Centre for Learning@Home to Italy and Greece at Easter 2027 be ‘approved in principle’.
Motion #117-25
Carried
- 8.02 Holy Trinity Academy (Stephanie Kruger) – Costa Rica – Easter 2027
Andrew Gustafson (Okotoks) moved:
 that the International Field Trip by the Holy Trinity Academy to Costa Rica at Easter 2027 be ‘approved in principle’.
Motion #118-25
Carried
- 9 LOCALLY DEVELOPED COURSES**
- 9.01 None
- 10 NEW BUSINESS**
- 10.01 ACSTA Interim Vice President Appointment
 Vice Chair Andrew Gustafson (Okotoks) was congratulated on his interim appointment as Vice President to the Alberta Catholic School Trustees’ Association (ACSTA).
- 11 NOON PRAYER AND GRACE**
- 11.01 Noon Prayer and Grace
 Vincent Behm (Deputy Superintendent) led the Board in the Noon Prayer and Grace.
- 12 AFTERNOON OPENING PRAYER**
- 12.01 Afternoon Opening Prayer
 Harry Salm (Strathmore) led the Board in the Afternoon Opening Prayer.
- 13 IN CAMERA SESSION**
- 13.01 In Camera Items
Harry Salm (Strathmore) moved:
 that the Board move in camera to discuss strategic and personnel items at 12:29 p.m.
Motion #119-25
Carried
- Michelle Rude-Volk (Oyen) moved:**
 that the Board return to open session at 2:05 p.m.
Motion #120-25
Carried
- Andrew Gustafson (Okotoks) moved:**
 that Trustee Remuneration as set out in Board Policy 2 – Role of the Board represent a 12% increase in salary, and a 12% increase in per diem rates, effective as of October 21, 2025, to remain in effect until the next municipal election in four years.
Motion #121-25
Carried
- Matt McIsaac (Canmore) moved:**
 that the Board move in camera to discuss strategic and personnel items at 2:10 p.m.
Motion #122-25
Carried
- Andrew Gustafson (Okotoks) moved:**
 that the Board return to open session at 3:12 p.m.
Motion #123-25
Carried

Andrew Gustafson (Okotoks) moved:

that the Superintendent's compensation be adjusted as discussed in camera at today's meeting.

Motion #124-25

Carried

14 AGENDA ITEMS FOR NEXT BOARD MEETING

14.01 Call for Proposed Agenda Items

Trustees were asked to submit any further items they wish added to October's Board meeting agenda to Chair Keenan (Foothills County).

15 CLOSING

15.01 Closing Liturgy

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

15.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 3:20 p.m.

Motion #125-25

Carried

SIGNATURE OF CHAIR:

SIGNATURE SUPERINTENDENT:
