

“For he will command his angels concerning you to guard you in all your ways.” ~ Psalm 91:11

In the name of the Father, the Son, and the Holy Spirit,

Dear Beloved Father,

Thank You for loving and supporting our family, friends and teachers. Also, thank you for all the opportunities that You have given us. Forgive me for not listening to my parents, and for not helping others when I could have. I pray for all the sick and injured people so that they can heal. I also ask you for the ceasing of wars this world.

In the name of the Father, the Son, and the Holy Spirit.

Amen

Miranda Padilla Hernandez - SCPB

Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, October 29, 2025
4:15 p.m.

AGENDA

*The public is welcome to join the Board of Trustees Regular Meeting in person
at St. Basil Catholic Education Centre.*

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (*St. Catherine School, Picture Butte*) Trustee Cheralan O'Donnell

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) September 24, 2025 Regular Board Meeting
 - c) Business Arising/Unfinished Business from the Minutes
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- B.1 Voluntary Teacher Retirement Opportunity
 - B.2 Voluntary Support Staff Retirement Opportunity
 - B.3 Council of School Council Agenda Items

C. POLICY REVIEW

- C.1 Tabled to November 26, 2025 Board of Trustees Meeting

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
- D.4 Associate Superintendent of Learning Report
- D.5 Director of Support Services Report
- D.6 Director of Technology Report
- D.7 Director of Facilities Report

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 PCCELC Report
- E.6 Economic Development Committee Report

F. ADVOCACY

- F.1 Individual Advocacy Reports
- F.2 School Council Advocacy

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 ASBA Fall General Meeting
- G.3 ACSTA Fall General Meeting
- G.4 IMR and CMR Expenditure Report
- G.5 Holy Spirit Retiree Mass Rescheduled
- G.6 Catholic Education Week Rescheduled
- G.7 Enrolment Data Update

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER		MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, SEPTEMBER 24, 2025, COMMENCING AT 3:02 P.M. Present BOARD Board Chair Carmen Mombourquette Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Thomas Machacek Trustee Cheralan O'Donnell Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Associate Superintendent of Learning Aaron Skretting Secretary-Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Chair Carmen Mombourquette called the September 24, 2025 Regular Board Meeting to order at 3:02 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Chair Carmen Mombourquette also led the Board in the opening prayer which was provided by St. Patrick Fine Arts Elementary School.
Approval of Agenda	10792/0925 Bob Spitzig	M/C That the agenda for the September 24, 2025 Board Meeting be approved, as presented.
Previous Minutes	10793/0925 Frances Cote	M/C That the minutes of the June 25, 2025 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes	10794/0925 Bob Spitzig	M/C That the minutes of the September 5, 2025 Special Meeting of the Board be approved, as presented.
PRESENTATIONS St. Mary School, Taber Capital Project		There was no business arising from the minutes.
Catholic Central High School Student Bella Lindemann		Michelle Nevil, Principal of St. Mary School, Taber, gave the Board of Trustees an overview of the project being proposed for the school. Currently the sound system in the gymnasium at the school is inadequate especially in emergent situations such as lockdowns. The school is proposing a new audio and video system to be installed. A portion of the project would be paid through IMR funds and the rest of the funding for any upgraded audio equipment would have to be acquired through fundraising, donations and grants.
Year 1: Know God		Aaron Skretting, Associate Superintendent of Learning presented Catholic Central High School Grade 12 student, Bella Lindemann, a small token of appreciation on behalf of Holy Spirit Catholic School Division. Ms. Lindemann created the beautiful graphics featured in the Division's 3 Year Faith Plan "Open Wide The Doors! Sent to Share Christ's Love". Aaron Skretting, Associate Superintendent of Learning spoke to the Board about Year 1 of the division's 3 Year Faith Plan 2025-2028 entitled "Open Wide The Doors! Sent to Share Christ's Love". The division is in the first year of the Faith Plan and the theme is "Know God". In the 2025-2026 school year, our call is to Know God, by humbly walking with Him. Our focus for the year is Matthew 11:29, "Take my yoke upon you, and learn from me; for I am gentle and humble in heart, and you will find rest for your souls."

September 24/25: page 2 <u>ACTION ITEMS</u> Pincher Creek Community Early Learning Centre Letter St. Mary School, Taber Capital Project Superintendent Evaluation Board Evaluation <u>POLICY REVIEW</u> Policy 1: Board Mandate, Mission, Vision, Values, and Goals Policy 4: Trustee Code of Conduct	B.1 10795/0925 Cheralan O'Donnell B.2 10796/0925 Thomas Machacek 10797/0925 Thomas Machacek B.3 10798/0925 Tricia Doherty B.4 10799/0925 Roisin Gibb C.1 10800/0925 Cheralan O'Donnell C.2	In March of 2019, Holy Spirit Catholic School Division Board of Trustees approved the transfer of land located at Plan 780JK, Block A, Lot 3 to the Town of Pincher Creek contingent upon the Town of Pincher Creek utilizing the land for the purpose of a daycare and before/after school care facility. Due to a clerical error a new letter is required to be submitted to the Government of Alberta with the correct land description. M/C That the Board of Trustees directs the Superintendent of Schools to submit a new letter indicating the proper land description regarding the transfer of land from the Holy Spirit Catholic School Division to the Town of Pincher Creek. Principal Michelle Nevil of St. Mary School, Taber, requested approval for the installation of a new sound system for the school gymnasium as IMR will only cover the safety and basics of a sound system. The rest of the funding for upgrades will be the responsibility of the school. M/C That the Board of Trustees, due to the immediacy of the request by St. Mary School, Taber, will bring this matter to the Board for a motion at the September 24, 2025 Regular Meeting of the Board. M/C That the Board of Trustees approves the proposal by the school community of St. Mary School, Taber, to install an upgraded sound system for their school gymnasium; AND FURTHER, that all funding will come from donations, grants, and fundraising and that there will be no cost to the Holy Spirit Catholic School Division for this project. The Board reviewed its annual evaluation of the Superintendent, which was conducted on June 26, 2025 through the independent services of consultant, Mr. Gary Strother. M/C That the Board of Trustees approves the Superintendent's Evaluation Report, as established in the evaluation meeting of June 26, 2025, as an accurate accounting of the Superintendent's performance for the period November 7, 2024 to May 15, 2025; AND FURTHER, that the Board of Trustees authorizes the Board Chair to make any required technical edits and to sign the report on the Board's behalf. The Board conducted its annual Self-Evaluation from May to June 2025 through an online questionnaire format. M/C That the Board of Trustees approves the Board Self-Evaluation Report, as conducted with an online questionnaire from May-June 2025; AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate. The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 1: Board Mandate, Mission, Vision, Values, and Goals</i> and presented the recommended changes to the Board of Trustees. M/C That the Board of Trustees accepts <i>Policy 1: Board Mandate, Mission, Vision, Values and Goals</i>, as amended. The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 4: Trustee Code of Conduct</i> and its appendices and presented the recommended changes to the Board of Trustees.
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September 24/25: page 3	10801/0925 Cheralan O'Donnell	M/C That the Board of Trustees accepts <i>Policy 4: Trustee Code of Conduct, Policy 4: Appendix A: CCSTA Code of Ethics, and Policy 4: Appendix B: ASBA Code of Ethics</i>, as amended. AND FURTHER, that the Board of Trustees rescinds <i>Policy 4: Appendix C: Trustee Code of Conduct Sanctions</i> due to redundancy.
Policy 7: Board Committees and Board Representation	C.3	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 7: Board Committees and Board Representation</i> and its appendices and presented the recommended changes to the Board of Trustees. • <i>Policy 7: Appendix A: Negotiations Committee: Terms of Reference</i> • <i>Policy 7: Appendix B: Audit Committee: Terms of Reference</i> • <i>Policy 7: Appendix C: Finance Committee: Terms of Reference</i> • <i>Policy 7: Appendix D: Share the Mission Committee: Terms of Reference</i> • <i>Policy 7: Appendix E: Teacher Board Advisory Committee: Terms of Reference</i> • <i>Policy 7: Appendix F: Policy Development and Review Committee: Terms of Reference</i> • <i>Policy 7: Appendix G: GrACE: Terms of Reference</i>
Policy 18: Board Governance and Operations	10802/0925 Cheralan O'Donnell	M/C That the Board of Trustees accepts <i>Policy 7: Board Committees and Board Representation, Policy 7: Appendix A: Negotiations Committee, Policy 7: Appendix B: Audit Committee, Policy 7: Appendix C: Finance Committee, Policy 7: Appendix D: Share the Mission Committee, Policy 7: Appendix E: Teacher Board Advisory Committee, Policy 7: Appendix F: Policy Development and Review Committee, Policy 7: Appendix G: GrACE Committee</i> as amended. Discussion was undertaken by the Trustees suggesting two new committees be considered: • Presentations, Awards and Gifts • Buildings and Renovations
	10803/0925 Frances Cote	M/C That the Board of Trustees directs the Policy Development and Review Committee to take the suggestions of two new committees, Presentations, Awards and Gifts and Buildings and Renovations back to further study the feasibility of these suggested committees and the Terms of Reference involved.
	C.4	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 18: Board Governance and Operations</i> and its appendix and presented the recommended changes to the Board of Trustees.
	10804/0925 Cheralan O'Donnell	M/C That the Board of Trustees accepts <i>Policy 18: Board Governance and Operations</i> and <i>Policy 18: Appendix A: Governance Budget, Trustee Compensation, Budget Expenses, and Reimbursement</i>, as amended.
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's September 24, 2025 Report.
	10805/0925 Tricia Doherty	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Religious Education, Support Services, Facilities, Technology and First Nations, Métis and Inuit Reports for September 24, 2025.
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's September 24, 2025 Report.
Secretary Treasurer's Report	D.3	The Board reviewed the Secretary-Treasurer's September 24, 2025 Report.

September 24/25: page 4		
Director of Religious Education Update	D.4	Aaron Skretting, Associate Superintendent of Learning, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	D.5	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to Support Services.
First Nations, Métis and Inuit Education Update	D.6	Aaron Skretting, Associate Superintendent of Learning, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis, and Inuit Education.
Director of Technology Update	D.7	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the technology department.
Director of Facilities	D.8	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.
		The Board took a brief recess at 4:52 p.m. The Board reconvened at 5:22 p.m.
BOARD REPORTS		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.
	10806/0925 Frances Cote	M/C That the Board of Trustees receives and files the Board Chair, ASBA, ACSTA, GrACE, PCCELC, Economic Development, Joint City/School Boards, and the Audit Committee Reports for September 24, 2025.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC	E.5	Trustee Bob Spitzig, Board representative to PCCELC, provided a report to the Board regarding recent business, events, and activities.
Economic Development	E.6	Trustee Tricia Doherty, Board representative to Economic Development, provided a report to the Board regarding recent business, events, and activities.
Joint City of Lethbridge / School Boards Committee	E.7	Trustees Roisin Gibb and Tricia Doherty, Board representatives to the Joint City of Lethbridge / School Boards Committee, provided a report to the Board regarding recent business, events, and activities.
Audit Committee	E.8	Vice Chair Linda Ellefson, Chair of the Audit Committee, provided a report to the Board regarding recent business, events, and activities.
ADVOCACY		
Individual Trustee Advocacy	F.2	Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10807/0925 Linda Ellefson	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 24, 2025.
School Council Advocacy	F.3	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Board Chair Carmen Mombourquette sent a letter to School Council Chairs indicating that Trustees are to be invited to school council meetings and all questions regarding potential job action are to go through the Board Chair of Holy Spirit Catholic School Division's Board of Trustees

ACTION NO: B.1

October 29, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Voluntary Teacher Retirement Opportunities

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Each year, the Board must decide whether the division will offer a voluntary retirement program for teachers who are planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular salary.

RECOMMENDATION

That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its teachers:

Any eligible teacher who, by December 13, 2025, submits his/her notice of retirement, effective January 31, 2026, will be offered a temporary teaching contract beginning February 1, 2026 until June 30, 2026.

VOLUNTARY RETIREMENT PROGRAM 2026

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

Teaching Staff

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2026 and then be offered a temporary contract, from February 1, 2026 to the end of June, 2026. Pension would commence effective February 1, 2026. Beginning in February, 2026 and continuing until the end of June, 2026, retired continuing teachers would receive their regular salary, plus their pension.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2026 and hold a continuing teaching contract;
- Teachers must submit their notice of retirement by December 13, 2025, with an effective date of January 31, 2026 to Ms. Chantel Axani, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2026 for pensions to commence on February 1, 2026. For additional information please go to the following link:

[ATRF Forms & Resources](#);

- Information and application forms for ASEBP early retirement benefits can be found at the following link: [Guiding You Through Life Events](#). To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 5, 2026. If you have any questions on the application process, please contact our payroll department.
 - A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2026 to June 30, 2026.
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ACTION NO: B.2

October 29, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Voluntary Support Staff Retirement Opportunities

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Each year the Board must decide whether the division will offer a voluntary retirement program to support staff planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular wages.

RECOMMENDATION

That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its CUPE 1825, CUPE 1825 Maintenance and Custodial, and non-union employees:

Any eligible member of the Local Authorities Pension Plan (LAPP) who, by December 13, 2025, submits his/her notice of retirement, effective January 31, 2026, will be offered a temporary contract of employment from February 1, 2026 until the June 2026 end date for the eligible member's position.

VOLUNTARY RETIREMENT PROGRAM 2026

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2026 and then be offered a temporary contract, from February 1, 2026 to the end of June, 2026. Pension would commence effective February 1, 2026. Beginning in February, 2026 and continuing until the end of June, 2026, retired continuing support staff would receive their earned regular wages, plus their pension.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2026 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 13, 2025, with an effective date of January 31, 2026 to Ms. Chantel Axani, Superintendent of Schools;
- Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan by January 31, 2026 for pensions to commence on February 1, 2026. For access to forms and additional information please go to the following link:

[Your Retired Life;](#)

- Information and application forms for ASEBP early retirement benefits can be found at the following link: [Guiding You Through Life Events](#). To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 5, 2026. If you have any questions on the application process, please contact our payroll department.
 - A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2026 to the end of the school year for your position, or June 30, 2026, whichever comes first.
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ACTION NO: B.3

October 29, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Council of School Council Chairs Meeting Agenda

ORIGINATOR: Board Chair

BACKGROUND

1. The Board of Trustees meets with School Council Chairs twice during each school year. The first meeting for the Board of Trustees with the Council of School Council Chairs is scheduled for Monday, December 1, 2025.

RECOMMENDATION

That the Board of Trustees set agenda items for the upcoming Council of School Council Chairs meeting on December 1, 2025.

REPORT NO: D.1

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for October 29, 2025.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent of Learning, Directors of Support Services, Facilities, Technology and First Nations, Métis and Inuit Reports for October 29, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

October 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Superintendent Staff Prayer week, CEC
- Attended AI Conference, St. Mary's University (October 17-18)
- Faith reflections in, "Superintendent Sunday" (ONGOING)
- Principal/School Operations meetings - leading division in prayer

As Superintendent, I find that the essential activities sustaining both my leadership and my spirit are deeply intertwined. Attending Sunday Mass at St. Basil's, leading the Superintendent Staff Prayer week with the CEC, and sharing my thoughts in faith reflections in 'Superintendent Sunday' are not merely items on a checklist; they are the sources of my faith lived in action and resilience. They provide the integrity I need to lead effectively, especially when I guide my teams, such as in the Principal/School Operations meetings - leading the division in prayer. This spiritual foundation is what compelled me to attend the AI Conference at St. Mary's University on October 17th and 18th. My faith demands that I be a well-informed leader, ensuring that as we consider incorporating Artificial Intelligence into our school division, we do so with wisdom, ethical rigor, and a commitment to justice that reflects our deeply held values. It's my responsibility to educate myself on these emerging technologies so I can steward them properly for the good of our students and staff.

Building Effective Relationships

- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Principal Meetings- virtual (Sept. 23, Oct.1, Oct 3)
- School Operations Meetings- virtual (Oct. 6-9, Oct. 14, 16, 20)
- LLT Meeting (August 22)
- SALT Meetings (ONGOING)
- Attended CASSIX Meeting (September 25-26)

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7

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- Zone 6 Superintendent/Leadership meetings (re: job action) (ONGOING)
- School visits (re: support staff)

Building strong relationships is the basis of my leadership as Superintendent, especially when navigating complex times that demand unity and clear strategy. The regular Principal Meetings and School Operations Meetings—even held virtually—served and continue to serve as vital opportunities for me to connect with our school leaders, ensure operational efficiency, and affirm our shared purpose. I see my consistent communication through "Superintendent Sunday" to the LLT, SALT, and Trustees as crucial for maintaining transparency and fostering trust across our highest levels of leadership. Crucially, making school visits to support staff during this period allows me to be present, listen directly, and show my appreciation for the essential contributions of every employee on the front lines. These efforts, which also include regional cooperation in Zone 6 Superintendent/Leadership meetings and CASSIX, collectively strengthen our entire organization. I firmly believe that active and sustained relationship-building is the most critical tool I have for guiding the division successfully.

Visionary Leadership

- Weekly SALT meeting
- Finance Committee Meeting (ONGOING)
- Board Policy Committee Meeting (ONGOING)
- LLT Meeting (ONGOING)
- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Meetings with SPACES- re: Report Card template set up (review expectations for the 2025-2026 school year)
- Meetings with Associate Superintendent of Learning re: Curriculum, Assessment, PD planning (ONGOING)
- SALT meetings and contingency planning (re: job action) (ONGOING)

As a visionary leader, I prioritize activities that focus on long-term strategy and alignment and make them essential. My regular presence at LLT and SALT meetings, alongside the Finance Committee and Board Policy Committee Meetings, ensures that all major operational, financial, and governance decisions are guided by a unified, future-focused vision. The "Superintendent Sunday" communications further solidify this by consistently sharing the vision with our core leadership. Critically, the ongoing conversations with the Associate Superintendent of Learning are paramount; these sessions allow us to collaboratively and strategically plan for Curriculum, Assessment, and Professional Development (PD) planning for the division. This intentional, forward-

looking work—supported by technical planning, like the SPACES report card template review for the 2025-2026 school year—ensures that every decision today advances our division's commitment to exemplary Catholic education tomorrow, even while managing current contingencies like job action.

Modeling a Commitment to Professional Learning

- Weekly meetings CASS Mentor, Dr. Andrea Holowka (ONGOING)
- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Monthly meetings with CCSSA Board
- Attended CASSIX Meeting (September 25-26)
- SALT planning and contingency meetings (ONGOING)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning (ONGOING)
- Meeting with Director of Student Services to support ISP Day
- Attended AI Conference, St. Mary's University (October 17-18)

For me, the role of Superintendent demands that ongoing and continued learning isn't just a recommendation—it's a fundamental part of leadership, one I must actively prioritize and model even when facing unprecedented challenges. My commitment is evident in my regular meetings with CASS Mentor, Dr. Andrea Holowka, and my involvement with the CCSSA Board and CASSIX, which keeps me current with the provincial best practices. This learning is immediately applied through my engagement in SALT planning and contingency meetings and when reviewing Administrative Procedures and Board Policies to address immediate operational needs. Attending the AI Conference at St. Mary's University and holding key meetings with Learning Services and the Director of Support Services is evidence that I view continuous learning as vital for strategic planning across Curriculum, Assessment, PD, and student support.

Leading Learning

- Met with SPACES- re: Report Card template set up (review expectations for the 2025-2026 school year)
- Meetings with Associate Superintendent re: Curriculum, Assessment, PD planning (ONGOING)
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- SALT meetings and contingency planning (re: job action and after) (ONGOING)
- Attended AI Conference, St. Mary's University (October 17-18)

In my role as Superintendent, leading learning is a continuous, strategic priority. My ongoing meetings with the Associate Superintendent are vital for collaboratively planning and aligning our Curriculum, Assessment, and Professional Development (PD) to ensure instructional excellence. This is supplemented by future-focused work, like the SPACES report card template review for the 2025-2026 school year, and my continuous external learning through the AI Conference and collaboration with my CASS Mentor, Dr. Holowka. Even while handling immediate concerns in SALT contingency meetings, these activities affirm that strategic learning remains the constant, guiding vision for our division's academic success.

Ensuring First Nations, Métis and Inuit Education for All Students

- Celebrated and recognized National Day of Truth and Reconciliation

As Superintendent, my responsibility in overseeing and approving our division's activities requires me to uphold our Catholic commitment to justice and human dignity. Actively recognizing and honouring the National Day of Truth and Reconciliation within Holy Spirit Catholic is vital because it's a necessary, meaningful step to acknowledge the painful history of Residential Schools. By leading the division in supporting related events and learning, I ensure we fulfill our ethical responsibility to the Calls to Action, embedding reconciliation into our culture. This is central to fostering a truly Catholic and inclusive school community where every Indigenous student and staff member feels seen, respected, and valued.

School Authority Operations and Resources

- Meeting with Deputy Superintendent, Secretary Treasurer (re: budget/staffing) (ONGOING)
- SFJH Value Scoping Workshop (Oct. 1-2)
- Enrolment analysis and conversations (ONGOING)
- Joining AI Cohort with Zone 6 Divisions (Director of Technology, school-based administrators)
- Attend CASS Superintendent meetings (ONGOING) (re: job action)
- Met with Local CUPE President/ Vice President

Effective management of school operations and resources is a foundational pillar of my role as Superintendent, ensuring financial stability and operational effectiveness for our entire division. Ongoing meetings with the Deputy Superintendent and Secretary Treasurer (re: budget/staffing) are vital for strategic resource allocation, informed by my ongoing Enrolment analysis and conversations. This commitment extends to our

facilities, which is why the SFJH Value Scoping Workshop was critically important; it ensures a major division investment is fiscally responsible and aligns with our core educational values. Furthermore, managing the operational environment means engaging with external bodies, from attending CASS Superintendent meetings to meeting with the Local CUPE President/Vice President, and strategically planning for the future, such as by joining the AI Cohort with Zone 6 Divisions. These activities collectively ensure I organize our resources, facilities, and staff to maximize support for student learning across Holy Spirit Catholic.

Supporting Effective Governance

- Board Agenda setting meeting with Chair, Vice Chair and Executive Secretary (Monthly)
- Attended Finance Committee Meeting
- Attended ACSTA Fall Meeting
- Attended TEBA virtual meetings (re: job action)

Supporting the effectiveness of the school division requires me, as Superintendent, to ensure stable operations and informed governance, especially during challenging times. My monthly Board Agenda setting meetings with the Chair, Vice Chair and Executive Secretary and my attendance at the Finance Committee Meeting are essential for strategic and fiscal alignment. However, in the current climate, attending TEBA virtual meetings (re: job action) is a high-priority activity, crucial for gathering the most current information and direction necessary for prioritizing our division's strategy and contingency planning related to job action. Coupled with connecting to the broader system through the ACSTA Fall Meeting, these activities ensure my leadership is informed, compliant, and focused on maintaining stability and effectiveness across the division.

REPORT NO: D.2

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for October 29, 2025.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees October 2025

Embodying Catholic Leadership

My leadership this month was centered on infusing prayer into daily life and letting the comforting assurance of *Deuteronomy 31:8* guide our navigation of immense challenges.

- Leading prayer at St. Basil Catholic Education Centre, before interviews and other meetings;
- Serving as a lector at Sunday Mass at St. Martha's Parish;
- Witnessing my faith at the New Teacher Faith Formation. My session focused on my relationship with the rosary, seeing Christ is the face of everyone as we foster effective relationships and building habits that help infuse prayer into our everyday lives;
- Allowing prayer to guide us as we navigate the immense challenges of labour disruption. Specifically leaning on the verse from *Deuteronomy 31:8* *It is the Lord who goes before you. He will be with you; he will not fail you or forsake you. Do not fear or be dismayed.*

Building Effective Relationships

Knowing the labour action was hard on everyone, I strived to lead with love and commitment to clarity. As a team, we focused on maintaining strong relationships and ensuring people felt respected, even amidst all the difficulty.

- Chairing the *Human Resources Role Alike* meeting with others in Zone 6;
- Connecting with our CUPE union to problem solve as issues arise;
- Meeting with various staff members as personnel issues arise - to listen, learn and problem solve as needed;
- Communicating as clearly, compassionately and transparently as we can with all stakeholders during the ATA Labour Disruption. We met daily as SALT to review the "*Frequently Asked Questions*" document to ensure we could provide the most accurate responses;
- Visiting schools and holding regular virtual School Operations meetings.

Modeling Commitment to Professional Learning

Modeling a commitment to ongoing professional learning allows me to continuously grow in my professional skillset. Working collaboratively with others from Zone 6 who share my role, helps me to make informed decisions and provide effective support to staff.

- Participating in *CASSIX Fall Meeting* and activities;
- Attending the Teachers' Employer Bargaining Association (TEBA) meetings;
- Ongoing HR Zone 6 conversations for support and collaboration.

Visionary Leadership

The opportunity to participate with diverse stakeholders in a "value scoping" experience for St. Francis Junior High School was very interesting, and allowed us to engage in future-focused planning. We were able to gather input essential for making a long-term, strategic decision (modernize vs. rebuild) that will define the school's learning environment and capacity for years to come.

- Participating in Value Scoping at St. Francis Jr. High School;



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

- Facilitating Weekly Synergy with the Human Resources team to review priorities, staffing and systems;
- Ongoing support of our new teachers through mentorship and induction;
- Re-envisioning our senior admin team in order to better serve our school division.

Leading Learning

Leading learning means nurturing the growth of those who guide our students. By supporting our staff to reach their full potential, we ensure that our vision — where children are cherished and achieve their potential — is lived out each day.

- Mentoring administrators and leaders in dealing with difficult personnel matters;
- Scheduling times to observe probationary teachers and providing feedback centered on the competencies of the Teacher Quality Standard;
- Probationary Teacher Formation Session - including the start of a book study on “*Navigating the First Years*” by Vince Bustamante, Sarah Adomako-Ansah, Tim Cusack and Wayne Davies.

Supporting First Nations, Métis and Inuit Education for All

Attending *Siksikáko’wa: The Blackfoot Man* — a documentary exploring the experiences, identity, and strength of Siksika men — alongside members of the Holy Spirit Niitsitapi team deepened my understanding of Blackfoot culture and perspectives. This experience strengthened my capacity to support First Nations, Métis, and Inuit education through greater cultural awareness and connection to authentic Indigenous voices.

Supporting School Authority Operations and Resources

Supporting school authority operations and resources means ensuring our division is equipped with the right people and systems to serve our communities well. Through collaboration, thoughtful recruitment, and responsive follow-up to personnel matters, I, along with the team strive to uphold integrity, transparency, and care in all aspects of our human resource practices.

- Ensuring weekly *Here in Spirit* newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Working closely with principals and department leads to fill vacant positions in a timely manner;
- Ongoing recruiting and interviewing to ensure we have the best people serving the communities of Holy Spirit Catholic School Division;
- Reviewing and assessing personnel concerns and then following up as needed.

Supporting Effective Governance

By promoting clear procedures, open dialogue, and regular supervision, I strive to ensure effective governance that builds trust and accountability across Holy Spirit.

- As a team, we have been reviewing Administrative Procedures to ensure consistency and accountability;
- Attending Board meetings and sharing information on my areas of responsibility;
- Ensuring a plan is in place for ongoing supervision and evaluation of staff members in relation to their respective professional responsibilities.

REPORT NO: D.3

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Secretary Treasurer's Report

BACKGROUND

1. Attached is the Secretary Treasurer's Report for October 29, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees October 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Participated in the St. Francis Jr. High School Value scoping workshop, and continued with bi weekly meetings with Stantec
 - Attended TEBA engagement sessions
 - Met with Senior Administrative team, principals and support staff for labour action planning and ongoing communication
 - Attended St. Kateri Elementary construction meetings
 - Contributed to weekly SALT Meetings
 - Participated in the USIC Audit committee
 - Met with MLA Neudorf and the Board of Trustees to discuss the St. Francis modernization
 - Continued collaboration on the 10-Year Capital Plan
 - Participated in the Finance Committee meeting
 - Attended the Annual Transportation Funding application workshop
 - Attended ASBOA information sessions
 - Aided in preparation of year end working papers and close out for our fiscal year end (ongoing) in advance of the audit
 - Attended the ASBOA Zone 4 meeting
 - Collaborated with Lethbridge School Division to discuss transportation contract
 - Attended the Joint Use meeting with city partners
 - Attending the Condo Corporation AGM for CCHW/Chinook/Library
 - Assisted with municipal election administration for Board of Trustees acting as Division Returning Officer
-

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

- Participated in the monthly USIC Risk Management committee meetings to discuss emerging issue, claims and risk mitigation strategies across the consortium
- Attended the monthly USIC IT subcommittee meetings
- Attended the Annual Transportation Funding application workshop
- Worked with Transportation Coordinator on the Annual Transportation grant application
- Monitored all student and staff accident reports and site-specific incident reports for all sites during labour action
- Continued monitoring of WCB files and claims



REPORT NO: D.4

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: Associate Superintendent of Learning Update

BACKGROUND

1. Aaron Skretting, Associate Superintendent of Learning, has prepared the attached report to apprise the Board of recent division activity related to Learning, Religious Education, and First Nations, Métis and Inuit Education.



Holy Spirit Catholic School Division

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Associate Superintendent of Learning
Board Report - October 2025

Board Strategic Priority - Strengthening Our Catholic Faith

We foster a Catholic worldview of reflection, service and sacramentality.

- Our Spiritual Development Day, previously scheduled for Tuesday, October 14, was paused as a result of ongoing labour action. Catholic Education Week, similarly, was postponed to May 9-15, 2026. We have also postponed our Retired Staff Mass, initially scheduled for November 3, to hopefully coincide with Catholic Education Week.

Our staff and students demonstrate knowledge of faith and commit to faith development.

- Superintendent Chantel Axani and I attended the recent Diocesan AI Symposium, held at St. Mary's University on October 17-18. This event was sold out and featured both local and international speakers addressing the implications of AI on our Church, schools and society. A summary of the event can be accessed [here](#).

We create Communities of Accompaniment in our schools and school division.

- We continue to support our staff with faith resources through this labour action. A Faith Plan themed walking retreat was planned and delivered on Thursday, October 16, along with other resources curated for staff learning.

Board Strategic Priority - Learning Through Quality Teaching

We prepare students for career pathways.

- A new study has been released from CASS and the Consortium regarding career education this month. The executive summary can be accessed [here](#), and provides key information about provincial trends and themes in career education, many of which are true in Holy Spirit. Common priorities established across respondent groups include timely access to curriculum-aligned resources, role-specific professional learning, strengthened partnerships with industry, post-secondary, and community organizations, dedicated funding, release time and staffing, and equitable access for rural, remote and underserved communities.

All students demonstrate growth in literacy and numeracy.

- Prior to the commencement of labour action, provincial screener testing was completed, and we await the return of our data this month.
- Contingency planning for learning disruption caused by labour action has been a primary focus in this area through the month of October.
 - On October 17, 2025, the provincial government announced that it would be exempting students from November Diploma Exams. Students registered to write exams who have a school awarded mark will automatically receive an exemption; students who need to write can make that request and we will accommodate.

Schools reflect collaborative teaching and learning environments.

- We have a variety of international and exchange students who have joined our division over the past month. Host families have been apprised of the situation prior to labour action, and community/experiential programming is being coordinated in conjunction with Palliser, as we share a Home Stay Coordinator with them.



Holy Spirit Catholic School Division

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- Many previously scheduled meetings and professional learning sessions have been postponed or cancelled, including our first Collaborative Day, which had been scheduled for Wednesday, October 15.
- We continue to work with SpacesEDU to revise and refine our reporting system for elementary grades.

Board Strategic Priority - Living Truth and Reconciliation

We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past.

- I continue to be our CASS Zone 6 representative on the provincial First Nations, Métis and Inuit Education Action Committee. Our first meeting this year was held on Thursday, October 23 and focused on planning for this year's CASS Gathering (April 22-24, 2026 at River Cree Resort in Edmonton, AB).

Our First Nations, Métis and Inuit students will continue to see increasing success rates.

- Our team of First Nations, Métis and Inuit Facilitators are continuing work at their sites, connecting with students and families, and developing professional learning and student learning materials.

We will deepen our understanding of our collective responsibilities as Treaty People.

- Ken Fox and Bobby Plume developed and delivered an intriguing session on Winter Counts for our support staff on Friday, October 10.

REPORT NO: D.5

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

BACKGROUND

1. Crystal Lothian, Director of Support Services, has prepared the attached report to apprise the Board of recent division activity related to the Support Services Department.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
October 2025

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Fall Stakeholder Meeting: On October 8, 2025, Crystal Lothian, *Director of Support Services*, attended the Lethbridge Police Service (LPS) Fall Stakeholder Meeting. This annual gathering brings together LPS executives, school leaders, counselling service coordinators, and the Youth Engagement Unit to discuss the upcoming school year, share resources, address challenges, and collaborate on school safety priorities.

We provide programming and support for student and staff well-being.

Individual Program Plan Professional Development: On September 29, 2025, the Director of Support Services partnered with Inclusive Education Leads (IELs) in schools to guide a division-wide day dedicated to Individual Program Plans (IPPs). School teams worked collaboratively with a full suite of curated resources, including guiding slides, professional learning videos, and strategy libraries designed to strengthen student-centered goal setting. To support teams in real time, contracted providers and divisional staff were available through "Click to Connect" sessions, offering expertise to help refine goals and ensure alignment with strengths-based, inclusive practices. The day reflected a collective commitment to thoughtful planning and meaningful supports for diverse learners across the division.

Professional Development: During the recent ATA labour action, the Holy Spirit Catholic School Division took steps to ensure that our support staff continued to feel valued, engaged, and supported in their professional growth. Recognizing the unique role support staff play in serving students, Support Services created a comprehensive professional development plan designed specifically for them.

The Support Services Team - including Family School Liaison Counsellors, Speech-Language Pathologists, and the Mental Health Capacity Building Team, led a variety of virtual sessions on practical and relevant topics such as:

- Student regulation and wellness strategies
- Using visuals to support learning and communication
- The Expanding Expression Tool
- Supporting students who use communication devices
- Surge Fitness Movement and Wellness sessions

In addition to these sessions, Crystal Lothian, *Director of Support Services*, coordinated with Regional and Provincial partners who contributed expertise through additional virtual learning opportunities, ensuring that staff had access to a broad range of training and perspectives.

To expand learning even further, Crystal Lothian, *Director of Support Services*, curated a menu of self-directed professional development resources—offering staff over 300 hours of content connected to Board priority areas. These included opportunities in faith formation, inclusive education, Indigenous learning, mental health and wellness, and technology integration. This approach ensured that even during a time of uncertainty, support staff had the tools, resources, and opportunities to strengthen their skills and continue contributing to student success.

We celebrate and respect all cultures and ethnicities in our school.

Committee Representation: Sheri Thomas, *Early Learning Supervisor*, is a member of the Parents as Teachers Board, participating in Lethbridge Plays Committee and Building Brains Together Committees, as well as the Early Learning Advisory Council in Southern Alberta.

REPORT NO: D.6

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Regan Holt, Director of Technology

SUBJECT: Director of Technology Update

BACKGROUND

1. Regan Holt, Director of Technology, has prepared the attached report to apprise the Board of recent division activity related to the technology department.



Holy Spirit Catholic School Division

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Director of Technology

Board Report

October 2025

- **Technology - Executive Summary**

- The technology department has been able to focus on helping our support staff continue with their work while classes have been paused in October. Additionally, we have been able to focus on project based initiatives by allocating time to strengthen our posture with the technology services we provide.

- **Technology - Monthly Update**

- School visits are helping support staff access professional development opportunities and communication meetings.
- Chromebook allocations (1:3 ratio) adjustments according to fall enrollment have been delivered to schools. This is to support the implementation of online assessments using Vretta.
- AV upgrades have improved instruction spaces at St Michael - Bow Island
- Infrastructure - server hardware upgrades were performed in various schools
- Collaborated with other division technical contacts via ATLE conference.
- Participated in St Francis - Value Scope Workshop
- Coordination of operational technology projects with the new St Kateri elementary school is ongoing.
- Cybersecurity - collaborating with partners to discuss cyber risks of generative AI use in schools

REPORT NO: D.7

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Director of Facilities Update

BACKGROUND

1. Vivien Kossuth, Director of Facilities, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.



Holy Spirit Catholic School Division

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Director of Facilities Report to the Board of Trustees October 2025

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

The construction progress photos below were taken on October 8, 2025.



Top: South Face View, Bottom: East Face View



ST. FRANCIS VALUE SCOPING WORKSHOP

The 2-day Value Scoping Workshop was held on October 1-2, 2025. The completed value scoping report is anticipated on November 1, 2025.

CMR/IMR PROJECTS

The Maintenance Department is starting the new school year cycle of project planning.

Some of our Division Priorities are:

- Security Camera Replacements and New Installations
- Electrical Panel Thermographic Inspections
- Space Utilization Planning for Schools Affected by Boundary Changes
- Heating and Cooling Issues
- Items mentioned in 2024-25 IMR Tours

END OF REPORT

REPORT NO: E.1

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

1. The Board Chair will provide the Board Chair's Report for Trustee information, which includes Board correspondence, planning and events, and recent activity.

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Committee Reports for October 29, 2025.



BOARD CHAIR REPORT

Date: October 29, 2025

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
Sept 18	Mass with St. Patrick Fine Arts School
Sept 24	Committee of the Whole
Sept 24	Regular Board Meeting
Sept 24	Letter sent to School Council chairs
Sept 25	Presentation from TEBA on Memorandum of Agreement with ATA
Sept 29	TEBA presentation to trustees re negotiations
Sept 29	Zoom meeting - Minister of Education with Board Chairs
Sept 29	ASBA - Interview for Community Engagement Award nomination
Oct 1	St. Francis Value Scoping in the PM
Oct 2	St. Francis Value Scoping all day
Oct 6	Planning for Board Orientation
Oct 10	Meeting with Minister's Chief of Staff
Oct 14	Meeting with Superintendent and Vice Chair
Oct 14	Letter sent to the TEBA Chair - re constitutional protection for Catholic schools
Oct 15	Finance Committee Meeting
Oct 20	Agenda Setting Meeting
Oct 2	Planning for Board Orientation

CORRESPONDENCE:

Month	Description
Sept 18	ASBA - update - Unfair Labour Practice Complaint
Sept 18	ACSTA - letter to candidates running in municipal election for trusteeship
Sept 18	Invitation to value scoping at St. Francis
Sept 19	ASBA - Invitation from the Standing Committee on Resource Stewardship to make a submission regarding its review of the Public Interest Disclosure (Whistleblower Protection) Act
Sept 19	ASBA - Draft revised position statements
Sept 22	ACSAT - Weekly Memo
Sept 22	ASEBP - Monthly update
Sept 22	ASBA - Updated government mandate letters
Sept 23	Invitation to attend Mass with new teachers
Sept 24	ASBA - TEBA/ATA Memorandum of Agreement

Sept 24	ASBA - Virtual session with Minister booked
Sept 24	TEBA - Virtual session booked with TEBA re Memorandum
Sept 25	Wolf Creek School Division- copy of letter they sent to Minister
Sept 25	Northern Gateways - copy of letter they sent to Minister
Sept 25	ASBA - Policy and AP samples for revised Ministerial Order
Sept 26	ACSTA - Registration open for AGM
Sept 29	ACSTA - letter to candidates
Sept 29	Faith plan resources
Sept 29	CCHS Newsletter
Sept 29	St. Mike's BI Newsletter
Sept 29	St. Patrick Taber Newsletter - fascinating to see the plethora of languages embedded in the newsletter
Sept 29	St. Paul's Newsletter
Sept 29	ACSTA - Weekly Memo
Sept 29	Invitation to Spiritual Development Day
Oct 1	Minister - Parent Supports during a Strike
Oct 1	TEBA - Benefits During a Strike/Lockout
Oct 1	GrACE - Youth Summit Update
Oct 1	Supporting Life Skills and DD Classrooms with Practical Cooking & Independence Training
Oct 2	TEBA - Chair Letter to ATA - Next Steps
Oct 2	TEBA - Engagement Session Presentation -October 2, 2025
Oct 2	ACSTA - Potential Postponement of Catholic Education Week 2025
Oct 2	ACSTA - Save The New Date
Oct 2	ACSTA - President's Update
Oct 3	Parent Letter - Labour Action - What to Expect for Monday Oct 6
Oct 3	ASBA - ATA Strike Notice
Oct 3	ASBA - ASBA Government Advocacy Tracker
Oct 3	ASBA - Summary of meeting with Minister of Primary and Preventative Health Services
Oct 3	ASBA - Funding Manual for School Authorities 2025/26 School Year – Fall Update
Oct 4	Minister - Additional supports for students and families during labour action
Oct 6	Minister - Information on Learning Outcomes, Assessment and Student Resources
Oct 6	GrACE - Youth Summit Update
Oct 6	ASBA - Lockout Notice and Meeting Invite
Oct 6	TEBA - TEBA Statement
Oct 7	TEBA - Engagement Session Presentation -October 7, 2025
Oct 8	Minister - Funding Manual for School Authorities 2025/26 School Year – Fall Update
Oct 8	TEBA - TEBA-ATA Negotiations Update
Oct 8	ACSTA - Letter for Catholic Boards to TEBA
Oct 9	Minister - Funding Update and Learning Outcomes
Oct 10	Bishop - Collection for Catholic Education Sunday Postponed
Oct 10	ACSTA - Catholic Education Week Postponed - May 9-16
Oct 10	ASBA - Professional Development Learning and Orientation Plan
Oct 14	ACSTA - Weekly Memo
Oct 14	Minister - Parent Payment Portal Open

Oct 15	ASBA - Zone 6 Oct 15 Meeting Agenda Packet
Oct 15	TEBA - TEBA Board Chair Response to The Holy Spirit Roman Catholic School Division
Oct 15	ACSTA - Pre-AGM Resolutions Package 2025
Oct 15	TEBA - TEBA-ATA Negotiation Update
Oct 16	GrACE Newsletter
Oct 16	ASBA - Fall General Meeting 2025: Registration, Policies Bulletin & General Information

REPORT NO: E.2

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: ACSTA Report

BACKGROUND

1. An ACSTA report will be provided to the Board regarding recent ACSTA business, events, and activities.



ACSTA REPORT for OCTOBER 29, 2025

- ACSTA Board of Directors has approved the evaluation of both the Board of Directors and the Executive Director. A workshop that was facilitated by Chris Smeaton.
- GAP Analysis of the ACSTA Strategic Plan: One-third through this strategic cycle and it is demonstrating meaningful progress across all seven objectives. Catholic identity and governance formation remain strong through PD and faith opportunities, collaboration with Catholic partners and education associations has deepened and political advocacy has been recognized as proactive and effective.
- Directors identified opportunities to strengthen participation, broaden engagement beyond the executive and manage to ensure long term sustainability.
- Areas that require adjustment, renewed focus or additional capacity: strengthening Trustee participation, implementing media training, deepening Catholic identity, on-boarding of new Trustees, strengthening Trustee formation. Clarifying partner roles, reinforcing the constitutional message.

- ACSTA continues to ***celebrate, preserve, promote and enhance*** Catholic education by steady engagement, visible participation and transparent reporting.
- ACSTA Annual General Meeting and Convention: **Friday, November 14 to Sunday November 16** at the Westin in Edmonton.
- Topics at AGM: **Mission and Purpose of Catholic Education by Fr. Kris Schmidt. Truth and Reconciliation by Fr. Cristino Bouvette. Constitutional Rights of Catholic Schools by Justice Anna Loparco.**
- Access resources from the ACSTA website:
<https://www.acsta.ab.ca>
- Recordings of previous Catholic Ed Talks are a rich resource for staff or personal PD.

REPORT NO: E.3

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: ASBA Report

BACKGROUND

1. An ASBA report will be provided to the Board regarding recent ASBA business, events, and activities.

ASBA Zone 6 Meeting

ASBA Zone 6 General Meeting Agenda

- Scheduled for October 15, 2025, at 8:30 AM Mountain Time .
- Key agenda items include call to order, land acknowledgment, introductions, and approval of previous minutes.

Zone Director: Representative Allison P reported

ASBA Reports: Summary of Advocacy and ongoing highlights available on www.asba.ab.ca

Handbook: handbook changes - Motion to approve - passed

Budget: Review budget documents Motion to approve - passed

Next Meeting : November 2025

REPORT NO: E.4

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: GrACE Report

BACKGROUND

1. A GrACE report will be provided to the Board regarding recent GrACE business, events, and activities.



GrACE Report for October 29, 2025

Unite. Engage. Educate. Communicate.

These four pillars guide the organization's activities and ensure that Catholic education flourishes with the partnership of the Alberta Bishops, ACSTA, CCSSA.

Provincial GrACE consists of:

Bryan Szumlas: CCSSA representative and Vice Chair

Father Gary Franken: Diocese of St. Paul/AB/NWT Bishops

Linda Ellefson: ACSTA and Director

Cindy Escott: Superintendent of Evergreen and CCSSA Representative

Susanna Kaup: REN Representative

Jolene DeMarco: ACSTA and Director

Grant Gay: REN Representative

Kate Mallon: Executive Director of GrACE

Catholic Education Week with the Theme: Anchored in Christ. A Beacon of Hope originally planned for October 18-24 has been moved to May of 2026. The Youth Summit has also been postponed.

GrACE resources for 2025-2026 offers a collection of resources to assist schools, parishes and families across Alberta, Yukon and North West Territories. Visit

<https://www.gracealberta.org/news-views/catholic>

As Trustees, we can support GrACE by encouraging local participation, sharing its resources and speaking boldly about the gift of publicly funded Catholic education.

REPORT NO: E.5

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

1. A Pincher Creek Community Early Learning Centre (PCCELC) report will be provided to the Board regarding the recent business, events, and activities.

Dear Municipal District of Pincher Creek,

Thank you for being a part of the Pincher Creek Community Early Learning Centre family, and instrumental in the construction of two purpose-built child care centres located within the Town of Pincher Creek adjacent to Canyon School and St Michael's School.

PCCELC is committed to providing quality, affordable, accessible, and inclusive early childhood care and meaningful employment opportunities in Pincher Creek. The Town is a full partner in recognizing the value of childcare, its essential nature, and its contribution to economic development.

The board has full confidence in the team currently delivering high quality child care supported by an outstanding leadership team of Stacey, Melissa and Ola. We know that parents are entrusting children in our care because centres are operating at capacity with waitlists. We appreciate each and every one of you who have chosen to make PCCELC a part of your community.

However, structural challenges have emerged in the current operating model. The Town of Pincher Creek has supported the centres financially through grants and contributions on an annual basis since its inception. In the summer, the Board met with Town Council to request additional funding as the shortfall has increased in the last few months. The Board is still trying to understand how quickly the additional shortfall appeared in the month to month financial review. It has become clear that the current operating model is not financially sustainable.

The Town has committed to funding any shortfalls to the end of January 2026 while exploring options for efficiencies and seeking out examples of different operating models which may be more sustainable. At this time, this is an information-gathering exercise and no immediate changes are planned.

In this process, both the Board and the Town are committed to ensuring any potential future model offers the same or improved level of service, same or reduced fees, and that any transition be seamless without interruption of service with additional priority placed on ensuring as many staff retained as possible to ensure continuity of care. The board will be involved in the review and decision making process.

A high priority is being placed on communications with staff and parents. We will keep you informed, involved, minimize impacts, and share information as we work together to ensure affordable, inclusive, and accessible childcare in Pincher Creek.

Please contact me, Board members, or the Town of Pincher Creek representatives for more information. We will provide regular updates in the coming weeks.

Sincerely,
Christy Gustavison
Chair
board@pincherchildcare.ca

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PCCELC Board



REPORT NO: E.6

October 29, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Economic Development Committee Report

BACKGROUND

1. An Economic Development Committee report will be provided to the Board regarding recent Economic Development Committee business, events and activities.

Sector Reports: Community Social Services: Just opened the purpose-built supportive housing facility. It's the first of its kind. The provincial funding came in just before the opening so currently hiring staff and then will be filling rooms. Over 50 people listed for 30 rooms.

Past President: October 25th Board Leadership Lethbridge is hosting a conference at Lethbridge Polytechnic to help with training and networking. There will be many sessions available to attend, including an Intro to Government Relations presented by Trevor Lewington and AI Beyond ChatGPT presented by Timothy Hachkowski. You can check out more info [here](#).

Chamber of Commerce: Held a successful candidate forum at the Yates; all candidates attended. There was a good turnout. Lethbridge Business awards Gala will take place on October 23rd.

Education: Gave a brief update on ongoing job action.

We reviewed the terms of reference for the ad hoc CEO Transition committee. It was suggested the Mayor sit on this committee as vice chair of EDL and as a representative from the city. Discussion was had about whether this would create a conflict of interest and allow the committee to have open dialogue around the MOU and EDL future. Went to a vote and the board passed the motion to allow the Mayor to sit on committee.

Business retention and expansion: Ben Young (interim CEO) reported on the completion of a commercial industrial development study and ongoing projects, including the rail utilization project. Concerns raised about a decrease in investment inquiries and highlighted a broader trend of reduced business investments in Canada. Attending business networking in London and Zurich. Only 30 Economic Development professionals across the country were invited. Great opportunity to explore European markets and meet directly with decision makers in companies.

Investment Attraction: Requests for information from entities such as Invest Alberta and JETI have slowed in recent months and this exposes a trend in recent months of Canadian companies vastly reducing levels of investment. Canadian companies' investment in industrial machinery and equipment is at the lowest levels since 1981. This is a concerning indicator of expansion and growth of the industrial sector.

Trevor Lewington has taken a position with Lethbridge County as the first Director of Growth and Engagement. Sad to see him leave EDL, but wish him all the best in this new exciting role!

ADVOCACY NO: F.1

October 29, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Individual Trustee Advocacy

BACKGROUND

1. Trustees will provide a brief update regarding the activities they have been engaged in to advocate for the Board and school division over the past month.

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Advocacy Reports for October 29, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: October 29, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept. 25	Ecole St. Mary's School Council and organizational meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
Sept.- Oct.	Regular Mass Attendance at St. Catherine's
	Ministries of Lector, Music and Hospitality

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept. 11/12	ACSTA Board of Directors: Board Evaluation/Executive Director Evaluation
Sept. 29	Virtual ACSTA Board of Directors to review Strategic Plan and status
October 8	Board of Directors ACSTA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Oct. 1	St. Francis Value Scoping
Oct. 2	St. Francis Value Scoping
Oct. 6	Meeting with Board Chair and Superintendent
Oct. 8	Meeting at St. Francis with Board Chair, MLA Nathan Neudorf and Trustees Gibb and Doherty and Secretary Treasurer and Director of Maintenance Vivien Kosuth
Oct. 20	Agenda Setting
Oct. 29	COW and Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: October 29, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 24, 2025	CCH Music Parents Association Meeting
Oct 1, 2025	CCH Music Parents Association Meeting
Oct 2, 2025	CCH School Council
Oct 2, 2025	CCH Parent Teacher Interviews
Oct 2, 2025	University Information Session CCHE
Oct 4, 2025	CCH Music Dept Bottle Drive

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass @St Martha's Parish
Oct 4, 2025	OktoberFest Fundraiser for St Ambrose in Coaldale
Oct 5, 2025	Eucharistic Ministry Training

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept 24, 2025	TEBA Ratification Info Session
Oct 7, 2025	TEBA Info Session

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Oct 1, 2025	SFJH Value Scoping Workshop Day 1
Oct 2, 2025	SFJH Value Scoping Workshop Day 2
Oct 15, 2025	EDL Board Meeting



BOARD MEETING DATE: October 29, 2025

Date:	School and Key Discussions:
	No School Council Meeting due to strike.

Date:	Key Discussions:
	Regular attendance at Mass

Date:	Name and Key Discussions:

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: October 29, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Oct 2	CCH School Council - parent rep. Enrollment, school calendar, contingency plan

PARISH COMMITMENTS:

Date:	Key Discussions:
Oct 4	Octoberfest Fundraiser St. Ambrose
Oct 26	Sacristan 9am St. Martha
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Ongoing	Dynamic Catholic Daily Gospel Reflection

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept 26	ASBA Zone Chairs/Vice Chairs Meeting
Oct 15	ASBA Zone 6 Meeting - Chair
Oct 29	ASBA Zone 6 Orientation

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sept 25	TEBA Information session
Sept 29	TEBA Information Session
October 1-2	SFJH Value Scoping
Oct 7	TEBA Information Session
Oct 8	SFJH Building Discussion
Oct 26	COW and Public Meeting

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: October 29, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
	Superintendent Sunday updates

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish
October	Catholic Education Sunday Message at Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
September 25, 2025	TEBA Information Session
September 29, 2025	TEBA Information Session
October 7, 2025	TEBA Information Session
October 15, 2025	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
October 1, 2025	Value Scoping at St. Francis Jr. High
October 4, 2025	Octoberfest Fundraiser for St. Ambrose Parish
October 29, 2025	Committee of the Whole Board Meeting
October 29, 2025	Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: October 29, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 25	STC opening Mass /Welcome back and blessing
Oct. 2	St. Francis opening Mass

PARISH COMMITMENTS:

Date:	Key Discussions:
Oct	On going Mass at All Saints

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept. 29	TEBA
Oct.2	TEBA
Oct. 7	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sept. 23	PCCELC
Sept. 24	Board meeting
Oct. 1&2	Value Scoping Workshop
Oct .14	PCCELC/Town
Oct. 22	PCCELC

ADVOCACY NO: F.2

October 29, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

1. In order to ensure better communication between the Board of Trustees and schools, Trustees serve as School Council Liaisons for each school within the division.
2. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between councils and the Board.

INFORMATION NO: G.1

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Chantel Axani, Superintendent of Schools

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BACKGROUND

1. The following Administrative Procedures have been reviewed and updated this month:

- AP 307: [Young Offender Records](#)
- AP 213: [Early Childhood Services Program](#)
- AP 460: [The Role of the Secretary Treasurer](#)
- AP 320: [Interviewing Students](#)
- AP 347: [Fairness and Safety in Sports](#)

INFORMATION NO: G.2

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: ASBA Annual General Meeting

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is information about the ASBA Annual General Meeting, which is scheduled for November 16-18, 2025 in Edmonton, Alberta.



2025 Fall General Meeting

All trustees and their administration are invited to attend all portions of the in-person only 2025 Fall General Meeting (FGM) from November 16-18 at the Westin Edmonton Hotel.

Registration for the 2025 FGM is now open.

- **Monday, November 17: Business Session**
- **Tuesday, November 18: MLA Breakfast and Professional Development**
- **Optional Events: Board Orientation for New Trustees and Board Chairs and Introduction to TEBA**

Orlando Bowen, Keynote Speaker



Orlando Bowen is a gamechanger and a messenger of hope who inspires change with his words and delivers results with his actions. Orlando helps leaders to become powerful allies and show up in ways that transform individual and collective possibilities. He is a former football player whose career was cut short by a vicious assault that almost cost him his life. He's found the ability to forgive and now his work often creates a transformative work environment by shifting the culture.

Orlando Bowen helps leaders to become powerful allies and show up in ways that transform individual and collective possibilities. He is a former football player whose career was cut short by a vicious assault that almost cost him his life. He has privately and publicly forgiven his attackers and despite all he has been through, he remains steadfast and committed to pouring into others.

Orlando's mission is to make a difference in the lives of others by motivating people to take action. Orlando knows how to equip team members to create and protect workspaces where staff can see and value the power of connection despite any and all differences.

When it comes to building teams, creating momentum and employing winning strategies, Orlando is the real deal. Empowering people to overcome adversity, find their passion and to use their gifts to serve is the reason Orlando breathes. This gift has placed Orlando on hundreds of stages, boardrooms and in presentations across North America and has garnered him numerous awards. Orlando Bowen's story of success and triumph over tragedy will motivate your people to pursue their goals by creating their own roadmap for success. Your executives will know that anything is possible and will be equipped with concepts and tools that will move your company towards success!

INFORMATION NO: G.3

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

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FROM: Board of Trustees

SUBJECT: ACSTA Annual General Meeting

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is information about the ACSTA Annual General Meeting, which is scheduled for November 14 - 16, 2025 which will be held in Edmonton, Alberta.

2025 ACSTA AGM & Convention

Friday, November 14th - Sunday, November 16th

The Westin Edmonton - 10135 100 St NW, Edmonton, AB T5J 0N7 - [Meeting Space Layout](#)



The theme for this year's AGM and Convention is "**Pilgrims of Hope**", and will feature a lineup of keynote speakers who will address critical aspects of Catholic education and governance.

KEYNOTE SPEAKERS



Fr. Kris Schmidt
Archdiocese of Edmonton



Fr. Cristino Bouvette
Diocese of Calgary



Justice Anna Loparco
Court of King's Bench of Alberta

Fr. Kris Schmidt will be speaking on the mission and purpose of Catholic education. He is a priest for the Archdiocese of Edmonton, the Vocations Lead for the Archdiocese of Edmonton, and the pastor of St. Francis Xavier Catholic Church in Camrose. He grew up in St. Albert, attending Holy Family Catholic Church, and he attended École Sacré Coeur and Sainte Marguerite d'Youville High School in St. Albert, Alberta.

Fr. Cristino Bouvette will be speaking on Truth and Reconciliation within the context of Catholic education. Fr. Cristino is an indigenous Albertan of Cree-Metis descent and served as the National Liturgical Coordinator for Pope Francis's 2022 Truth and Reconciliation pilgrimage to Canada. He is the Director of the Office of Vocations for the Diocese of Calgary and the pastor of Sacred Heart Catholic Church in Strathmore, Alberta.

Justice Anna Loparco will be speaking on the constitutional rights of Catholic schools. Justice Loparco is a Justice of the Court of King's Bench of Alberta. She was a partner at Dentons LLP, where she worked for 15 years, and was a former legal counsel for ACSTA.

INFORMATION NO: G.4

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Infrastructure Maintenance and Renewal (IMR) and Capital
Maintenance and Renewal (CMR) Expenditure Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Prepared for Board information is the "IMR and CMR Annual Expenditure Report," for the 2024/2025 school year.

Holy Spirit Catholic School Division
Infrastructure Maintenance and Renewal (IMR)
Capital Maintenance and Renewal (CMR)
Annual Expenditure Summary
for the Year Ending August 31, 2025
(Unaudited)

	IMR	CMR	Total
Deferred Revenue, August 31, 2024	\$ 3,779,522.88	\$ 1,214,614.35	\$ 4,994,137.23
2024/2025 Funding	715,752.00	900,580.00	1,616,332.00
Available funding	4,495,274.88	2,115,194.35	6,610,469.23

2024/2025 Expenditures

Planned and Emergent Projects	\$ 1,066,055.05	\$ 1,140,297.12	\$ 2,206,352.17
Interest earned during the year	133,263.06	50,661.22	183,924.28
Deferred Revenue, August 31, 2025	\$ 3,562,482.89	\$ 1,025,558.45	\$ 4,588,041.34

Capitalized Expenditures

Network Infrastructure Upgrades	\$ 221,187.97		\$ 221,187.97
Landscaping and hardscape repairs	90,522.06		90,522.06
Interior repairs and replacements	103,144.56		103,144.56
Program Functional Upgrades (SFJH)	26,758.69		26,758.69
Locker Replacement			-
Exterior Envelope replacements		110,781.44	110,781.44
Roof Repairs and Replacements		243,428.34	243,428.34
Barrier Free Upgrades (SPT)		9,843.31	9,843.31
Gym Bleacher Replacement (SMPC)		64,963.53	64,963.53
Flooring Replacement		112,884.24	112,884.24
Electrical Lighting Upgrades		77,860.15	77,860.15
Electrical panel replacement (ESM)		65,115.51	65,115.51
East Window upgrades (OLA)		93,539.85	
Concrete Slab Repair (SPT)		11,934.27	11,934.27
Sanitary Piping repairs		56,289.14	56,289.14
Cooling system replacement (ESM)		293,657.34	293,657.34
	\$ 441,613.28	\$ 1,140,297.12	\$ 1,488,370.55

% of total expenditures capitalized	41%	100%	67%
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Row Labels	Sum of Expenditure
Catholic Central East	90,959.29
Annual Elevator And Lift Inspectio	2,379.77
Annual Inspection & Testing Of Fir	5,933.28
Boiler System Component Repairs An	1,532.13
Electrical Panel Infrared Thermogr	532.48
Electrical Repairs And Replacement	1,033.15
Gym Equipment Repairs And Parts Re	2,063.51
Hvac Component Repairs And Replace	35,376.27
Interior Installation, Repairs And	1,206.12
Landscaping And Hardscaping Repair	34,230.78
Pa Wiring Upgrade	3,519.82
Plumbing Component Repair And Repl	1,576.78
Program Functional Upgrades	1,575.21
Catholic Central West	40,732.64
Annual Inspection & Testing Of Fir	2,789.27
Boiler System Component Repairs An	5,602.37
Electrical Repairs And Replacement	693.35
Hvac Component Repairs And Replace	26,008.75
Interior Installation, Repairs	417.29
Plumbing Component Repair And Repl	1,760.26
Program Functional Upgrade - Weldi	785.08
Program Functional Upgrades	2,676.28
Children of St. Martha	71,445.45
Annual Inspection & Testing Of Fir	1,251.55
Electrical Panel Infrared Thermogr	532.48
Electrical Repairs And Replacement	1,325.42
Exterior Envelope Repairs And Repl	3,423.08
Hvac Component Repairs And Replace	25,047.67
Hvac Study To Replace Air Handling	249.48
Interior Installation, Repairs	15,761.11
Landscaping And Hardscaping Repair	2,727.26
Plumbing Component Repair And Repl	21,127.40
Ecole St. Mary	66,964.06
Annual Elevator And Lift Inspectio	6,166.36
Boiler System Component Repairs	128.52
Electrical Panel Infrared Thermogr	938.09
Electrical Repairs And Replacement	10,790.70
Gym Equipment Repairs And Parts	929.12
Hvac Component Repairs And Replace	7,320.62
Hvac Preventative Maintenance	553.36
Interior Installation, Repairs	19,460.46

Landscaping And Hardscaping Repair	11,318.66
Plumbing Component Repair And Repl	1,818.33
Pm Lift Inspection And Servicing	1,059.34
Structural Repairs And Replacement	6,480.49
Father Leonard Van Tighem	48,008.47
Annual Elevator And Lift Inspectio	416.88
Annual Inspection & Testing Of Fir	2,038.32
Hvac Component Repairs And Replace	15,175.15
Interior Installation, Repairs And	21,667.54
Plumbing Component Repair And Repl	2,007.76
Program Functional Upgrades	6,702.82
Our Lady of Assumption	37,304.48
Annual Elevator And Lift Inspectio	1,663.23
Annual Inspection & Testing Of Fir	1,302.62
Boiler System Component Repairs	1,273.48
Electrical Repairs And Replacement	1,973.33
Exterior Envelope Repairs And Repl	921.56
Flooring Repairs And Replacements	494.44
Hvac Component Repairs And Replace	6,112.38
Interior Installation, Repairs And	22,999.82
Plumbing Component Repair And Repl	563.61
St Teresa of Calcutta	35,614.55
Annual Inspection & Testing Of Fir	872.29
Exterior Envelope Repairs And Repl	14,733.36
Hvac Component Repairs And Replace	14,803.55
Interior Installation, Repairs And	4,798.82
Plumbing Component Repair And Repl	406.51
St. Catherine School	37,796.82
Annual Inspection & Testing Of Fir	2,396.71
Annual Playground Safety Audit And	633.90
Boiler System Component Repairs	1,750.95
Electrical Repairs And Replacement	2,301.95
Exterior Envelope Repairs And Repl	4,843.66
Flooring Repairs And Replacements	1,825.43
Hvac Component Repairs And Replace	11,558.01
Landscaping And Hardscaping Repair	10,836.49
Plumbing Component Repair And Repl	1,649.73
St. Francis Junior High	107,044.95
Annual Elevator And Lift Inspectio	5,373.03
Annual Inspection & Testing Of Fir	3,163.04
Boiler System Component Repairs An	1,701.04
Burst Heating Pipe Repairs And Haz	22,435.45
Electrical Repairs And Replacement	1,227.68
Exterior Envelope Repairs And Repl	4,212.84

Gym Equipment Repairs And Parts Re	1,410.09
Hvac Component Repairs And Replace	20,517.93
Interior Installation, Repairs And	17,672.20
Plumbing Component Repair And Repl	5,488.25
Program Functional Upgrades	26,758.69
Roof Repairs	(2,915.30)
St. Joseph School	123,684.79
Annual Inspection & Testing Of Fir	1,791.63
Annual Playground Safety Audit And	1,519.55
Boiler System Component Repairs An	636.39
Electrical Repairs And Replacement	96,004.83
Exterior Envelope Repairs And Repl	3,904.82
Hvac Component Repairs And Replace	10,141.23
Interior Installation, Repairs And	2,094.90
Plumbing Component Repair And Repl	1,641.82
Sidewalk And Roof Drainage Repair	5,949.64
St. Mary Taber	41,749.39
Annual Inspection & Testing Of Fir	2,510.48
Annual Playground Safety Audit And	4,155.89
Electrical Panel Infrared Thermogr	657.45
Electrical Repairs And Replacement	6,666.89
Flooring Repairs And Replacements	2,253.79
Hvac Component Repairs And Replace	13,034.43
Interior Installation, Repairs	1,314.44
Landscaping And Hardscaping Repair	9,191.46
Plumbing Component Repair And Repl	1,367.10
Security Camera Supply And Install	221.21
Structural Repairs And Replacement	376.25
St. Michael's Bow Island	21,432.46
Annual Inspection & Testing Of Fir	1,775.33
Annual Playground Safety Audit And	633.90
Boiler System Component Repairs	552.67
Electrical Repairs And Replacement	186.56
Gym Equipment Repairs And Parts Re	3,091.64
Hvac Component Repairs And Replace	10,681.19
Plumbing Component Repair And Repl	2,457.33
Sewer Backup Study And Repairs	2,053.85
St. Micheal Pincher Creek	369.69
Emergency Light Upgrade	369.69
St. Micheal's Pincher Creek	45,174.13
Annual Elevator And Lift Inspectio	732.69
Annual Inspection & Testing Of Fir	3,770.72
Annual Playground Safety Audit And	633.90
Boiler System Component Repairs	2,747.76

Electrical Repairs And Replacement	2,226.89
Hvac Component Repairs And Replace	8,577.62
Interior Installation, Repairs	5,583.42
Landscaping And Hardscaping Repair	18,413.99
Plumbing Component Repair And Repl	1,446.39
Structural Repairs And Replacement	1,040.74
St. Patrick Fine Arts	27,364.85
Annual Inspection & Testing Of Fir	2,553.41
Asphalt Parking Lot Resurfacing -	543.35
Boiler System Component Repairs	1,273.39
Electrical Repairs And Replacement	3,457.78
Hvac Component Repairs And Replace	10,051.89
Landscaping And Hardscaping Repair	3,803.42
Operable Wall Roller Replacement	4,324.69
Plumbing Component Repair And Repl	1,356.93
St. Patrick Taber	30,924.11
Annual Inspection & Testing Of Fir	1,096.15
Annual Playground Safety Audit	633.90
Annual Roof Anchor Fall Protection	2,132.01
Boiler System Component Repairs	1,394.22
Electrical Repairs And Replacement	842.19
Hvac Component Repairs And Replace	22,166.99
Interior Installation, Repairs And	2,179.91
Plumbing Component Repair And Repl	478.75
St. Paul School	15,296.36
Annual Inspection & Testing Of Fir	2,604.48
Electrical Repairs And Replacement	974.34
Hvac Component Repairs And Replace	10,361.26
Interior Installation, Repairs And	230.01
Plumbing Component Repair And Repl	716.69
Program Functional Upgrades	409.57
Technology	221,187.97
Network Server Upgrades	221,187.97
Trinity	3,000.27
Hvac Component Repairs And Replace	3,000.27
Grand Total	1,066,054.73

Row Labels	Sum of Expenditure
Catholic Central East	47,783.30
Roof Replacement Of Section G&H	47,783.30
Catholic Central West	165,893.00
Gym Floor Lifecycle Repairs And Re	77,082.83
Gym Light Replacement	32,521.03
Sanitary Piping Repair	56,289.14
Children of St. Martha	107,042.31
Gym Light Replacement	18,256.37
Lifecycle Roof Replacement - Secti	88,785.94
Ecole St. Mary	411,868.05
Electrical Panel Replacement Based	65,115.51
Flooring Replacement	35,801.41
Gym Light Replacement	17,293.79
South Wing Ahu-2 Cooling Installat	293,657.34
Our Lady of Assumption	103,328.81
East Windows Upgrade	93,539.85
Gym Light Replacement	9,788.96
St. Joseph	106,859.10
Lifecycle Roof Replacement - Secti	106,859.10
St. Michael Pincher Creek	64,963.53
Carryover - Remove And Replace Ble	64,963.53
St. Patrick Fine Arts	110,781.44
Exterior Envelope Repairs And Repl	43,346.52
Gym Exterior Wall Repair	67,434.92
St. Patrick Taber	21,777.58
Barrier Free Access Upgrades	9,843.31
Concrete Slab Repair	11,934.27
Grand Total	1,140,297.12

INFORMATION NO: G.5

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: Holy Spirit Retiree Mass Rescheduled

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Due to the ATA job action, Holy Spirit Catholic School Division's Retiree Mass hosted by the Board of Trustees will be rescheduled.
2. Further information will be made available once details are finalized.

INFORMATION NO: G.6

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: Catholic Education Week Rescheduled

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Catholic Education Week was originally scheduled to be celebrated from October 18-24, 2025.
2. In consultation with the provincial Catholic education partners (ACSTA, CCSSA, GrACE, and the Bishops of Alberta), it has been determined that, due to the teacher strike, Catholic Education Week will be postponed to May 9-16, 2026.
3. On May 9-10, 2026, across the Diocese of Calgary, Catholic Education Sunday will be celebrated to begin Catholic Education Week.

INFORMATION NO: G.7

October 29, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is the division's most current enrolment data.

																								Total FTEs Sept 26, 2025			Total FTEs Sept 27, 2024	% Difference Sept 27, 2024
	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder- garten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 26, 2025	% Difference in FTE	Difference in FTEs	Total FTEs Sept 27, 2024	% Difference Sept 27, 2024	
CARE				0				0	2	6	2	10				0	10			0	10	10	10	100.0%	0	7	42.9%	
CCHS ENG				0				0				0	282	325	341	948	948			0	948	948	948	100.0%	0	921	2.9%	
CCHS FI				0				0				0	14	28	16	58	58			0	58	58	58	100.0%	0	65	-10.8%	
ESM ENG	17	19	27	63	34	22	30	86				0				0	149	15	18	33	182	165.5	165.5	100.0%	0	170.5	-2.9%	
ESM FI	48	50	26	124	25	34	31	90				0				0	214		31	31	245	229.5	229.5	100.0%	0	221.5	3.6%	
FLVT	54	41	54	149	53	59	54	166	116	99	107	322				0	637	18	30	48	685	661	661	100.0%	0	639.5	3.4%	
ASSUMPTION	28	26	28	82	24	32	33	89				0				0	171	10	12	22	193	182	182	100.0%	0	173	5.2%	
ST FRANCIS ENG				0				0	211	182	226	619				0	619			0	619	619	619	100.0%	0	532	16.4%	
ST FRANCIS FI				0				0	30	33	29	92				0	92			0	92	92	92	100.0%	0	82	12.2%	
ST MARTHA	39	31	40	110	36	31	15	82				0				0	192	12	20	32	224	208	208	100.0%	0	205.5	1.2%	
ST PATRICK FA	46	42	41	129	40	47	43	130				0				0	259		36	36	295	277	277	100.0%	0	272.5	1.7%	
ST PAUL	40	45	41	126	43	51	52	146				0				0	272	13	35	48	320	296	296	100.0%	0	288.5	2.6%	
ST TERESA	66	54	59	179	53	68	48	169				0				0	348	19	45	64	412	380	380	100.0%	0	380.5	-0.1%	
TRINITY				0				0				0	5	11	36	52	52			0	52	52	52	100.0%	0	50	4.0%	
Sub Total City	338	308	316	962	308	344	306	958	359	320	364	1043	301	364	393	1058	4021	87	227	314	4335	4178	4178	100.0%	0	4008.5	4.2%	
ST CATHERINE	15	9	21	45	16	26	20	62	16	14	16	46				0	153	7	18	25	178	165.5	165.5	100.0%	0	181.5	-8.8%	
ST JOSEPH	34	28	29	91	42	31	29	102	30	18	19	67				0	260	20	22	42	302	281	281	100.0%	0	320.5	-12.3%	
ST MARY(T)				0			19	19	22	21	30	73	27	23	29	79	171			0	171	171	171	100.0%	0	174	-1.7%	
ST MICHAEL PC ENG	16	23	20	59	18	13	24	55	16	16	18	50	28	20	33	81	245	13	28	41	286	265.5	265.5	100.0%	0	270.5	-1.8%	
ST MICHAEL PC FI	6	8	6	20	7	5	6	18				0				0	38			0	38	38	38	100.0%	0	37	2.7%	
ST MICHAEL BI	3	2	4	9	7	7	0	14	4	5	5	14				0	37	0	4	4	41	39	39	100.0%	0	45	-13.3%	
ST PATRICK T	28	27	35	90	34	25		59				0				0	149	14	31	45	194	171.5	171.5	100.0%	0	182.5	-6.0%	
Sub Total Rural	102	97	115	314	124	107	98	329	88	74	88	250	55	43	62	160	1053	54	103	157	1210	1131.5	1131.5	100.0%	0	1211	-6.6%	
TOTALS	440	405	431	1276	432	451	404	1287	447	394	452	1293	356	407	455	1218	5074	141	330	471	5545	5309.5	5309.5	100.0%	0	5219.5	1.7%	

PreK FEE PAYING	
ESM ENG	8
FLVT	23
ASSUMPTION	9
ST MARTHA	9
ST PAUL	3
ST TERESA	10
Sub Total City	62
ST CATHERINE	10
ST JOSEPH	13
ST MICHAEL PC	23
ST MICHAEL BI	6
ST PATRICK T	17
Sub Total Rural	69
Total Pre K	131

INTERNATIONAL NON-FUNDED TUITION PAYING									
SCHOOL				SUB Total				SUB Total	Total
	Gr 7	Gr 8	Gr 9		Gr 10	Gr 11	Gr 12		
CCHS				0	5	6	4	15	15
FLVT				0				0	0
ST FRANCIS		1	1	2				0	2
Sub Total City	0	1	1	2	5	6	4	15	17
ST JOSEPH				0				0	0
ST CATHERINE				0				0	0
ST MARY (T)				0	1		1	2	2
ST MICHAEL PC				0		2		2	2
ST MICHAEL BI				0				0	0
Sub Total Rural	0	0	0	0	1	2	1	4	4
Total	0	1	1	2	6	8	5	19	21

INTERNATIONAL EXCHANGE											
SCHOOL	Gr 7		Gr 8	Gr 9	SUB Total	Gr 10	Gr 11		Gr 12	SUB Total	Total
CCHS					0		1			1	1
SMT					0					0	0
SMPC				1	1					0	1
Total	0	0	0	1	1	0	1	0	0	1	2

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
141	330	5074	5545	131	21	2	154	5699