

MINUTES OF THE REGULAR BOARD MEETING

Saturday, March 21, 2026

Holy Spirit Academy, High River

Administration in Attendance

Dr. Andrea Holowka (Superintendent)
 Vincent Behm (Deputy Superintendent)
 Marco Pacione (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
 Dr. Matthew McIsaac
 Louise Henrickson
 Jacqueline Vanderfluit
 Michelle Gietz

Attended

In Person
 In Person
 In Person
 In Person
 Via Zoom
 In Person
 In Person
 In Person

1 OPENING

- 1.01 Call to Order
Chair Keenan (Foothills County) called the meeting to order at 9:55 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 and the Vocations Prayer. She then led the Board in reciting a Hail Mary and the Vision of the Board.
- 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 goodness through faith and society.
- 1.05 Land Acknowledgement
Chair Keenan (Foothills County) recited CTR's Land Acknowledgement as below:
We acknowledge Siksik'aohsin (Blackfoot Territory) and Nitsitapisini (way of life of all people) of Kainai, Siksika and Piikani, including Tsuut'ina, Stoney Nakoda, Métis homeland and everyone else residing in the Territory. We honour the Elders and Knowledge Keepers who share their teachings and wisdom. This acknowledgement is an act of gratitude to those peoples on whose traditional land we now live, work, play, or visit.
- 1.06 Lectio Divina
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
Harry Salm (Strathmore) the agenda be adopted as presented.
Motion #45-26
Carried
- 1.09 Adoption of Regular Board Minutes February 26, 2026
The minutes of the Regular Board Meeting held on February 26, 2026, were reviewed by the Board and recommended for adoption as presented.
Louise Henrickson (Drumheller) moved:
that the Minutes of the Regular Board Meeting dated February 26, 2026, be adopted as presented.
Motion #46-26
Carried

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| 2 | BUSINESS ARISING | | |
| 2.01 | None | | There was no business arising. |
| 3 | CORRESPONDENCE | | |
| 3.01 | None | | There was no correspondence. |
| 4 | 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 per Ward Committee Meeting report for the March Board Highlights. |
| 4.02 | Drumheller Ward Committee Meeting March 5, 2026 | | <p>Trustee Henrickson (Drumheller) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Drumheller Ward Committee meeting:</p> <p>Faith: In November, five high school students developed and delivered a presentation titled “Human Dignity and the Gift of Identity” to grades 6–12. This initiative was a direct outcome of a student focus group hosted by the administration held last April connected to Catholic Social Teaching.</p> <p>Learning: The decision to eliminate January exams for grades 9–12 proved beneficial. This shift allowed teachers to address fall learning gaps and complete curriculum requirements more effectively, while exploring diverse and innovative methods of assessing student learning.</p> <p>Safe and Caring: St. Anthony’s School is thrilled to welcome Mrs. Cristina Belzil as our new School Connections Worker. Since joining the staff in January, she has quickly built a full caseload and launched two unique lunch programs—a Games Club and a Walking Club—for students in grades 7–12.</p> <p>Stewardship: Students and families raised nearly \$18,700 for cancer research during this year’s Terry Fox Run – yet another smashing community effort!</p> <p>Louise Henrickson (Drumheller) moved: that the minutes of the Drumheller Ward Committee Meeting dated March 5, 2026, be approved as presented.</p> <p>Motion #47-26</p> <p style="text-align: right;">Carried</p> |
| 4.03 | Oyen Ward Committee Meeting March 6, 2026 | | <p>It was the will of the Board to highlight the student presentation on Human Dignity and the Gift of Identity from the Drumheller Ward Committee Meeting in the March Board Highlights.</p> <p>Trustee Rude-Volk (Oyen) highlighted the following from CTR Catholic’s four pillars, as they pertained to the Oyen Ward Committee meeting:</p> <p>Faith: Assumption is working toward building relationships with the broader community, which is an extension of our service and our communal faith. Activities supporting this outreach include a good works project on a “Basket of Hope” which allows each classroom to gift the auxiliary hospital patients with a basket filled with comfort items, personalized notes, and faith messaging and gifts. Grandfathers’ Pancake Breakfast, where grandfathers from the parish came over to provide pancakes for the students, reinforces a community of care and brings male role models into the building.</p> <p>Learning: Increasing fluency in mathematics vocabulary has been a goal for all staff this year. Common visuals based on the Alberta curriculum have been posted in each classroom, allowing for increased numeracy and math literacy knowledge and understanding.</p> <p>Safe and Caring: An archery program is thriving at ARC. Students in grades 4-6 participate in the program at school and many participate in a regional tournament. All students are thriving in the program, with one student at ARC scoring extremely well and everyone achieving their personal best, with increased scores from the previous year. Two male volunteers are supporting the program.</p> |

Stewardship: Altar servers from Assumption Roman Catholic are supporting the parish with their expertise and commitment to the ministry. Father Rodel is purchasing new vestments from the Philippines for the older students and recognized their efforts with a pizza party and a book as a gift. These students served at the Installation Mass at Sacred Heart, and Bishop commended the students for their exceptional service and ability to follow the specific directions required at this Mass.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Oyen Ward Committee Meeting dated March 6, 2026, be approved as presented.

Motion #48-26

Carried

It was the will of the Board to highlight the archery program from the Oyen Ward Committee Meeting in the March Board Highlights.

4.04 Okotoks Ward II Committee Meeting March 10, 2026

Chair Keenan (Foothills County) highlighted the following from CTR Catholic's four pillars, as they pertained to the Okotoks Ward II Committee meeting:

Faith: Faith opportunities are abundant for students at St. Luke's and Centre For Learning@Home. A CFL student took the lead with establishing a "Shining Lights" prayer group for grade 7-12, meeting during the lunch hour. There will also be an in-person student rosary making session with the Totus Tuus group in person in May at the CFL site. At St. Luke's several students are undergoing RCIA and others, including non-Catholics are participating in Mass at St. James.

Learning: The Centre For Learning@Home staff created a presentation, infographic, and key takeaways that summarized their collective work on Assessment for Mastery. These artifacts allow teachers to capture and communicate their philosophy, specific plans, and tools for implementation which will fully begin this fall. St. Luke's is also exploring new ways to engage students in their learning by offering cosmetology classes sparking interest, enjoyment, and future career pathways for students.

Safe and Caring: The inception of Teen Nights for Grade 7-12 students at the Centre For Learning@Home came from parents wanting students to gather and socialize. These have been implemented and are now "sold out" events where students come together to engage in games and activities. This community formation is an extension of the bonds formed through the Connections program and supports students' desire to return to the school in the upcoming year. At St. Luke's students are also engaging in socialization and high interest activities which entice them into attending school regularly. Many students routinely visit the Seniors' Lodge, contributing to their sense of purpose and belonging. Others are attending a ski trip planned for St. Luke's students, as petitioned by students and supported by administration.

Stewardship: Fall registration is underway for the many programs offered at the CFL. Information sessions are very full and are being followed by immediate student registrations, indicating high degrees of interest in attending online, home education, and other programs. St. Luke's is planning their largest graduation ever, with 83 students participating. Enrolment at both schools continues to grow, with St. Luke's continuing to grow by almost 80 students during the course of this school year.

Andrea Keenan (Foothills County) moved:

that the minutes of the Okotoks Ward II Committee Meeting dated March 10, 2026, be approved as presented.

Motion #49-26

Carried

It was the will of the Board to highlight the ways CFL students are connecting through faith from the Okotoks Ward II Committee Meeting in the March Board Highlights.

5 BOARD STANDING COMMITTEES

5.01 Awards Committee Meeting
March 12, 2026

Trustee Rude-Volk (Oyen) presented the minutes of the Awards Committee Meeting of March 12, 2026.

Michelle Rude-Volk (Oyen) moved:

that the minutes of the Awards Committee Meeting of March 12, 2026, be approved as presented.

Motion #50-26

Carried

Michelle Rude-Volk (Oyen) moved:

that the Board accept the recommendation of the nominations for the Awards Committee with respect to the St. Joseph Parent of Distinction Awards.

Motion #51-26

Carried

5.02 Faith Committee Meeting March
12, 2026

Chair Keenan (Foothills County) presented the minutes of the Faith Committee Meeting of March 12, 2026.

Andrea Keenan (Foothills County) moved:

that the minutes of the Faith Committee Meeting of March 12, 2026, be approved as presented.

Motion #52-26

Carried

5.03 GrACE CTR Committee Meeting
March 12, 2026

Chair Keenan (Foothills County) presented the minutes of the GrACE CTR Committee Meeting of March 12, 2026.

Andrea Keenan (Foothills County) moved:

that the minutes of the GrACE CTR Committee Meeting of March 12, 2026, be approved as presented.

Motion #53-26

Carried

6 NEW BUSINESS

6.01 None

7 TRUSTEES

7.01 Upcoming Trustee Events

Trustees reviewed upcoming trustee events.

7.02 2026 Graduation Schedule –
Trustee Attendance

Trustees reviewed the 2026 graduation schedule.

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:

- The Bishop’s Luncheon and Faith Retreat was another example of CTR’s dedication to authentic Catholic Education with many opportunities being provided for spiritual worship and dialogue. Superintendent Holowka and

Bishop McGrattan provided opening remarks with Diocesan Renewal Director, Ryan Schmidt, then providing calls to action regarding the significance of Catholic schools as an extension of community parishes. Community conversations occurred with school leaders sharing their faith plans, which are based on the three components of the diocesan renewal: forming missionary disciples, being a church of encounter and witness, and strengthening family life. Feedback gathered during the day was shared with the Board.

- Work is underway on the Four-Year Education Plan for 2026-2027 which will be presented to the Board for approval in May. Feedback gathered at the Round 2 Ward meetings will be considered and incorporated into the Plan. Additional feedback will be gathered from parents at the Council of School Councils meeting and from division administrators. The Education Plan will be the basis for decisions surrounding resource allocation and will be developed at the same time as CTR's budget is received from the province.
- An initial review of the provincial budget for 2026 has been completed, including a review of grant changes expected which were reviewed with the Board. It is anticipated that the funding profile and Funding Manual will be received in the next month and will be shared with the Board at their April meeting in preparation for budget approval in May. Budget decisions are based on the Board's priorities to support Catholic faith, academic excellence, and healthy schools.

It was the will of the Board to highlight the Bishop's Luncheon and Faith Retreat in the March Board Highlights from Superintendent Holowka's report.

Deputy Superintendent Behm reported on the following:

- On March 6th, the division hosted the fifth annual professional development day for substitute teachers. This PD demonstrates a continued focus on building capacity, strengthening connection to the division, and equipping substitute teachers for success. Agenda topics included addresses from Superintendent Holowka and Christian Schell, president of the local ATA, a review of the Code of Conduct for Teachers, a review of the administrative procedure on artificial intelligence, Google Gemini demonstrations, and the sharing of resources. Participant satisfaction rate for the PD was 100%.
- A new staffing model has been developed given nutritional grant funding for 2026–2027 increased significantly. This includes approximately 25% of the funding being allocated to staffing to administer the plan, helping to reduce the current reliance on school-based staff, administrators, and volunteers for food purchasing and distribution. This will allow school administrators and staff to focus more fully on student learning and supports.
- To address future staffing needs in rural communities, the CTR Catholic Future Educators Bursary Program has been developed. This program will support individuals in Oyen, Drumheller, and Brooks who feel called to become teachers in Catholic education. Through a partnership secured with Northwestern Polytechnic, participants will be able to complete a four-year Bachelor of Education program through flexible online coursework, allowing them to remain employed and engaged in their local community. The division will support up to five individuals in the program in return for a three-year return to work commitment with CTR.

It was the will of the Board to highlight the Future Educators Bursary Program in the March Board Highlights from Deputy Superintendent Behm's report.

9 NOON PRAYER AND GRACE

9.01 Noon Prayer and Grace Jacqueline Vanderfluit (High River) led the Board in the Noon Prayer and Grace.

10 AFTERNOON OPENING PRAYER

10.01 Afternoon Opening Prayer Louise Henrickson (Drumheller) led the Board in the Afternoon Opening Prayer.

11 DIVISION CON'T

11.01 Superintendents' Reports Con't Associate Superintendent Pacione reported on the following:

- Diplomas for humanities written-response exams and Provincial Achievement Tests (PAT) scheduled for this spring will be delivered through the province's digital assessment system. Educators and students are urged to use the practice test environment to build familiarity and confidence prior to formal testing. A new provincial digital dashboard for literacy and numeracy screening has been introduced, providing enhanced reporting tools.
- The Student Services team offers a range of professional learning opportunities to support staff across the division. These sessions can be delivered through CLCs, school-based PD days, or informal lunch-and-learn sessions. Each offering is designed to build capacity, strengthen classroom practice and confidence, and deepen the understanding of the diverse needs of learners. A reminder of the over 50 sessions available was recently sent to school principals and sessions will be arranged upon request.
- CTR leaders in career and post-secondary counselling continue to support school-level staff who provide this guidance for students with in-house professional development. Additionally, high school career/post-secondary staff recently attended a meaningful day of professional development held at SAIT to gain a more in-depth understanding of the available programs. Presentations focused on apprenticeship paths available, including traditional apprenticeship and pre-employment paths.

It was the will of the Board to highlight Student Services professional development offerings in the March Board Highlights from Associate Superintendent Pacione's report.

Associate Superintendent Kilcommons reported on the following:

- The sloughing of the hill located on the grounds of St. Anthony's School continues to be challenging. In 2025, the province pledged \$3M of support to mitigate the risk of future movement. With the assistance of Alberta Infrastructure, Tetra Tech an engineering firm, was hired to inspect the slope. Their report identified potential solutions to stabilize the slope with an estimated cost between \$3.5M and \$5.7M. Accordingly, a request for additional funds from the province has been submitted.
- The increase in nutritional grant funding will also positively impact CTR facilities and furniture and equipment allocations. By utilizing just 9% of grant funds over the next two years, several improvements in various schools will be made, including the cleaning of kitchen exhaust systems, grease trap cleaning, kitchen fire suppression, appliance maintenance, the purchase of new appliances, and minor renovations.
- Before and after school care programs are currently offered at École Good Shepherd School, St. Francis of Assisi Academy, and St. Mary's School. The programs are managed by third party contractors who are licensed, insured and act independently of CTR. This service will be expanded to Our Lady of the Snows Academy and St. Anthony's School for the 2026-2027 school year.

Additionally, it is hoped that the same service can be offered at Assumption Roman Catholic School for the fall of 2026, along with daycare services.

It was the will of the Board to highlight the new before and after school care programs in the March Board Highlights from Associate Superintendent Kilcommons' report.

11.02 Board Approval of the 2026-2027 Calendars – Centre For Learning@Home and Assumption Roman Catholic School
Deputy Superintendent Behm presented the proposed calendars for the Centre For Learning@Home and Assumption Roman Catholic School. The CFL calendar aligns with the calendar for CTR traditional schools, with revised labels and wording to better support CFL families. The Assumption School Calendar is intentionally developed to align with the Prairie Rose School Division calendar to support families who have children enrolled in both school divisions.

Michelle Rude-Volk (Oyen) moved:
that the 2026-2027 school calendars for the Centre For Learning@Home and Assumption Roman Catholic School be approved as presented.

Motion #54-26

Carried

11.03 Quarterly Financial Update (Q2)
Associate Superintendent Kilcommons provided the Quarter 2 Financial Report (September 1, 2025, to February 29, 2026) to the Board. Details included in the report were breakdowns for revenues, expenses, and variance analyses for both revenues and expenses.

The Q2 report is indicative that the division is on track to finish the year in line with the original budgeted deficit of \$1,235,131.

11.04 Three-Year Capital Plan 2027-2030
The Three-Year Capital Plan for 2027-2030 was presented to the Board. The top five priorities set out in the plan are: 1. Request for planning funding for a new high school in Okotoks; 2. Request for planning funding for the relocation of the Sprung structure in 2027; 3. Request for design and construction funding for a permanent addition in Canmore; 4. Request for pre-planning funding for a new facility in High River; 5. Request for full funding for new high school facility (St. Joseph's Collegiate) in Brooks.

Louise Henrickson (Drumheller) moved:
that the Three-Year Capital Plan for 2027-2030 be approved as presented.

Motion #55-26

Carried

12 INTERNATIONAL FIELD TRIPS

12.01 None
There were no international field trips presented for Board approval.

13 LOCALLY DEVELOPED COURSES

13.01 None
There were no locally developed courses presented for Board approval.

14 IN CAMERA SESSION

14.01 In Camera Items
Michelle Gietz (Brooks) moved:
that the Board move in camera to discuss strategic and personnel items at 1:20 p.m.

Motion #56-26

Carried

Michelle Rude-Volk (Oyen) moved:
that the Board return to open session at 2:05 p.m.

Motion #57-26

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

Dr. 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 2:07 p.m.
Motion #58-26

Carried

SIGNATURE OF CHAIR:

SIGNATURE SUPERINTENDENT:
