

MINUTES OF THE REGULAR BOARD MEETING

Thursday, June 19, 2025

Catholic Education Centre, Okotoks

Administration in Attendance

Dr. Andrea Holowka (Superintendent)
Vincent Behm (Deputy Superintendent)
Pat MacDonald (Associate Superintendent)
Michael Kilcommons (Associate Superintendent)
Marco Pacione (Director of Learning Secondary)
Kim Jamieson (Executive Assistant)

Attended

In Person
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 McIsaac
Mark MacDonald
Absent with Regrets: Mark Chung

Attended

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

1

OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 10:00 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. 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 truth through faith and reason. |
| 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 | Mark MacDonald (High River) moved:
that the agenda be adopted as presented.
Motion #94-25 |
| | | Carried |
| 1.09 | Adoption of Regular Board Minutes May 28, 2025 | The minutes of the Regular Board Meeting held on May 28, 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 May 28, 2025, be adopted as presented.
Motion #95-25 |
| | | Carried |

2	BUSINESS ARISING		
	2.01	None	
3	CORRESPONDENCE		
	3.01	Letter from Town of Okotoks 06.12.25	This correspondence was reviewed as information.
4	REPORTS FROM WARD COMMITTEES		
	4.01	Ward Meetings #3 - Summary	Superintendent Holowka reviewed the feedback received from students during Ward Meetings #3 throughout the division. The students were asked to consider a teacher that helped them grow personally, academically, or spiritually and what characteristics about that teacher or their classroom experiences were meaningful to them. Students provided positive feedback, and several key themes were identified including caring and trusting relationships; faithful and joyful witnesses; clear, supportive and personalized teaching; engaging and relevant learning; encouragement and growth mindset; and student voice and choice. Superintendents will be sharing the student feedback with teachers at Superchats next year.
5	BOARD STANDING COMMITTEES		
	5.01	Committee of the Whole Meeting May 28, 2025	John de Jong (Brooks) moved: that the minutes of the Committee of the Whole Meeting of May 28, 2025, be approved as presented. Motion #96-25 Carried
6	NEW BUSINESS		
	6.01	None	
7	TRUSTEES		
	7.01	Upcoming Trustee Events	Trustees reviewed the upcoming trustee events.
	7.02	Board Meeting Schedule 2025- 2026	Andrew Gustafson (Okotoks) moved: That the schedule of Board Meeting venues and dates for 2025-2026 be approved as presented. Motion #97-25 Carried
	7.03	Board Highlights Writer's Schedule 2025-2026	Trustees reviewed the Board Highlights Writer's Schedule for 2025-2026.
	7.04	Review of CTR Trustee Pamphlet	In preparation for the trustee election that will occur on October 20, 2025, and the onboarding of new trustees, the CTR Trustee Pamphlet was reviewed and revised as needed. Additional trustee orientation material will be reviewed in September.
8	DIVISION		
	8.01	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 June Board Highlights.
	9.02	Superintendents' Reports	Superintendent Holowka reported on the following: Two engagements have occurred in the Brooks community to share information about the planning phase for the new Brooks high school. An engagement with staff was held on June 13th and with parents from all three schools on June 17th. The presentation, feedback summary and questions

and answers will be posted on Brooks schools' websites for public viewing. Further engagement with specific community partners will be held to consider multi-service site opportunities.

- Alberta school divisions will receive a further 2.68% increase in learning support grant rates for the 2025/2026 year. Alberta Education and Childcare provided this additional funding in recognition of cost pressures related to support staff salary settlements. This will offer modest increases to CTR that will be used to support complex needs and possibly the operating deficit.
- An email has been received from the Alberta Education and Childcare with respect to parental concerns that have been brought forward regarding school library books. A provincial survey is currently collecting feedback, which could result in an administrative procedure being required for the procurement and review of library materials. CTR is awaiting direction from the province.
- A new administrative procedure is being created in response to the Alberta Fairness and Safety in Sport Act regarding eligibility, safety, and fairness in school sports. The Athletic Handbook will also be updated accordingly. Administrators have been asked to consider the impact of the Act on any students in their schools.
- Steps issued by the Alberta government for a measles outbreak were reviewed with the Board. These steps would be taken under the direction of the Medical Officer of Health and Alberta Health Services.

It was the will of the Board to highlight the engagements occurring in Brooks for the new high school from Superintendent Holowka's report in their June Board Highlights.

Deputy Superintendent Behm reported on the following:

- Recognizing the outstanding work of division support staff, and in light of the recent provincial compensation adjustments, a 3% salary increase has been given to support staff retroactive to September 2024. CTR has also committed to a 3% pay increase for support staff for 2025-2026, 2026-2027, and 2027-2028. This increase was included in the 2025-2026 budget approved by the Board in May. CTR Payroll staff were commended for their work in providing retroactive pay to staff in June.
- To strengthen the CTR leadership team, a principal/vice principal mentorship program was created at the beginning of the year. Each month the Superintendents hosted in-person or virtual sessions in which they led discussions on important topics and problems of practice. The program emphasized that effective leadership means fostering excellence in learning and creating a safe, caring environment for everyone.
- Student access to technology continues to be a priority in the division, and focus is on ensuring that traditional schools have an appropriate number of Chromebooks to support teaching and learning. The number of Chromebooks has been steadily increasing and due to a significant amount of funding being dedicated by CTR will grow to a ratio of 0.2 per student to 0.33 per student for 2025-2026.

It was the will of the Board to highlight the purchasing of Chromebooks from Deputy Superintendent Behm's report in their June Board Highlights.

Associate Pat MacDonald reported on the following:

- CTR has again created provincial curriculum support resources for teachers, this time for the new social studies curriculum. The project was contracted with Alberta Education in August 2024 and was led by Director of Learning, Jacealyn Hempel, and teacher, Brittany McDonah. The resources were

developed in collaboration with CTR teachers with special attention given to French Immersion supports, integration of Indigenous perspectives, and social studies resources emphasizing critical thinking and competencies.

- Implementation of the new social studies curriculum will occur in September 2025 for grades K-3, with optional implementation for grades 4-6 and mandatory implementation in September 2026. Draft curriculum for grades 7-9 math, social studies, physical education and wellness, and career education and financial literacy will also be released in June 2025 with optional field testing in 2025-2026. Optional implementation will then occur in 2026-2027, followed by mandatory implementation in 2027-2028.
- Given the increasing complexity of student needs and a noticeable rise in dysregulated behaviours, additional specialized support is required to effectively meet these challenges. Accordingly, a behaviouralist position is being added to the Student Services Team. This addition was also recommended in the review of student services.

It was the will of the Board to highlight the hiring of the behaviouralist from Associate Superintendent MacDonald's report in their June Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Ground was broken at the building site for the new École Good Shepherd School in Okotoks the weekend of June 14-15, 2025. A communication approved by Alberta Infrastructure is being prepared and will be shared with families in the near future. Alberta Infrastructure has selected EllisDon as the builder of the school and regular meetings will be scheduled for updates.
- Trustees were reminded that timelines for credit card submissions will remain in place over the summer months, and that out-of-pocket expenses and per diems for 2024-2025 must be submitted prior to August 31, 2025.
- Election agreements are being finalized in each CTR municipality for the upcoming trustee election. Elections are expected in at least two of the communities, with Trustees de Jong and MacDonald retiring. Nomination forms must be submitted directly to Associate Superintendent Kilcommons (or the returning officer).

It was the will of the Board to highlight the groundbreaking for École Good Shepherd School from Associate Superintendent Kilcommon's report in their June Board Highlights.

Harry Salm (Strathmore) left the meeting at 12:00 p.m.

9 NOON PRAYER AND GRACE

9.01 Noon Prayer and Grace

Associate Superintendent Kilcommons led the Board in the noon prayer and grace.

10 AFTERNOON OPENING PRAYER

10.01 Afternoon Opening Prayer

Andrew Gustafson (Okotoks) led the Board in the afternoon opening prayer.

11 DIVISION CON'T

11.01 Quarterly Financial Update (Q3)

Associate Superintendent Kilcommons provided the Board with the financial update for the third quarter ending May 31, 2025. In summary, CTR is in a favourable variance through Q3 with a net surplus of \$168,459. This surplus is largely due to the inclusion of school generated funds, without which a deficit position would exist. With the retroactive 3% salary increase for support staff, this deficit will increase in the fourth quarter, but the deficit will be less than originally projected as a result of unanticipated provincial grants received since

May 2024. Overall, CTR remains in a strong financial position to end this fiscal year. Exercising prudence and discernment remains paramount and long-term planning is critical to secure the financial health of the division.

12 INTERNATIONAL FIELD TRIPS

12.01 None

13 LOCALLY DEVELOPED COURSES

13.01 Locally Developed Courses

Mark MacDonald (High River) moved:

that on June 19, 2025, 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 #98-25

Carried

14 IN CAMERA SESSION

14.01 In Camera Items

Matthew McIsaac (Canmore) moved:

that the Board move in camera to discuss strategic and personnel items at 12:53 p.m.

Motion #99-25

Carried

Matthew McIsaac (Canmore) moved:

that the Board return to open session at 2:31 p.m.

Motion #100-25

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 September's Board meeting agenda to Chair Keenan (Foothills County).

16 CLOSING

16.01 Closing Liturgy

Mark MacDonald (High River) led the group in the closing prayer.

16.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 2:33 p.m.

Motion #101-25

Carried

SIGNATURE OF CHAIR:

SIGNATURE SUPERINTENDENT:
