

## MINUTES OF THE REGULAR BOARD MEETING Saturday, March 29, 2025 Our Lady of the Snows Catholic Academy, Canmore

| Administration in Attendance                  | Attended  | Trustees in Attendance        | Attended  |
|-----------------------------------------------|-----------|-------------------------------|-----------|
| Dr. Andrea Holowka (Superintendent)           | In Person | Andrea Keenan (Chair)         | In Person |
| Vincent Behm (Deputy Superintendent)          | In Person | Andrew Gustafson (Vice Chair) | In Person |
| Pat MacDonald (Associate Superintendent)      | In Person | Michelle Rude-Volk            | In Person |
| Michael Kilcommons (Associate Superintendent) | In Person | Harry Salm                    | In Person |
| Kim Jamieson (Executive Assistant)            | In Person | John de Jong                  | In Person |
|                                               |           | Mark MacDonald                | In Person |
|                                               |           | Dr. Matthew McIsaac           | In Person |
|                                               |           | Mark Chung                    | In Person |

|          |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>1</b> | <b>OPENING</b>                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.01     | Call to Order                                                             | Chair Keenan (Foothills County) called the meeting to order at 8:06 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":<br>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:<br>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                                                    | <b>Harry Salm (Strathmore) moved:</b><br>that the agenda be adopted as presented.<br><b>Motion #42-25</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          |                                                                           | <b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.10     | Adoption of Regular Board Minutes February 27, 2025                       | The minutes of the Regular Board Meeting held on February 27, 2025, were reviewed by the Board and recommended for adoption as presented.<br><br><b>John de Jong (Brooks) moved:</b><br>that the Minutes of the Regular Board Meeting dated February 27, 2025, be adopted as presented.<br><b>Motion #43-25</b>                                                                                                                                                                                                             |
|          |                                                                           | <b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>2</b> | <b>BUSINESS ARISING</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.01     | None                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3</b> | <b>CORRESPONDENCE</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3.01     | None                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>4</b> | <b>REPORTS FROM WARD COMMITTEES</b>                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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 March Board Highlights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.02     | Okotoks Ward II Meeting March 4, 2025                                                  | <p>Chair Keenan (Foothills County), highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward II Committee meeting:</p> <p><b>Faith:</b> Prayer cards will be made by Arthur Schmidt "the holy card maker guy" for St. Luke's students. This is an initiative coming from a Strathmore community member who is working alongside a St. Luke's staff member to make prayer cards for each student by name.</p> <p><b>Learning:</b> At the CFL 266 diploma exams were written in January, with 90% of students achieving at an acceptable standard, and 29% at the standard of excellence. This is an increase from last year, attributed to intentionally engaging and assessing students differently.</p> <p><b>Safe and Caring:</b> St. Luke's staff continue to attend the Junior Oilers' games, where their students attend. This was very well received and noticed by parents and students alike.</p> <p><b>Stewardship:</b> Both the CFL and St. Luke's are highly invested in meeting the unique needs of their students. CFL will be taking 45 students and 9 adults to Europe this year to experience faith, culture, and academic learning. This is similar to the fall camp, where 115 students gathered to form community. These activities are cornerstones contributing to increased high school engagement and socialization that wanes after elementary school. Enrolment at St. Luke's continues to climb, demonstrating their successful programming and reputation in the communities. There are currently 277 students enrolled at St. Luke's, growing from the 193 registered at the start of September. Many students are seeking alternative high school experiences, including those involved in community hockey programs and rodeo.</p> <p><b>Andrea Keenan (Foothills County) moved:</b><br/>that the minutes of the Okotoks Ward II Committee Meeting dated March 4, 2025, be approved as presented.</p> <p><b>Motion #44-25</b></p> <p style="text-align: right;"><b>Carried</b></p> <p>It was the will of the Board to highlight the learning pillar from the Okotoks Ward II Committee meeting in their March Board Highlights.</p> |
| 4.03     | Drumheller Ward Meeting March 19, 2025                                                 | <p>Trustee Chung (Drumheller) highlighted the following from CTR Catholic's four pillars, as they pertained to the Drumheller Ward Committee meeting:</p> <p><b>Faith:</b> Christmas concerts that occurred within St. Anthony's School were exceptionally well attended. These joyful and beautiful concerts allowed for the sharing of faith within the community, which uniquely provides formation experiences for students.</p> <p><b>Learning:</b> In January, the first Fine Arts Café was held to showcase the learning occurring within the options. This included sharing culinary treats, artwork, musical talents, and construction projects. Optional programming, combined with increasing student participation in work experience and RAP participation, allows more students to experience engaging educational opportunities that can lead to future enjoyment and employment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**Safe and Caring:** The change of the school zone to 30 km/hr was an extraordinary effort made to enhance the safety for the school community. This has been positively received by the school community and more broadly accepted by the town.

**Stewardship:** School Council's support of a family dance allows for the building of community between students, staff, and parents. This allows for the sharing of love and care for students. In turn, students have been learning about Catholic Social Teachings and have been participating in acts of services, most of which extend to the larger community in need (including cards for inmates, caroling for seniors, and serving at the food bank).

**Mark Chung (Drumheller) moved:**

that the minutes of the Drumheller Ward Committee Meeting dated March 19, 2025, be approved as presented.

**Motion #45-25**

*Carried*

It was the will of the Board to highlight the pillar of learning from the Drumheller Ward Committee meeting in their March Board Highlights.

4.04 Brooks Ward Meeting March 26, 2025

Trustee de Jong (Brooks) highlighted the following from CTR Catholic's four pillars, as they pertained to the Brooks Ward Committee meeting:

**Faith:** All our schools are participating in engaging and meaningful Lenten faith experiences for students. Holy Family Academy supports active "Stations of the Cross-fit" on Friday mornings before school for any families wishing to participate in movement and prayer. Each grade at CTK will experience two retreats at the parish this year (supported by either: NET, Face to Face, or led by school staff).

**Learning:** St. Joseph Collegiate is proud to collaborate with Christ The King and St. Luke's (Brooks Campus) to stage a production of Bringing Down the House, a musical without songs. Completely directed by St. Joseph Collegiate students, this comedic play is about an up-and-coming musical team that has rented a creaky old theatre for six weeks to mount a production of their new show to find out that they only have three hours to cast, rehearse, and stage the show as the theatre is slated to be demolished the next day.

**Safe and Caring:** Catholic Social Teachings are being lived out in all our Brooks schools. St. Joseph School's planning for anti-oppression week is well underway. This event will occur at the end of May, featuring the use of Rupertsland resources and a prayer vigil for the marginalized. Christ The King's School Council purchased frames for the Catholic Social Teaching posters. All Brooks admin were invited to a presentation on human trafficking to bring awareness to the challenges faced in many metro and urban communities.

**Stewardship:** Enrolment at all schools in Brooks continues to grow. St. Luke's population continues to grow at a rate of 29% across all campuses, including Brooks. Seventy-nine students are already registered for kindergarten at Holy Family Academy. To ensure a strong school transition, each parent receives a tour and visit of the school, which also allows administration to gain significant information about the students. There are many new teachers at Christ The King, allowing for the building of a vibrant staff to support the growing student population. The high school announcement has delighted the entire community and will become a solution to accommodate future success!

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

that the minutes of the Brooks Ward Committee Meeting dated March 26, 2025, be approved as presented.

**Motion #46-25**

*Carried*

It was the will of the Board to highlight the pillar of stewardship from Brooks Ward Committee meeting in their March Board Highlights.

**5 BOARD STANDING COMMITTEES**

5.01 Faith Committee Meeting March 3, 2025

**Mark MacDonald (High River) moved:**

that the Board approve the purchase and display of icons of the Patron Saints of CTR schools on the wall of the Catholic Education Centre conference room as recommended by the Faith Committee.

**Motion #47-25**

*Carried*

**Mark MacDonald (High River) moved:**

that the minutes of the Faith Committee of March 3, 2025, be approved as presented.

**Motion #48-25**

*Carried*

5.02 Awards Committee Meeting March 13, 2025

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

that the minutes of the Awards Committee Meeting of March 13, 2025, be approved as presented.

**Motion #49-25**

*Carried*

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

that the Board accept the Awards Committee's recommendations for the St. Joseph Parent of Distinction Awards.

**Motion #50-25**

*Carried*

**6 NEW BUSINESS**

6.01 None

**7 TRUSTEES**

7.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

7.02 2025 Graduation – Trustee Attendance

Trustees reviewed the graduation scheduled for 2025 with respect to their respective communities.

**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 March Board Highlights.

8.02 Superintendents' Reports

Superintendent Holowka reported on the following:

- CTR is grateful for Alberta Education's recent announcement of planning funds for a new grade 9-12 school in Brooks. The planning stage refines project details to ensure readiness for subsequent design and construction phases, such as site investigation analysis and scope development. Partnership development will also be explored, and risk identification and mitigation will be completed before moving into the design and build stages.
- Alberta Education has also advised that \$30,000 will be provided in support of consideration of moving the Sprung structure from École Good Shepherd School to St. John Paul II Collegiate. This funding will allow for value scoping studies, function planning, stakeholder engagement and site fit analysis.

- Preliminary budget highlights include an updated average adjusted enrolment method to reflect a two-year average with 30% of the funding based on the current year enrolment and 70% based on upcoming year enrolment projections. Base rate funding remains the same, but some funding rates are increasing to reflect rising costs of maintaining facilities. Other grants that will increase include learning support, classroom complexity, and transportation. New grants for technology will be provided for SuperNet costs and cybersecurity needs. An increase in education property tax will also provide increased revenue. The funding profile has been received and places CTR's budget at \$97M which is an increase of 1.8%.
- Work on the new Four-Year Education Plan is underway, including engagement with administrators, staff, parents, and students. The division plan will be presented to the Board for approval in May. After which it will be submitted to the province. A four-year education plan will also be completed and posted online for each school.

It was the will of the Board to highlight capital announcements from Superintendent Holowka's report in their March Board Highlights.

Deputy Superintendent Behm reported on the following:

- Administration has prepared school calendars to meet the requirements for assignable time set out by Alberta Education. Care is taken to not exceed assignable time and to provide teachers and administration with flexibility and autonomy to meet the unique needs of their schools. Board Policy 26 School Calendars is also considered given the Board's belief in the connection between student learning and maximizing instructional time.
- Work is being done for next year to establish effective team leadership and Education Council participation. Team leadership is governed by the Collective Agreement and requirements are derived from the competencies outlined in the Leadership Quality Standard. Last year work was done to refine job descriptions and expectations and bring consistency throughout the division which also aligned with the new Athletic Handbook. A change for the next year will be to add prep time to the stipend for athletic directors in grade 7-12 schools given the extra time needed to meet the requirements of the Alberta Schools' Athletic Association and tasks associated with organizing an athletic program.
- Substitute teachers are a pivotal employee group at CTR. As such, a professional development day was held for them on March 7, 2025. The day included an address from Superintendent Holowka, updates on the new curriculum, best practices, a review of the mobile device and social media administrative procedure, and feedback for the Workboard process. School administrators were provided with follow up information based on feedback from substitute teachers. There was 100% satisfaction from those who attended.

**Mark Chung (Drumheller) moved:**

that the Board move in camera to discuss a strategic item at 10:22 a.m.

**Motion #51-25**

**Carried**

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

that the Board return to open session at 10:24 a.m.

**Motion #52-25**

**Carried**

It was the will of the Board to highlight the change being made with respect to team leadership, particularly athletic directors, from Deputy Superintendent Behm's report in their March Board Highlights.

Associate Superintendent MacDonald reported on the following:

- The Superintendents host a Superchat at each school with principals and staff, and with the staff at the Catholic Education Centre and St. Thomas Centre. Fifteen Superchats have been completed focusing on faith formation. Themes that have emerged from teacher feedback were reviewed with the Board. It is evident that faith formation is successfully occurring throughout the division.
- Two professional development sessions have been held with school coding reps focusing on curriculum alignment, building teacher capacity on foundational coding instruction, and resource exploration. Resources purchased as per the three-year capital plan have been distributed, equipping schools to robustly deliver coding programming.
- As per the *Alberta Education Act* students are considered independent once they are 18 years of age. CTR will be updating Administrative Procedure STU #28 to align with this, and upon reaching their 18<sup>th</sup> birthday, students will receive all school communication directly *unless* they provide consent for parents to continue to have access. Parents will be informed of this change in the upcoming months, and support will be provided to school administrative assistance and administrators.

It was the will of the Board to highlight coding from Associate Superintendent MacDonald's report in their March Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- Work continues on the École Good Shepherd replacement school with Alberta Infrastructure managing the project. The planned timeline is expected to be announced soon and will be shared publicly. CTR is developing a commissioning list for needed furniture and equipment in consultation with subject area experts.
- Board Policy #23 – Field Trips indicates that the Board will give final approval of a school trip to allow the organizer to move forward with planning details. Once the trip receives final Board approval, Sr. Administration is tasked with ensuring the trip is safely conducted. A new Summary and Recommendation Form has therefore been prepared which provides the necessary information to the Board at the final approval stage.
- Through the annual capacity and utilization review, pressure points for space identified at schools (contingent on enrolment projections) include Our Lady of the Snows Catholic Academy in Canmore, Holy Trinity Academy in Okotoks, St. Francis of Assisi Academy in Okotoks, all three schools in Brooks, and Holy Spirit Academy in High River. A request for modulars at St. Francis of Assisi and at Holy Trinity has been made again this year, with a decision expected in April.

It was the will of the Board to highlight the need for modulars at St. Francis of Assisi and Holy Trinity Academy from Superintendent Kilcommon's report in their March Board Highlights.

8.03 2025-2026 Assumption Calendar /  
CFL Calendar

**Mark Chung (Drumheller) moved:**

that the 2025-2026 school calendars for Assumption Roman Catholic School and the Centre for Learning@Home be approved as presented.

**Motion #53-25**

***Carried***

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| <b>9</b>  | <b>NOON PRAYER AND GRACE</b>                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9.01      | Noon Prayer and Grace                                                                                                                                                                     | John de Jong (Brooks) led the Board in the noon prayer and grace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>10</b> | <b>AFTERNOON OPENING PRAYER</b>                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10.01     | Afternoon Opening Prayer                                                                                                                                                                  | Mark Chung (Drumheller) led the Board in the afternoon opening prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>11</b> | <b>DIVISION CONTINUED</b>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 11.01     | Quarterly Financial Update (Q2)                                                                                                                                                           | Associate Superintendent Kilcommons provided the Quarter 2 Financial Report (September 1, 2025, to February 29, 2025) to the Board. Details included were breakdowns for revenues, expenses, and variance analyses for both revenues and expenses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           |                                                                                                                                                                                           | Through the first six months of fiscal 2025, the division has a favourable variance with a net surplus of \$516,584. At this point it appears that the division will end the year in a stronger financial position than originally projected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11.02     | Three-Year Capital Plan 2026-2029                                                                                                                                                         | <p>The Three-Year Capital Plan for 2026-2029 was reviewed and discussed by the Board. Given the recent announcement regarding planning funding for a new Brooks High School and the potential to move the Sprung structure in Okotoks, the divisional priorities include:</p> <ul style="list-style-type: none"> <li>• A permanent addition on Our Lady of the Snows Catholic Academy: an addition of a second story with six classrooms increasing student capacity by 150.</li> <li>• Request for pre-planning funding for a new high school in Okotoks with a student capacity of 1000.</li> <li>• Request for pre-planning funding for a new high school in High River with a student capacity of 500.</li> </ul> <p><b>John de Jong (Brooks) moved:</b><br/>that the Three-Year Capital Plan for 2026-2029 be approved as presented.<br/><b>Motion #54-25</b></p> <p style="text-align: right;"><b>Carried</b></p> |
| <b>12</b> | <b>INTERNATIONAL FIELD TRIPS</b>                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12.01     | None                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>13</b> | <b>LOCALLY DEVELOPED COURSES</b>                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13.01     | Locally Developed Courses: <ul style="list-style-type: none"> <li>• Technical Theatre (15-3/15-5) LDC 1987</li> <li>• Fantasy and Science Fiction Appreciation (15-5) LDC 1031</li> </ul> | <p><b>Andrew Gustafson (Okotoks) moved:</b><br/>that on March 29, 2025, The Christ the Redeemer Catholic Separate School Division authorizes the following locally developed courses for use in high schools within the jurisdiction. Further, the Board authorizes the learning resources as per the course outlines:</p> <p>Technical Theatre (15-3/15-5) LDC 1987 is authorized from August 28, 2025 until August 31, 2026.</p> <p>Fantasy and Science Fiction Appreciation (15-5) LDC 1031 is authorized from August 28, 2025 until August 31, 2028.</p> <p><b>Motion #55-25</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                               |

**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 12:25 p.m.

**Motion #56-25**

**Carried**

**Matt McIsaac (Canmore) moved:**

that the Board return to open session at 2:08 p.m.

**Motion #57-25**

**Carried**

**Matt McIsaac (Canmore) moved:**

that the Board support Harry Salm in pursuing the position of President for the Canadian Catholic School Trustees' Association (CCSTA).

**Motion #58-25**

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

**16 CLOSING**

16.01 Closing Liturgy

Matthew McIsaac (Canmore) led the group in the closing prayer.

16.02 Adjournment

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

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

**Motion #59-25**

**Carried**

SIGNATURE OF CHAIR:

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SIGNATURE SUPERINTENDENT:

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