

**MINUTES OF THE REGULAR BOARD MEETING**

Thursday, June 22, 2023, at 11:00 a.m. at

St. Anthony's School, Drumheller, AB

<b>Administration in Attendance</b>	<b>Attended</b>	<b>Trustees in Attendance</b>	<b>Attended</b>
Andrea Holowka (Superintendent)	In Person	Andrea Keenan (Chair)	In Person
Vincent Behm (Deputy Superintendent)	In Person	Harry Salm (Vice Chair)	In Person
Pat MacDonald (Associate Superintendent)	In Person	Andrew Gustafson	In Person
Michael Kilcommons (Associate Superintendent)	In Person	Mark Chung	In Person
Cindy Nickerson (Director of Communications)	In Person	John de Jong	In Person
Kim Jamieson (Executive Assistant)	In Person	Michelle Rude-Volk	In Person
		Mark MacDonald	In Person
		John-David Bogdanowski	In Person

- 1 OPENING**
- 1.01 Call to Order  
Chair Keenan (Foothills County) called the meeting to order at 11:05 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. 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: "I am - Jesus is the Way, the Truth, and the Life."  
Chair Keenan (Foothills County) reminded Board members of CTR's three-year faith theme.
  - 1.05 Land Acknowledgement  
Chair Keenan (Foothills County) recited CTR's draft land acknowledgement as follows:  
"We acknowledge Siksik' aohsin (Blackfoot Territory) and honour Niipaitapiiwahsin (way of life) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis Nation Region 3 and everyone else residing in the Territory."
  - 1.06 Lectio Divina – Gospel of Matthew  
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.  
  
Given CTR has not received the Preliminary Analysis of May Alberta Assurance Results from Alberta Education, it was requested that this item be deleted from the Board agenda (Item 3.01).
  - 1.08 Approval of the Agenda  
**Mark MacDonald (High River) moved:**  
that the agenda be adopted as amended.  
**Motion #104-23**  
  
**Carried**
  - 1.09 Adoption of Regular Board Minutes May 23, 2023  
The minutes of the Regular Board Meeting held on May 23, 2023, 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 23, 2023, be adopted as presented.

**Motion #105-23**

**Carried**

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**DIVISION**

2.01 Financial Update – Quarterly Report

Associate Superintendent Michael Kilcommons provided the Board with the fourth quarter financial update including variance analysis for revenues and expenses, noting that the division was on track and there were no concerns at this time.

3

**NOON PRAYER AND GRACE**

3.01 Noon Prayer and Grace

Trustee MacDonald (High River) led the group in the Noon Prayer and Grace.

4

**AFTERNOON OPENING PRAYER**

4.01 Afternoon Opening Prayer

Trustee Rude-Volk (Oyen) led the group in the Afternoon Opening Prayer.

5

**CORRESPONDENCE**

5.01 Letter to Deputy Minister Tremblay (re: Strathmore Modernization)

Presented as information.

5.02 Letter to Ryan Sawatzky, Okotoks Raquet Centre (re: Pickleball/Tennis Facility)

Presented as information.

6

**REPORTS FROM WARD COMMITTEES**

6.01 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 June Board Highlights.

6.02 Oyen Ward Committee June 2, 2023

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

**Faith:** The grades 5 and 6 students attended an annual retreat at St. Theresa, a bible school in Saskatchewan led by the Face-to-Face organization. This experience is unique to Assumption as no other CTR schools have elementary off-site, overnight, faith retreats.

**Learning:** The students are learning a lot through off-campus experiences including outdoor education, science, coding, faith, and relationships with Oyen Seniors at the Lodge.

**Safe and Caring:** Assumption had a bike rally to raise money for a ramp for a student's home. CTR has a four-person team of therapists and specialists to service this student's needs.

**Stewardship:** Andrea Holowka, CTR's incoming Superintendent, enjoyed the playground which is now completely paid for. There was parent and community support to help build the playground, including community members who were not part of the school.

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

that the minutes of the Oyen Ward Committee Meeting dated June 2, 2023, be approved as presented.

**Motion #106-23**

**Carried**

It was the will of the Board to highlight the Faith Pillar from the Oyen Ward Committee meeting in their June Board Highlights.

**7 BOARD STANDING COMMITTEES**

7.01 Liaison Committee Meeting May 30, 2023 Trustee de Jong (Brooks) presented the minutes from the Liaison Meeting of May 30, 2023.

**John de Jong (Brooks) moved:**

that the minutes of the Liaison Committee Meeting of May 30, 2023, be approved as presented.

**Motion #107-23**

*Carried*

**8 TRUSTEES**

8.01 Upcoming Trustee Events Presented as information.

8.02 Review of Board Meeting Schedule The proposed dates for Board meetings in 2023-2024 was reviewed. A change for the proposed meeting date in May 2024 was requested and made.

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

that the draft schedule of Board meeting venues and dates for the 2023-2024 year be adopted as amended.

**Motion #108-23**

*Carried*

8.03 Review of Board Highlights Writer Schedule The proposed writer schedule for the 2023-2024 Board Highlights was reviewed and agreed to by the Trustees of the Board.

**9 ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION**

9.01 ACSTA Directors' Meeting Update Trustee Gustafson (Okotoks) advised that ACSTA's calendar of events up to 2024 has been prepared. Dates of note for Trustees are the AGM scheduled in November and the Blueprints Conference scheduled from April 30-May 3, 2024.

The ACSTA Board of Directors met mid-June, highlights of that meeting include:

- Preliminary work on the budget has been done. It is anticipated that membership fees will not increase by more than 2%, with service levels being maintained. A deficit budget is anticipated with the deficit being covered by reserves.
- The timeline for ACSTA's governance review and strategic plan has been extended for an additional year.
- On September 5<sup>th</sup> the ACSTA Board of Directors will be meeting with board chairs and superintendents. These discussions will carry into the next board of directors' meeting two days later.
- A need for the establishment of a director orientation process has been identified with a tentative date for the orientation session scheduled for November 16<sup>th</sup>. ACSTA will be requesting that boards make attending this session mandatory. The timing of director terms was also discussed, with ACSTA noting it would be more efficient for all new directors to onboard at the same time as part of the orientation process.

Trustee Gustafson (Okotoks) also shared the results of ACSTA's Governance and Structure Survey recently completed noting priorities, barriers and additional resources requested.

Lastly, Trustee Gustafson (Okotoks) congratulated Trustee Salm (Strathmore) on his appointment as Vice President to the Canadian Catholic School Trustees' Association (CCSTA). Trustee Salm (Strathmore) indicated he was pleased to be serving in this role. He also consulted the Board regarding the possibility of hosting a separate portion of the 2024 CCSTA AGM should Calgary Catholic be

successful in their proposal to host. It was the Board's preference to support Calgary Catholic in their hosting endeavour rather than hosting any portion of the AGM.

9.02 ACSTA Alberta School Foundation Fund

Chair Keenan (Foothills County) provided background information regarding the ACSTA Alberta School Foundation Fund and CTR's past decision to "opt out" of the fund.

**Harry Salm (Strathmore) moved:**

that Division 4 of Part 6 of the Education Act (2012) s. 164(1-5) does not apply to this Board.

**Motion #109-23**

**Carried**

**10 ALBERTA SCHOOL BOARDS ASSOCIATION**

10.01 ASBA Zone 5 Report

Trustee MacDonald (High River) provided highlights from the ASBA Zone 5 meeting held on June 2, 2023, as below:

- Much of the meeting focused on preparation for the SGM held June 5 and 6.
- The Canadian School Boards Association Congress 2023 scheduled in Banff during July is full with over 300 delegates attending.
- Vice President, Shali Bazuilk, will be connecting with newly elected provincial members.
- A position statement is forthcoming with feedback to come from stakeholders.
- Zone 5 Awards Committee met to discuss the Friends of Education Award. There were three nominations put forward, including the joint nomination from CTR and Foothills School Division (FSD). The successful nominee was from another division, and as such, the Board discussed possibilities for celebrating the nominees they put forward.

10.02 ASBA SGM 2023

Chair Keenan (Foothills County) provided a brief summary of the ASBA SGM noting that all but one bylaw was passed. Board members expressed they were pleased with the professional development sessions offered and attended. Trustees Gustafson (Okotoks) and MacDonald (High River) attended the optional session on ARMIC and transportation which were informative.

**11 TEACHERS' EMPLOYER BARGAINING ASSOCIATION**

11.01 TEBA Report

Trustee Chung (Drumheller) advised that TEBA had not met since May and will be meeting next Wednesday. He also noted that survey results from divisions are currently being collected and central table negotiations have begun.

**12 DIVISION**

12.01 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.

12.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- In the final stages of Superintendent Holowka's transition, she will be meeting with all staff at the Catholic Education Centre as well as the superintendent team. Summer visits with trustees and parishes are being arranged, as well as visits to each of CTR's four summer schools. The summer months will allow for digestion of all information learned to date and critical planning for the year ahead.

- At each of the first ward meetings of the year, Superintendent Holowka will be providing an overview of the purpose of those meetings including the role of each member in an effort to enhance feedback through ward meetings.
- A meeting was recently held with FrancoSud in which they advised of their intent to apply for a new build in Canmore, allowing them to leave the space they occupy at Our Lady of the Snows Catholic Academy. CTR will be supportive of this application but will not abandon their capital plan for an addition at that school. In the meantime, work continues on the agreement to have FrancoSud added to the title for the school.
- The Centre for Learning@Home (CFL) is experiencing a drop in enrollment rates for next year. It is believed this drop is due to the influx of providers now available for homeschooling. CFL will continue to ensure that students are successfully educated through high standards for ethics and learning. Efforts are being made to develop new partnerships. Natural attrition will aid with any staffing changes that may be needed with decreased enrollment.
- CTR will be taking advantage of an opportunity to partner with Careers Next Generation in which a match grant will be received for a 0.4 position to assist with career exploration for students. This is a pilot project that links education to workforce and offers a database of internships available.

It was the will of the Board to highlight the Careers Next opportunity from Superintendent Holowka's report in their June Board Highlights.

Deputy Superintendent Behm reported on the following:

- The IT review is expected to be completed by next week. The Board will receive the final report at their Board meeting in September.
- In terms of staffing, there have been fewer than normal retirements and a slight increase in resignations this year. It is becoming more difficult to fill temporary positions. CTR is in good shape with 93% of positions filled for next year (compared to 77% at this time last year). Deputy Superintendent Behm and Human Resources Director, Carmen Ostafichuk, were commended for their work in recruiting and hiring staff.
- The Recognition Ceremony for CTR staff was held on May 31<sup>st</sup>. The recognition program allow for nominations of staff in all roles by other staff members. This contributes to wellness goals being achieved as staff feel valued. Survey results from ceremony attendees yielded very positive feedback.

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

Associate Superintendent MacDonald reported on the following:

- Plans are underway for the Opening PD Day that will be held on August 31<sup>st</sup>. Trustees are invited to join staff for the morning, which will include an Installation Mass for Superintendent Holowka with Bishop McGrattan and other community priests.
- Bishop McGrattan is looking at sacramental preparation and would like to see a more cohesive approach including partnering with schools. He is asking schools and parishes to form teams composed of administration, the local priest and teachers in grades 2 and 6 (or 7 and 8). In addition to focusing on students receiving sacraments, another goal for the committee should be sacramental integration to keep students engaged after receiving sacraments.
- Associate Superintendent MacDonald shared the new logo that has been created for the new three-year Faith Theme of "Faith Seeking Understanding".

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

Due to the early departure of Associate Superintendent Kilcommons from the meeting, Superintendent Holowka reported on the following:

- With the letter of authority having been received from the Minister of Education on the Sacred Heart Academy and Holy Cross Collegiate project, the project will now be going to tender. The first stage will be to build a band room and determine how a social space can be created. The goal will be to work on the band room in the spring and the gym into the spring/summer months when students can be outside.
- An initial capital planning meeting was held on Tuesday this week for the replacement school of Ecole Good Shepherd School. An additional meeting will be scheduled in the upcoming weeks to discuss and determine whether CTR or Alberta Infrastructure will take on the building of the project (or some combination of both). It will be important for CTR to have input on design.
- Trustees were reminded to have any out-of-pocket expenses submitted by June 30<sup>th</sup>.

It was the will of the Board to highlight the Strathmore project from Associate Superintendent Kilcommon's report in their June Board Highlights.

**13 INTERNATIONAL FIELD TRIPS**

13.01 Centre for Learning@Home – Trip to England, Wales, Scotland, Northern Ireland, Ireland – Mike Jerrett (Easter 2025)

**Harry Salm (Strathmore) moved:**

that the International Field Trip by Centre for Learning@Home to the England, Wales, Scotland, Northern Ireland, Ireland at Easter 2025 be 'approved in principle'.

**Motion #110-23**

*Carried*

13.02 St. Anthony's School – Trip to Greece – Kurt Phillips (Easter 2024)

**Mark Chung (Drumheller) moved:**

that the International Field Trip by St. Anthony's School to the Greece at Easter 2024 be 'approved in principle'.

**Motion #111-23**

*Carried*

13.03 Holy Cross Collegiate – Trip to Portugal and Spain – Lavern Evans (Easter 2025)

**Harry Salm (Strathmore) moved:**

that the International Field Trip by Holy Cross Collegiate to Portugal and Spain at Easter 2025 be 'approved in full'.

**Motion #112-23**

*Carried*

13.04 Holy Trinity Academy – Trip to California, USA – Matthew Hassett (August 2024)

**Andrew Gustafson (Okotoks) moved:**

that the International Field Trip by Holy Trinity Academy to California, USA in August 2024 be 'approved in full'.

**Motion #113-23**

*Carried*

**14 LOCALLY DEVELOPED COURSES**

14.01 Locally Developed Courses

Associate Superintendent MacDonald provided an overview of the Locally Developed Courses being proposed for renewal or implementation.

**Mark Chung (Drumheller) moved:**

that on June 22, 2023, The Christ the Redeemer Catholic Separate School Division authorize the following locally developed course for use in high schools within the jurisdiction.

**Yoga (15-3; 15-5; 25-3; 25-5; 35-3 and 35-5)** acquired from The Calgary School Division and is authorized from September 1, 2023 to August 31, 2027. The Board authorizes the learning resources as per the course outline.

**Dance (15-3; 15-5; 25-3; 25-5; 35-3 and 35-5)** acquired from The Edmonton School Division and is authorized from September 1, 2023 to August 31, 2027. The Board authorizes the learning resources as per the course outline.

**Motion #114-23**

*Carried*

**15 NEW BUSINESS**

15.01 None

**16 AGENDA ITEMS FOR NEXT BOARD MEETING**

16.01 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).

**17 CLOSING**

17.01 Closing Liturgy

Mark Chung (Drumheller) led the group in the Closing Liturgy.

17.02 Adjournment

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

that the meeting be adjourned. The meeting adjourned at 3:34 p.m.

**Motion #115-23**

*Carried*

SIGNATURE OF CHAIR:

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SIGNATURE OF ASSOCIATE SUPERINTENDENT,  
CORPORATE SERVICES:

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