

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Held in Person on Thursday, September 25, 2025 at  
Central Office, 1018 1 Ave, Wainwright, AB

### ADMINISTRATION IN ATTENDANCE

Jim Taplin - Superintendent  
Kelly Ehalt – Deputy Superintendent  
Michele Revoy – Director of Teaching  
Quality & Staff Development  
Mary Ann Threinen – Secretary-Treasurer  
Liberty Stafford – Assistant Superintendent  
of Faith and Formation  
Jessica Knight – Board Executive Secretary  
& PowerSchool Lead

### ATTENDED

In Person  
In Person  
In Person  
In Person  
In Person  
In Person  
In Person

### TRUSTEES IN ATTENDANCE

Harry Loonen - Chair  
Derek Collins – Vice Chair  
Jim Sanson  
Malachy Young  
Robert Gratton  
Duane Austin  
Debra Klein

### ATTENDED

In Person  
In Person  
In Person  
In Person  
In Person  
In Person  
In Person

### 1. OPENING PRAYER

Opening Prayer – Trustee D. Klein  
Next meeting (October) – Trustee

### 2. TREATY ACKNOWLEDGEMENT

Chair H. Loonen

### 3. ACTION ITEM

Chair H. Loonen commenced the meeting at 4:00 pm.

### 4. PRESENTATION

There will be no presentation this month.

### 5. CONSIDERATION OF THE AGENDA

#### 2025-070:

*Trustee R. Gratton moved to approve the agenda for the September 25, 2025, board meeting as presented.  
Motion carried.*

### 6. REVIEW OF PREVIOUS MINUTES

#### 2025-071:

*Trustee M. Young moved to approve the Minutes of the August 28, 2025, Regular Board Meeting as circulated.  
Motion carried.*

### 7. BOARD FAITH PLAN

Assistant Superintendent of Faith and Formation, Liberty Stafford, lead the trustees in the faith reflection this month.

### 8. REVIEW BOARD ANNUAL WORK PLAN

If there are any items, the trustees would like to add they are able to add them.

### 9. BUSINESS ARISING OUT OF PREVIOUS MINUTES

#### 2025-072:

*Trustee J. Sanson moved to approve the third reading of amended Policy 7 – Board Governance and Operations. Motion carried.*

## **10. IN-CAMERA SESSION**

### **2025-073:**

*Trustee D. Collins moved to go in-camera at 5:40 pm. Motion carried.*

### **2025-074:**

*Trustee D. Austin moved to come out of in-camera at 5:58 pm. Motion carried.*

## **11. DIRECTOR OF TEACHING QUALITY AND STAFF DEVELOPMENT**

The Director provided a report for the trustees to review. The director has connected with facilitators of the Assessment PD for Grade 12 teachers to further develop plans for the session scheduled for October 1. Literacy and Numeracy screeners are well underway. The director is in the process of creating a divisional handbook for onboarding new educational assistants.

## **12. ASSISTANT SUPERINTENDENT OF FAITH AND FORMATION**

The Assistant Superintendent provided a report for the trustees to review. The Assistant Superintendent showed the trustees the 3-year faith plan. She has developed a Catholic Education week plan for the Division and has shared it with the Faith coaches and Principals to execute in their schools. In the event of a teacher strike Catholic Education Sunday will be moved to May. Blessed Sacrament School has a lot of interest from students for the GrACE Youth Summit.

## **13. SECRETARY-TREASURERS REPORT**

The Secretary-Treasurer provided a report for the trustees to review. A draft projected statement as of August 31 was shared with the Trustees. The roof project for St. Jerome's School and Blessed Sacrament School was carried over from last year. The Secretary-Treasurer share projected utilization rates for each of the schools. St. Jerome's school is at 100% utilization. Blessed Sacrament School is increasing fees for athletic pursuits and music. Some of the instruments need to be replaced and it is to offset the increasing cost of items.

## **14. DEPUTY SUPERINTENDENT'S REPORT**

The Deputy Superintendent provided a report for the trustees to review. Connection with Kelly Oselies to work with support staff and professional development with modules to assist with working with diverse learners. We will incorporate faith. There are two Educational Assistant positions to hire for at St. Jerome's school. The Deputy Superintendent hosted an Occupational Health & Safety meeting with Don Doherty. Two teachers, two supports staff, two administrators are also on the OH&S meeting as well. The Deputy Superintendent is working with Don to get into the schools more to review our classrooms and play areas to make sure they are safe.

## **15. SUPERINTENDENT'S REPORT**

The Superintendent provided a report for the trustees to review. He attended the 75<sup>th</sup> anniversary Mass at Christ-King Parish with the Deputy Superintendent and Director of Teaching Quality & Staff Development. The Superintendent sent out a joint letter with the Board Chair to the Teachers to let them know how much we value them. He met with Intelimedia to review a demo of SchoolEngage. The Superintendent is meeting with School of Hope administration to switch from Zoom to Google Meets.

## **16. COMMITTEES**

### **a. ASBA REPRESENTATIVE – TRUSTEE D. AUSTIN**

Trustee D. Austin attended the meeting on Sept 19. There are not a lot of changes from the Spring General Meeting.

### **b. ACSTA DIRECTOR – TRUSTEE R. GRATTON**

Trustee R. Gratton attended the meeting on September 11 and 12, 2025.

**c. NEGOTIATIONS – TEBA – TRUSTEE D. KLEIN**

Trustee D. Klein will discuss this in camera.

**d. SERVICE AWARDS**

Nothing to report at this time.

**e. GRACE COMMITTEE – TRUSTEE D. COLLINS**

The September GrACE newsletter was shared with the trustees.

**f. RURAL CAUCUS – TRUSTEE J. SANSON**

There was no information to report on for the Rural Caucus at this time.

**17. NEW BUSINESS**

**a. Ministerial Order (#034/2025)**

Revised order that was issued. Modified our administrative procedure after this ministerial order. The Procedure needs to be in place by January 1.

**b. Procedure 215 – School Library Materials**

Draft procedure based on the Ministerial order. Will be reviewed with the principals.

**c. Procedure 326 – Fairness & Safety in School Athletics**

Based on the regulation that came out from the government. Met with the Principals to discuss the procedure. A letter was sent out to ECCS families for this.

**d. Central Office Christmas Hours**

The central office will be closed from December 24 until January 2.

**18. DUAL CREDIT AND INDIGENOUS CULTURE AND PROGRAM FACILITATOR REPORTS**

A Dual Credit report was provided for the trustees to review.

An Indigenous Culture and Program Facilitator report was provided for the trustees to review.

**19. INFORMATION ITEMS**

**a. CORRESPONDENCE**

There is no correspondence this month.

**b. TRUSTEE ROUND TABLE**

The trustees provided an update of events for their area.

**17. FUTURE BUSINESS**

The date of the next Regular Board Meeting will be Thursday, October 23, 2025, in person, commencing at 4:00 pm.

**18. CLOSING PRAYER**

Closing Prayer – Trustee D. Klein

Next Meeting (October) – Trustee

**19. ADJOURNMENT**

Chair H. Loonen adjourned the meeting at 6:00 pm.

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**SIGNATURE OF CHAIR**

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**SIGNATURE OF BOARD EXECUTIVE SECRETARY &  
POWERSCHOOL LEAD**