

MINUTES OF THE REGULAR BOARD MEETING

Thursday, February 29, 2024, at 9:00 a.m. at
Catholic Education Centre, Okotoks, AB

Administration in Attendance

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 MacDonald

Attended

In Person
In Person
In Person
In Person
Via Videoconference
Via Videoconference
(for Agenda Items 4-8)

Trustees Absent with Regrets: Mark Chung and John David Bogdanowski

1

OPENING

- | | | |
|------|---|---|
| 1.01 | Call to Order | Chair Keenan (Foothills County) called the meeting to order at 9:16 a.m. |
| 1.02 | Litany | Chair Keenan (Foothills County) led the Board in reciting the Litany of CTR Catholic. |
| 1.03 | Board Prayer, Vocations Prayer, Vision of the Board, Consecration to Mary | Chair Keenan (Foothills County) led the Board in reciting the Board Prayer, the Vocations Prayer, and the Vision of the Board. Chair Keenan stated that the division has been consecrated to the saving grace of Mary and led the Board in reciting a Hail Mary. |
| 1.04 | Three-year Faith Theme: "Faith Seeking Understanding" | Chair Keenan (Foothills County) reminded Board members of CTR's three-year faith theme, being Faith Seeking Understanding. The Catholic Church teaches that God is Truth, Goodness, and Beauty. Each transcends the limitations of place and time and is rooted in being. This year the focus is on encountering beauty through faith and science. |
| 1.05 | Land Acknowledgement | Chair Keenan (Foothills County) recited CTR's Land Acknowledgement as below:
We acknowledge Siksik' aohsin (Blackfoot Territory) and Nitsitapisini (way of life of all people) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis 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 John | 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 | Michelle Rude-Volk (Oyen) moved:
that the agenda be adopted as presented.
Motion #26-24 |
| | | Carried |
| 1.09 | Adoption of Regular Board Minutes January 27, 2024 | The minutes of the Regular Board Meeting held on January 27, 2024, were reviewed by the Board and recommended for adoption as presented.

Harry Salm (Strathmore) moved:
that the Minutes of the Regular Board Meeting dated January 27, 2024, be adopted as presented.
Motion #27-24 |

2

FOUR-YEAR EDUCATION PLAN

2.01 Senior High Math Continuous Improvement

Cheryl Kuemper (Director of Learning) and Chan Phu (Divisional Senior High Math Lead and teacher from Notre Dame Collegiate) presented to the Board on continuous improvement for Senior High Math. This continuous improvement involves a deep dive into the PAT and diploma data received from Alberta Education. With the CLC refresh this year, administrators and teachers of all subjects were challenged to not only analyze the data, but to 1. provide insights regarding students' understanding of the curriculum; 2. how interpreting the data could inform classroom practice and enable success for all students; and 3. reflect on continuous improvement and the data, as to how it could be addressed through the CLC cycle.

The practice of analyzing data for Mr. Phu started his first year of teaching and has grown stronger with these additional considerations focused on continuous improvement. His work as Math Lead is shared with other math teachers in the division through retreats, with the desired outcomes for the division being teacher efficacy in math, engagement with collaboration in team teaching and engagement, improved results and understanding of math skills and concepts, enhanced student engagement in class, and improved results in Assurance Survey related to student engagement.

Board members commended Mr. Chan for his delivery of a great math program. Superintendent Holowka recognized Director of Learning, Cheryl Kuemper, for her work with continuous improvement in all subjects.

3

CORRESPONDENCE

3.01 None

4

REPORTS FROM WARD COMMITTEES

4.01 Trustees to identify one feature from each Ward Committee Meeting for Board Highlights

Chair Keenan (Foothills County) reminded Trustees to identify one feature from each Ward Committee Meeting for the February Board Highlights.

4.02 High River Ward Meeting February 13, 2024

Trustee MacDonald (High River), joined the meeting via videoconference for this portion of the meeting and highlighted the following from CTR Catholic's four pillars, as they pertained to the High River Ward Committee meeting:

Faith: Faith results at Holy Spirit Academy are exceptionally strong (96%-98%). Stakeholders are very satisfied with their faith growth related to their experience with Catholic education. The *Growing in Faith, Growing in Christ* resource is being used to guide the formation of our students.

A unique experience tying in faith and science was planned at Holy Spirit Academy around the new astronomy section of the science curriculum. This event attracted 200 participants and was meant to host an outside event. A cloudy night required a change of plans, which led to the leveraging of the "Astrodome" as the foundational activity. The supporting scientist provided sessions all evening for students to learn about science within our faith over a cup of hot chocolate. Notably, there was a higher percentage of fathers attending, creating a new facet of community to parent-home relationships.

Learning: The Provincial Achievement Test results are superb within our CTR Catholic High River schools. The acceptable standard for Holy Spirit Academic is 30.4% higher than provincial, and the acceptable standard for Notre Dame Collegiate is 9.7% above the province. St. Luke's is pastoral in its approach to accompanying their students, resulting in a notable five-year high school completion rate that is above the provincial average.

Safe and Caring: At all three schools, the survey measure for Access to Supports and Services is very strong (Holy Spirit Academy = 14.7% above province; Notre Dame Collegiate = 10.9% above province; St. Luke's = 15.2% above province). This speaks to teachers' knowledge and expertise in providing individualized learning experiences, the support of our Connections Workers and FSLWs, and the ability to serve each child within the lens of our faith. There continues to be high levels of learning and mental health needs in all schools, which are provided to and appreciated by the communities.

Stewardship: School Councils at both Holy Spirit Academy and Notre Dame Collegiate are both exceptional in their fundraising and enhancement of student experiences. Recent fundraising at Holy Spirit has provided for the purchase of classroom sensory bins, curtains for the stage, an outdoor gaga ball pit, Teacher's Pet for science opportunities, and the Astrodome. At Notre Dame, a bake sale raised funds to support graduation activities and other events supported treating students and staff with Christmas cookies and building community at School Council meetings through icebreaker activities.

Mark MacDonald (High River) moved:

that the minutes of the High River Ward Committee Meeting dated February 13, 2024, be approved as presented.

Motion #28-24

Carried

It was the will of the Board to highlight faith from the High River Ward Committee meeting in their February Board Highlights.

4.03 Okotoks Ward I Meeting
February 15, 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: All faith survey results for the Ward schools range from 88% to 98%. There has been an increase in the intentionality of centering the culture and actions in each school within the Catholic faith. This focus also allowed the schools to ensure that all community stakeholders understand that the actions to support students and the school community are driven by our Catholic Church teachings. Engagement in Masses, liturgies, Religious Education classes, and connection to the Parish allows for strong and authentic faith-based experiences actively supported across all schools.

Learning: The five schools in the Okotoks area are committed to supporting strong and engaging learning experiences for each child. The outcomes on PAT and Diploma exams are above the province for acceptable and excellence in each school. These high results are reflective of the commitment of our staff to supporting strong literacy, numeracy, and core subject teaching experiences. Also of note is the high school completion rate for students at Holy Trinity Academy, which is 96.1% for the three-year completion rate and 98.0% for the five-year rate. This is an intentional commitment to student success across their entire kindergarten to grade 12 journeys. The administration at each school also identifies areas of growth and are committed to ensuring that staff focus on their collective efficacy through the focused Catholic Learning Community time on Friday afternoons.

Safe and Caring: Each of the five Ward schools have Welcoming, Caring, Respectful, and Safe Learning Environment survey results above the provincial average, ranging from 87.9% to 96.1%. This is reflective of the commitment of staff in knowing and caring for each and every child in the school. Students, staff, and parents recognize and understand this culture within our schools, as reflected in the survey results. Citizenship survey results are also higher than the provincial average across all schools. Intentional student leadership opportunities and community service are promoted at each school. This is another extension of the pastoral social teachings of the Catholic Church and lays

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the foundation for strong learning experiences. There is also tremendous acknowledgement of the support of the larger Okotoks and Foothills communities, and the ability for our students and staff to give back locally and globally, as a higher calling of our faith.

Stewardship: Pancake breakfasts were held at all our Elementary and Junior High Okotoks I Ward schools. This was supported by the generosity of School Councils, staff, community, and parents, in providing their time and funding for purchasing and making pancakes for all students. HTA focuses their support on St. Patrick's Day, as this celebrates the patron saint of their school. This is recognized through the decoration of the atrium and handing out gold coins for students. All schools are supported by involved parents and School Councils, who focus on promoting parental engagement, education, and fundraising to support various enhancements at each of our schools. This includes a commitment to experiences for students, such as movie nights and hot lunches, as well as purchasing of items for schools, including technology, equipment, and playground builds.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Okotoks Ward I Committee Meeting dated February 15, 2024, be approved as presented.

Motion #29-24

Carried

It was the will of the Board to highlight the faith and academic results for all Okotoks Ward I schools from the Okotoks Ward I Committee meeting in their February Board Highlights.

5

BOARD STANDING COMMITTEES

5.01 Committee of the Whole
Meeting January 26, 2024

Chair Keenan (Foothills County) presented the minutes from the Committee of the Whole Meeting of January 26, 2024.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Committee of the Whole Meeting of January 26, 2024, be approved as presented.

Motion #30-24

Carried

5.02 Policy Development and Review
Committee Meeting February 7,
2024

Vice Chair Gustafson (Okotoks) presented the minutes from the Policy Development and Review Committee Meeting of February 7, 2024.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Policy Development and Review Committee Meeting of February 7, 2024, be approved as presented.

Motion #31-24

Carried

Andrew Gustafson (Okotoks) moved:

that the Board approve the recommendations made by the Policy and Development and Review Committee for the following policies: a. Board Policy #21 – Financial Guidelines; b. Board Policy #22 – Compensation and Benefits for Non-teaching Staff; c. Board Policy #23 – Field Trips; d. Board Policy #24 – School Councils; e. Board Policy #25 – Graduation Requirements; f. Policy #02 – Role of the Board; g. Policy #03 – Role of the Trustee; h. Policy #19 – Good Works.

Motion #32-24

Carried

5.03 Liaison Committee Meeting
February 8, 2024

Vice Chair Gustafson (Okotoks) presented the minutes from the Liaison Committee Meeting of February 8, 2024.

Andrew Gustafson (Okotoks) moved:

that the minutes of the Liaison Committee Meeting of February 8, 2024, be approved as presented.

Motion #33-24

Carried

6

TRUSTEES

6.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

7

**ALBERTA CATHOLIC SCHOOL
TRUSTEES' ASSOCIATION**

7.01 ACSTA Directors' Meeting
Update

Vice Chair Gustafson (Okotoks) advised that ACSTA met in early February. Discussion topics at that meeting included ACSTA's governance structure, the recent Catholic education symposium, and MLA meetings regarding property taxes. Also discussed was the timing of Catholic Education Week and Catholic Education Day, with the possibility of moving Catholic Education Week from the spring to the fall. The CTR Board was supportive of this move but requested that it be done late enough in the fall to allow for planning.

Vice Chair Gustafson also advised that work is being done to make the code of conduct for ACSTA directors more robust, and a committee has been formed to plan another symposium in 2025 on Catholic education and teacher/trustee formation.

ACSTA is also seeking feedback on questions regarding changes that could be made to the regulation around formation in the province. It was agreed that these questions should be deferred to the Board's Emergent Issues Feedback Committee, and that Committee will meet on March 14, 2024.

7.02 ACSTA Symposium

Chair Keenan (Foothills County) shared that the Symposium held on February 9 and 10, 2024 was extremely well organized and congratulated the ACSTA for their efforts. The symposium provided the opportunity to have conversations with others in the province, including students from St. Joe's College.

Vice Chair Gustafson (Okotoks) noted that the Symposium served as a reminder of all the formation work already being done at CTR which should be celebrated.

8

**ALBERTA SCHOOL BOARDS
ASSOCIATION**

8.01 ASBA Zone 5 Report

Trustee MacDonald (High River) advised that the last ASBA Zone 5 meeting was on February 2nd. He asked trustees to note the Edwin Parr Zone Event scheduled for May 24th at the Track Golf Course in Langdon. As well, the ASBA Spring General meeting will be held at the Westin in Calgary on June 3 and 4, 2024.

Highlights from the reports given at the recent ASBA meeting included:

- Investment from Alberta Education on building a future of mental health in the amount of \$10 Million.
- Assurance surveys open March 1st.
- Alberta Education has sent out a private school administration guide.
- ASBA president, Marilyn Dennis, is focused on making connections with Alberta Ministers, and has recently met with the Minister of Energy and Minerals, the Career Education Minister, and the Minister of Affordability and Utilities.

8.02 ASBA 2024 General Meetings and
Timelines

This item was deferred to the Board's Emergent Issues Feedback Committee for review and consideration.

- 8.03 ASBA Friends of Education Award Considerations Consideration was given as to whether a nomination would be made for the ASBA Friends of Education Award. David and JoAnn Gilbreath, owners of Okotoks Sobey's, were nominated for this award last year, and they will be recognized at the Divisional Awards Ceremony in May. It was suggested that recognizing community members at the Divisional Awards Ceremony be done annually. Administration will consider this, and if deemed appropriate, will work with the Awards Committee on establishing criteria.

9

**TEACHERS' EMPLOYER
BARGAINING ASSOCIATION**

- 9.01 TEBA Report Associate Superintendent Kilcommons advised that TEBA would be meeting today. The bargaining list was shared yesterday, and the next step is to start central bargaining. Depending on the time central bargaining takes, local bargaining may start in the fall.

10

DIVISION

- 10.01 Board Approval of 2024-2025 School Calendar **Harry Salm (Strathmore) moved:** that the 2024-2025 school calendar for CTR Catholic's traditional schools be adopted as presented.
Motion #34-24 **Carried**
- 10.02 Board Approval of 2025-2026 and 2026-2027 School Calendar Dates **John de Jong (Brooks) moved:** that the draft 2025-2026 and 2026-2027 school calendar dates be adopted as presented.
Motion #35-24 **Carried**

11

NOON PRAYER AND GRACE

- 11.01 Noon Prayer and Grace Associate Superintendent MacDonald led the group in Noon Prayer and Grace.

12

AFTERNOON OPENING PRAYER

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

13

DIVISION (CONTINUED)

- 13.01 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 February Board Highlights.
- 13.02 Superintendents' Reports Superintendent Holowka reported on the following:
- CTR ran a "Did You Know" communications campaign in which posts were made daily from December 8 – February 13 on Facebook and Instagram. Statistics from both Facebook and Instagram indicate that the campaign was successful.
 - A Google form has been created to allow parents, students and staff to share their good stories about Christ The Redeemer Schools and Catholic education. Principals will be provided with this form to distribute to parents, and it was suggested that providing the form through School Councils might be effective. Compelling stories will be videoed and shared. This work dovetails with the work of the provincial and CTR GrACE Committees.
 - Stacey MacNeil-Ayeh, Alberta Catholic Education Curriculum Resource Coordinator, presented to principals, vice principals and Family School Liaison Workers (FSLWs) in November on the LIFE Framework. As a follow up, a further session was held with FSLWs as to what it means to work in a Catholic school. Superintendent Holowka also shared with the FSLW group her Many & One work previously done with Administration. A second session on the Pastoral Guidelines was also held with principals and vice principals at their February meeting. A resource has been created for use by principals and vice principals to deliver this material to staff and they will be creating a work plan for this purpose.

- The parent engagement evening held on February 6th regarding the new build for École Good Shepherd School was well attended by parents, grandparents and students. Town of Okotoks Mayor Thorn also attended. Schematic designs were shared, and the architect, Superintendent Holowka and Principal Jacealyn Hempel presented and then answered questions. The questions posed, along with answers have been posted to the school's website. A timeline for the project is expected to be known in approximately six to eight months.
- Planning is near completion in Strathmore for the Holy Cross Collegiate (HCC) and Sacred Heart Academy (SHA) modernizations. Construction costs have increased since the Board approved the project but are still within budget. Both the Chapel and band room at HCC will be larger than originally planned. The SHA gymnasium will include a built-in Murphy stage. Building is expected to begin in May, with completion expected at the end of August. Consultation with staff will occur on March 15th and a parent information evening will occur on March 25th.
- Chapel and sacred space planning at each school is being considered, and the work being done on the above building projects is providing valuable insight. A sacred space survey to learn more about how these spaces are used in schools has been done and parish priests are also being consulted.

It was the will of the Board to highlight the communications campaign from Superintendent Holowka's report in their February Board Highlights.

Deputy Superintendent Behm reported on the following:

- Staff are utilizing benefits offered through the ASEPB's benefits provider, Inkblot. Over half of all employees have created a profile with Inkblot so that benefits are quickly and easily accessible in a time of need. This completion rate is higher than both the Zone 5 and provincial averages. The results reflect the good work of CTR vice principals who are tasked with informing staff of resources available.
- To ensure strong leaders are in position in each community as openings occur, senior administration has begun revamping the Aspiring Leaders Program for next year. A teacher consultation was recently hosted for aspiring leaders to determine areas that could be built upon. Initial ideas for next year's program were shared with the trustees.
- As per Board Policy 28 – Central Office Department and School Program Reviews, CTR is currently engaged in a review of initiatives in post-secondary pathways, career counseling and off campus opportunities (work experience, green certification, RAP, dual credit) and related elements. Danica Martin, the consultant retained, has begun interviews with division office staff. School-based consultation will include interviews with administrators and lead teachers, student focus groups, parent consultation through email/survey for grades 10-12 students, and a student survey to 20% of grade 10-12 students.

It was the will of the Board to highlight staff benefits from Deputy Superintendent Behm's report in their February Board Highlights.

Associate Superintendent MacDonald reported on the following:

- Faith Days for all CTR staff were held February 20 and 21, 2024 with the theme being "The Encounter with Beauty Brings Us to Faith". Both days started with Mass and the afternoons included guest speakers and breakout sessions. Survey results indicate that staff were satisfied with the two days. Debriefing meetings were held following Faith Days to plan for next year.

- In partnership with Brooks RCMP, CTR and Grasslands School Division held a one-week Youth Police Academy in February. Students attended from 8:30 a.m. to 3:30 p.m. and learned about the history of the RCMP, the Canadian justice system, firearms, human trafficking, substance abuse, mental health policing, de-escalation, and recruiting. Activities included ride-alongs with detachment members, fingerprinting, court-house visits and marching. At the end of the week, students presented an overview of their learnings. Students had the opportunity to consider policing as a career and earned 30-level credits for completing the Academy. The week also resulted in strong relationships and trust being built between students and policing services.

It was the will of the Board to highlight Brooks Youth Police Academy from Associate Superintendent MacDonald's report in their February Board Highlights.

Associate Superintendent Kilcommons reported on the following:

- The Divisional Capital Priorities list is due to the province on April 1st, and as such, the final plan will be shared at the March Board meeting. Initial plans were shared with the trustees.
- The provincial budget will be released today, and it is expected that the funding manual for CTR will be received in the next few weeks. The funding manual will contain the details needed to begin planning for the 2024-2025 budget.
- Ali Basra has been hired as the Director of Facilities and will begin on March 4th. Onboarding will occur during the first two weeks of March with outgoing Director David Lunn, and will include introductions to schools, principals, Catholic Education Centre Staff and the Board of Trustees.

It was the will of the Board to highlight the hiring of Ali Basra, Director of Facilities from Associate Superintendent Kilcommon's report in their February Board Highlights. The Board also wished to highlight the hiring of the two new Directors of Student Learning, Jacealyn Hempel and Marco Pacione.

14

INTERNATIONAL FIELD TRIPS

- 14.01 St. John Paul II Collegiate – Trip to Greece, Neil Hawryluk (Easter 2025)

Andrew Gustafson (Okotoks) moved:

that the International Field Trip by St. John Paul II Collegiate to Greece at Easter 2025 be 'approved in principle'.

Motion #36-24

Carried

15

LOCALLY DEVELOPED COURSES

- 15.01 Locally Developed Courses:

- Guitar (2022) (15-3; 15-5; 25-3; 25-5; 35-3 & 35-5) LDC 1568 / 2568 / 3568
- Speech and Debate (2022) (15-3; 25-3; & 35-3) LDC 1209 / 2244 / 3244
- Military Studies (2022) (15-3; 15-5; 25-3; 25-5; 35-3 & 35-5) LDC 1051 / 2051 / 3051

Michelle Rude-Volk (Oyen) moved:

that on February 29, 2024, The Christ the Redeemer Catholic Separate School Division authorize 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:

Guitar (2022) (15-3; 15-5; 25-3; 25-5; 35-3 & 35-5) LDC 1568 / 2568 / 3568 acquired from The Calgary School Division and is authorized from August 26, 2024 to August 31, 2026.

Speech and Debate (2022) (15-3; 25-3; & 35-3) LDC 1209 / 2244 / 3244 acquired from The Edmonton School Division and is authorized from August 26, 2024 to August 31, 2026.

Military Studies (2022) (15-3; 15-5; 25-3; 25-5; 35-3 & 35-5) LDC 1051 / 2051 / 3051 acquired from The Calgary School Division and is authorized from August 26, 2024 to August 31, 2028.

Motion #37-24

Carried

16 NEW BUSINES

16.01 None

17 BUSINESS ARISING

17.01 CTR Trustee Apparel

Apparel items were selected by the trustees and sizing information will be provided so that an order can be submitted.

18 BREAK

19 IN CAMERA SESSION

19.01 In Camera Items

Harry Salm (Strathmore) moved:

that the Board move in camera to discuss legislative, land, and personnel items at 4:09 p.m.

Motion #38-24

Carried

Harry Salm (Strathmore) moved:

that the Board return to open session at 5:01 p.m.

Motion #39-24

Carried

20 AGENDA ITEMS FOR NEXT BOARD MEETING

20.01 Call for Proposed Agenda Items

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

21 CLOSING

21.01 Closing Liturgy

Harry Salm (Strathmore) led the group in the Closing Liturgy.

21.02 Adjournment

Michelle Rude-Volk (Oyen) moved:

that the meeting be adjourned. The meeting adjourned at 5:02 p.m.

Motion #40-24

Carried

SIGNATURE OF CHAIR:

SIGNATURE OF ASSOCIATE SUPERINTENDENT,
CORPORATE SERVICES:
