

## MINUTES OF THE REGULAR BOARD MEETING

Thursday, November 28, 2024, at 9:00 a.m. at  
The Catholic Education Centre, Okotoks, AB

### Administration in Attendance

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

### Attended

In Person  
In Person  
In Person  
In Person  
In Person

### Trustees in Attendance

Andrea Keenan (Chair)  
Andrew Gustafson (Vice Chair)  
Michelle Rude-Volk  
Harry Salm  
John de Jong  
Mark Chung  
Mark MacDonald  
Dr. Matthew Mclsaac

### Attended

Via Videoconference  
In Person  
In Person  
In Person  
Via Videoconference  
Via Videoconference  
Via Videoconference  
In Person

## 1

### OPENING

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|------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.01 | Call to Order                                                             | Given Chair Keenan (Foothills County) attended via videoconference, Vice Chair Gustafson (Okotoks) chaired the meeting which was called to order at 9:12 a.m.                                                                                                                                                                                                                                                                                                                                                                      |
| 1.02 | Litany                                                                    | Vice Chair Gustafson (Okotoks) led the Board in reciting the Litany of CTR Catholic.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, Consecration to Mary | Vice Chair Gustafson (Okotoks) led the Board in reciting the Board Prayer, the Vocations Prayer, and the Vision of the Board. Vice Chair Gustafson stated that the division has been consecrated to the saving grace of Mary and led the Board in reciting a Hail Mary.                                                                                                                                                                                                                                                            |
| 1.04 | Three-year Faith Theme: "Faith Seeking Understanding"                     | Vice Chair Gustafson (Okotoks) 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                                                      | Vice Chair Gustafson (Okotoks) 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 Nation Region 3 and everyone else residing in the Territory. We honour the Elders and Knowledge Keepers who share their teachings and wisdom. This acknowledgement is an act of gratitude to those peoples on whose traditional land we now live, work, play, or visit. |
| 1.06 | Lectio Divina – Gospel of Luke                                            | The Board engaged in Lectio Divina.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.07 | Additions/Deletions to the Agenda                                         | Vice Chair Gustafson (Okotoks) asked if there were any additions or deletions to the proposed Board agenda. There were none.                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.08 | Approval of the Agenda                                                    | <b>Matthew Mclsaac (Canmore) moved:</b><br>that the agenda be adopted as presented.<br><b>Motion #140-24</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |
|      |                                                                           | <b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1.10 | Adoption of Regular Board Minutes October 24, 2024                        | The minutes of the Regular Board Meeting held on October 24, 2024, were reviewed by the Board and recommended for adoption as presented.<br><b>Harry Salm (Strathmore) moved:</b><br>that the Minutes of the Regular Board Meeting dated October 24, 2024, be adopted as presented.<br><b>Motion #141-24</b>                                                                                                                                                                                                                       |
|      |                                                                           | <b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| 2 | <b>BUSINESS ARISING</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | 2.01 Alberta Catholic School Trustees' Association (ACSTA) AGM – CTR Award Recipients       | Vice Chair Gustafson (Okotoks) recognized the recipients of the ACSTA Awards given at the recent AGM, including Trustee John de Jong, Meritorious Service Award; Dr. Bonnie Annicchiarico, Honorary Life Membership Award; and Stacey McNeil-Ayeh, Appreciation Award.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|   | 2.02 Alberta School Boards Association (ASBA) FGM – Award Nominations                       | Nominations were presented to ASBA for consideration on two CTR initiatives. CTR's Ward Committee engagements with staff, parents, priests and students was nominated in the category of Community Engagement Award, and the Loose Parts Play and Nature Inspired Kindergarten was nominated in the category of School Board Innovation and Excellence Award.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3 | <b>CORRESPONDENCE</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | 3.01 Letter from Minister Nicolaides dated November 26, 2024                                | This letter was shared as information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4 | <b>FOUR-YEAR EDUCATION PLAN</b>                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | 4.01 Presentation and Discussion of Annual Education Results Report                         | <p>Superintendent Holowka reviewed the Annual Education Results Report for 2023-2024. CTR outperformed the province in 12 of 12 required assurance measures. As well, 91.9% of perspective stakeholders consider CTR schools to be welcoming and caring environments and nearly 90% of stakeholders believe appropriate supports and services are available when needed. Strong learning experiences are represented by student achievement data that is above the province, and further reinforced by 93% satisfaction with education quality. With respect to faith, 94% of stakeholders indicated they were satisfied with the formation, education, and partnerships that support Catholic education in CTR.</p> <p><b>Matthew McIsaac (Canmore) moved:</b><br/>that the 2023-2024 Annual Education Results Report be approved as presented.<br/><b>Motion #142-24</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5 | <b>REPORTS FROM WARD COMMITTEES</b>                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|   | 5.01 Trustees to identify one feature from each Ward Committee Meeting for Board Highlights | Vice Chair Gustafson (Okotoks) reminded Trustees to identify one feature from each Ward Committee Meeting for the November Board Highlights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   | 5.02 Canmore Ward Meeting October 22, 2024                                                  | <p>Trustee McIsaac (Canmore), highlighted the following from CTR Catholic's four pillars, as they pertained to the Canmore Ward Committee meeting:</p> <p><b>Faith:</b> The school intends for each student to visit the Shrine, so this year School Council will provide funds to ensure that grade 12 students can visit and attend Mass ahead of their graduation. Grades K-11 will also be attending a Mass throughout the year, with these costs coming from the school operational budget. Liturgies have been enhanced to include a strong student choir with staff musical accompanists. Also, this year, the Diocesan Advent Mission will be followed by Mass, and then will culminate in the picking up of the poinsettias as part of the School Council fundraiser. This has been strategically combined to assist more families in attending the Shrine and hopefully encourage them to participate in worship opportunities.</p> <p><b>Learning:</b> Every student who wrote a June diploma achieved the acceptable standard, including English 30-1 and 30-2. The OLS excellence measures for diplomas were above provincial scores in all subjects for the June sitting.</p> <p><b>Safe and Caring:</b> A parent book club will be formed through School Council, to learn through conversation and expert advice. This year's book will be "The Anxious Generation", and a day will be planned to engage in this book study. The ASCA engagement grant may be used to begin a parent library. This initiative</p> |

dovetails with the increased focus on student and social media. Noted is the 200-person waiting list for parents to access the book in the local public library. **Stewardship:** School staff will volunteer at the Christmas Community Dinner, which is hosted by the Parish annually for those who work in the hospitality industry or others who will not have a Christmas meal prepared for them.

**Matthew McIsaac (Canmore) moved:**

that the minutes of the Canmore Ward Committee Meeting dated October 22, 2024, be approved as presented.

**Motion #143-24**

***Carried***

It was the will of the Board to highlight the pillar of faith from the Canmore Ward Committee meeting in their November Board Highlights.

5.03 Okotoks Ward I Meeting  
November 13, 2024

Vice Chair Gustafson (Okotoks), highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward I Committee meeting:

**Faith:** Student formation activities have been abundant in all our Okotoks CTR schools. Catholic education week was celebrated in École Good Shepherd School, through prayer chains and student rosary groups. St. Mary's created their sacred space in the St. John Vianney area and have increased parent attendance at school Masses. The Many and One initiative has been embraced in all our Ward schools, where good works have been associated with Catholic Social Teachings. At St. Francis of Assisi, Catholic Social Teachings serve as a vital permeated framework for both staff and student faith formation, enabling integration of Catholic principles across all aspects of our daily activities, curriculum, and student awards. Faith formation through student retreats were also greatly supported within our secondary schools. St. John Paul II supported retreats from Michael Chiasson and Face-to-Face. Many reflections from students, staff, and parents shared the influence these had on their faith and spiritual well-being.

**Learning:** Each of our schools in Okotoks Ward I have engaged in significant Indigenous learning and celebration. At St. Francis of Assisi, a significant member of the Indigenous community that has children attending the school afforded an opportunity for building relationship and engaging the staff in land-based learning. Additionally, an Indigenous presenter spoke to students in celebration of Indigenous Veterans on Remembrance Day. At St. John Paul II, the staff spent their October Professional Development Day attending Blackfoot Crossing. An Indigenous fiddler performed for students, while sharing stories about his experience as a Métis and his relationship with the land. École Good Shepherd School spent a CLC session with staff reviewing the Rupertsland materials to learn about and acknowledge Métis Week. At St. Mary's School, a Métis parent presented to students and engaged them in beading.

**Safe and Caring:** Welcome and sense of belonging activities were prominent in Okotoks over the last few months. École Good Shepherd School is training patrollers to support the return of this student leadership opportunity. Additionally, support dogs will be welcomed into the school to work with specific students. St. John Paul II provided ice cream sandwiches for each student, as this was JP II's favourite treat. A lunch was held for new students, allowing them to meet each other and other key students in the school. At Holy Trinity Academy, an increasingly large student population is supported by over 50 extra-curricular opportunities. Students from some of these groups provide mentorship and support to students at the feeder schools in specific athletic and fine arts endeavours.

**Stewardship:** With increased demand on facilities due to increasing enrolment, our principals are strategically focused on their building use. St. Mary's School

cleared out several spaces to create regulation spaces for students. Support toward their inclusive playground fundraising continues. In St. John Paul II, the library, foods lab, and board room have undergone renovations. Holy Trinity Academy's increased enrolment (nearing 1050) has placed additional pressure on building use; however, maintenance of smaller class sizes continues to be prioritized.

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Okotoks Ward I Committee Meeting dated November 13, 2024, be approved as presented.

**Motion #144-24**

**Carried**

It was the will of the Board to highlight the pillar of stewardship from the Okotoks Ward I Committee meeting in their November Board Highlights.

5.04 Ward Meetings Round #1 – Engagement Summary

With the first round of Ward meetings completed, Superintendent Holowka provided a summary of the engagement sessions held with students, parents, staff and parish priests. The engagement sessions focused on gathering feedback on CTR's administrative procedure regarding student cell phone and social media use which was drafted in response to the Ministerial Order issued last spring.

5.05 Administrative Procedure (Draft) – Personal Mobile Devices and Social Media

Deputy Superintendent Behm provided an overview of the draft administrative procedure (AP) regarding personal mobile devices and social media use for students during instructional time. Restriction of cellular devices has been in practice since September as directed by the Ministerial Order, and the AP will come into effect in January 2025.

**6**

**BOARD STANDING COMMITTEES**

6.01 Committee of the Whole October 23, 2024

**Harry Salm (Strathmore) moved:**

that the Minutes of the Committee of the Whole Meeting dated October 23, 2024, be adopted as presented.

**Motion #145-24**

**Carried**

6.02 Policy Development and Review Committee Meeting October 31, 2024

**Harry Salm (Strathmore) moved:**

that the minutes of the Policy Development and Review Committee Meeting of October 31, 2024, be approved as presented.

**Motion #146-24**

**Carried**

**Harry Salm (Strathmore) moved:**

that the amendments as proposed be approved to Board Policy #01 – Divisional Foundation Statements; Board Policy #02 – Role of the Board; Board Policy #03 – Role of the Trustee; Board Policy #04 – Trustee Code of Conduct; and Board Policy #05 – Role of the Board Chair.

**Motion #147-24**

**Carried**

Liaison Committee Meeting November 5, 2024

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Liaison Committee Meeting dated November 5, 2024, be approved as presented.

**Motion #148-24**

**Carried**

Audit Committee Meeting November 22, 2024

**Andrew Gustafson (Okotoks) moved:**

that the minutes of the Audit Committee Meeting dated November 22, 2024, be approved as presented.

**Motion #149-24**

**Carried**

**NEW BUSINESS**

- 7.01 Audit Overview (Year Ending August 31, 2024) Associate Superintendent Kilcommons provided an overview of the audit results for the year ending August 31, 2024. The division continues to remain in a strong financial position with total revenues of \$109,598,737 and total expenses of \$107,735,796. This excess of revenue over expenses equates to an overall surplus position of \$1,862,941. This is a favourable variance of \$2,718,508 from the projected budget deficit of \$855,567.
- 7.02 Budget Motion #1 – Transfer from Unrestricted Surplus to Operating Reserves **Harry Salm (Strathmore) moved:** that the Board transfer from Unrestricted Surplus to Operating Reserves the amount of \$1,500,000.  
**Motion #150-24**  
**Carried**
- 7.03 Budget Motion #2 – Transfer from Unrestricted Surplus to Capital Reserves **Matthew McIsaac (Canmore) moved:** that the Board transfer from Unrestricted Surplus to Capital Reserves the amount of \$1,234,709.  
**Motion #151-24**  
**Carried**
- 7.04 Budget Motion #3 – Approve Audit Financial Statements **Michelle Rude-Volk (Oyen) moved:** that the Board approve the Audited Financial Statements for the year ended August 31, 2024, as presented.  
**Motion #152-24**  
**Carried**
- 7.05 2024/2025 Budget Update Superintendent Holowka advised that originally planned deficit of \$1,258,850 for 2024/2025 is now reduced to a projected deficit of \$185,000. This change is the result of additional funding, adjustments to the weighted moving average due to enrolment below prediction and corresponding reduced staff. Additional funding was also received this week from Alberta Education as a transitional measure to help adjust to the updated funding formula. This diminished deficit position combined with the intentional stewardship of resources during the latter part of 2023/2024 places the division in a better position than expected.
- 7.06 Bylaw to Designate Ward Boundaries **John de Jong (Brooks) moved:** to complete first, second and third readings of proposed Bylaw 2024-01, a Bylaw to Designate Ward Boundaries of The Christ the Redeemer Catholic Separate School Division on November 28, 2024.  
**Motion #153-24**  
**Carried Unanimously**
- 7.06.01 First Reading Associate Superintendent Kilcommons completed the first reading of Bylaw 2024-01, a Bylaw to Designate Ward Boundaries of The Christ the Redeemer Catholic Separate School Division.
- 7.06.02 Second Reading Associate Superintendent Kilcommons completed the second reading of Bylaw 2024-01, a Bylaw to Designate Ward Boundaries.
- 7.06.03 Third Reading Associate Superintendent Kilcommons completed the third reading of Bylaw 2024-01, a Bylaw to Designate Ward Boundaries.
- 7.06.04 Vote to Pass Bylaw 2024-01 **Harry Salm (Strathmore) moved:** to adopt Bylaw 2401-01, a Bylaw to Designate Ward Boundaries of The Christ the Redeemer Catholic Separate School Division.  
**Carried**

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| 7.07    | Bylaw to Require Criminal Record Checks for Trustee Nominations | <p><b>Michelle Rude-Volk (Oyen) moved:</b> to complete first, second and third readings of proposed Bylaw 2024-02, a Bylaw to Require Criminal Record Checks for Trustee Nominations on November 28, 2024.</p> <p><b>Motion #154-24</b></p> <p style="text-align: right;"><b><i>Carried Unanimously</i></b></p> |
| 7.07.01 | First Reading                                                   | Associate Superintendent Kilcommons completed the first reading of Bylaw 2024-02, a Bylaw Requiring Criminal Record Checks for Trustee Nominations.                                                                                                                                                             |
| 7.07.02 | Second Reading                                                  | Associate Superintendent Kilcommons completed the second reading of Bylaw 2024-02, a Bylaw Requiring Criminal Record Checks for Trustee Nominations.                                                                                                                                                            |
| 7.07.03 | Third Reading                                                   | Associate Superintendent Kilcommons completed the third reading of Bylaw 2024-02, a Bylaw Requiring Criminal Record Checks for Trustee Nominations.                                                                                                                                                             |
| 7.07.04 | Vote to Pass Bylaw 2024-02                                      | <p><b>Harry Salm (Strathmore)</b> to adopt Bylaw 2401-02, a Bylaw Requiring Criminal Record Checks for Trustee Nominations for The Christ the Redeemer Catholic Separate School Division.</p> <p style="text-align: right;"><b><i>Carried</i></b></p>                                                           |

## 8 TRUSTEES

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| 8.01 | Upcoming Trustee Events | Trustees reviewed upcoming trustee events. |
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## 9 DIVISION

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| 9.01 | Trustees to identify one feature from each Superintendent's Report for the Board Highlights | Vice Chair Gustafson (Okotoks) reminded trustees to identify one feature per Superintendent report for the November Board Highlights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9.02 | Superintendents' Reports                                                                    | <p>Superintendent Holowka reported on the following:</p> <ul style="list-style-type: none"> <li>• Faith updates: a call has been sent out to staff to share their faith stories of Advent. The stories will be shared in the division throughout Advent. In answer to a request from the Bishops of Alberta, staff will begin praying the Angelus at noon with students starting in January. Resources are being prepared for schools to consider along with their local context for implementation.</li> <li>• Based on the Board's strategic planning discussions, a new graphic has been developed for the Division's priorities of Catholic Faith, Academic Excellence, and Healthy Schools. This graphic will be shared at upcoming Ward meetings as feedback is gathered regarding the upcoming four-year education plan.</li> <li>• The "Did You Know?" campaign will begin in December and will continue into February at the division level with schools also being requested to participate. The campaign brings awareness of the division ahead of registration and Alberta Education surveys being distributed.</li> </ul> |

It was the will of the Board to highlight faith from Superintendent Holowka's report in their November Board Highlights.

Deputy Superintendent Behm reported on the following:

- Consultation with parents, staff and school councils on the draft calendar for 2025/2026 is underway. The calendar for Assumption Roman Catholic School is still pending as per discussions with Prairie Rose School Division for shared bussing. All feedback received will be taken into consideration and the final calendar will be presented to the Board for approval in February.
- Details were shared regarding CTR's Aspiring Leaders program which provides a learning opportunity for CTR teachers to refine leadership skills.

There is a good representation of participants from across the division. The session held in October included sessions on visionary leadership, time management, leadership in Catholic education and artificial intelligence. The second session will be held next week.

- Recruiting and retention efforts continue with emphasis placed on developing targeted strategies to attract teachers to CTR by emphasizing the division's unique values, supports and opportunities. Efforts are also being made to promote CTR's strengths to stand out in a competitive recruitment landscape, including offering attractive contracts, professional development and faith-based opportunities. A video has been created featuring new teachers explaining why they chose CTR which will be used at career fairs.

It was the will of the Board to highlight teacher recruitment and retention from Deputy Superintendent Behm's report in their November Board Highlights.

Associate Superintendent MacDonald reported on the following:

- CTR has a unique team leader program in which lead teachers are identified and provided targeted professional learning opportunities in a wide range of subject areas. This allows teachers to grow in their knowledge and enhance teaching skills. Divisional team leads and school-based reps meet three times a year. This collaboration ensures practices are aligned throughout the division.
- The work of the Many and One Committee is done to foster a safe, caring and inclusive environment in all schools and is focused on combatting racism and discrimination. Resources have been created for school communities, with the most recent being guidelines for selecting resources to support instruction. The guidelines will support teachers with meaningful faith permeation across the curriculum and empower educators to choose suitable resources that align with instructional goals and Catholic worldview. Tracking of suspensions and discipline referrals related to racism and discrimination will occur, as will tracking of student mental health referrals related to these areas through Dossier. This tracking will allow the division to see where efforts have been successful and where further support is needed.
- A CTR Athletic Handbook has been created to provide guidelines, policies, best practices and essential information for stakeholders of the athletic program related to extracurricular athletics. The handbook will bring consistency across the division as to how programs are run.

It was the will of the Board to highlight internal leadership development from Associate Superintendent MacDonald's report in their November Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The renovation project in Strathmore has been completed. At Holy Cross Collegiate, the band room has been operational for two weeks, and the chapel is also in use. At Sacred Heart Academy, the gym has been returned to its original size after housing the band room for several years. Staff and students are ecstatic with the results.

It was the will of the Board to highlight the completion of the Strathmore renovations from Superintendent Kilcommon's report in their November Board Highlights.

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| <b>10</b> | <b>NOON PRAYER AND GRACE</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 9.01 Noon Prayer and Grace                         | Trustee Salm (Strathmore) led the Board in the noon prayer and grace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>11</b> | <b>AFTERNOON OPENING PRAYER</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 10.01 Afternoon Opening Prayer                     | Superintendent Holowka led the Board in the afternoon opening prayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>12</b> | <b>DIVISION CONTINUED</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 12.01 Major Capital Projects Review and IMR Update | Associate Superintendent Kilcommons shared with the Board updates for both CMR (major capital projects) and IMR (infrastructure, maintenance, and renewal). CTR's facilities department makes every effort to attend to projects in each community each year to ensure facilities are maintained. Completed CMR and IMR projects were reviewed and a further breakout of the IMR and CMR for each school was provided.                                                                                                                                                                                              |
|           | 12.02 Capital Reserves Priorities                  | Superintendent Holowka and Associate Superintendent Kilcommons provided an update on capital projects, noting that project planning in future years may require revisiting given needs and budgetary decisions. Periodic updates will be provided.                                                                                                                                                                                                                                                                                                                                                                  |
|           | 12.03 Capital Plan Update                          | Superintendent Holowka and Associate Superintendent Kilcommons presented a proposal to update the current Capital Plan to respond to the unprecedented growth occurring at Holy Trinity Academy in Okotoks. The priorities being proposed are #1: St. Joseph's Collegiate in Brooks; #2: Permanent addition to Our Lady of the Snows in Canmore; #3: New High School Announcement in Okotoks; #4: Relocation of the Sprung Structure; and #5: New High School Announcement in High River. The Board was supportive of this update. Accordingly, the next step will be to resubmit the Capital Plan to the Ministry. |
| <b>13</b> | <b>INTERNATIONAL FIELD TRIPS</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 11.01 None                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>14</b> | <b>LOCALLY DEVELOPED COURSES</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 12.01 None                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>15</b> | <b>NEW BUSINESS</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 13.01 None                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>16</b> | <b>IN CAMERA SESSION</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 14.01 In Camera Items                              | <p><b>Matthew McIsaac (Canmore) moved:</b><br/>that the Board move in camera to discuss strategic and personnel items at 2:21 p.m.<br/><b>Motion #155-24</b></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>Michelle Rude-Volk (Oyen) moved:</b><br/>that the Board return to open session at 3:06 p.m.<br/><b>Motion 156-24</b></p> <p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                   |
| <b>17</b> | <b>AGENDA ITEMS FOR NEXT BOARD MEETING</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 15.01 Call for Proposed Agenda Items               | Trustees were asked to submit any further items they wish added to January's Board meeting agenda to Chair Keenan (Foothills County).                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>18</b> | <b>CLOSING</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | 16.01 Closing Liturgy                              | Trustee 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 3:08 p.m.

***Motion #157-24***

***Carried***

SIGNATURE OF CHAIR:

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SIGNATURE OF ASSOCIATE SUPERINTENDENT,  
CORPORATE SERVICES:

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