

		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, MARCH 26, 2025, COMMENCING AT 3:15 P.M.	
	Present	BOARD Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Thomas Machacek Trustee Bob Spitzig	
		ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Acting Secretary Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa	
	Regrets	Board Chair Carmen Mombourquette Trustee Cheralan O'Donnell	
CALL TO ORDER		Vice Chair Linda Ellefson called the March 26, 2025, Regular Board Meeting to order at 3:15 p.m.	
OPENING PRAYER		She 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. Trustee Frances Cote led the prayer provided by a student of St. Joseph School, Coaldale.	
Approval of Agenda	10719/0325 Roisin Gibb	M/C	That the agenda for the March 26, 2025, Board Meeting be approved, as amended.
		B.3	Transportation Distance Eligibility Change
Previous Minutes	10720/0325 Bob Spitzig	M/C	That the minutes of the February 26, 2025 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes		Trustee Roisin Gibb inquired about the feedback gathered from the recent Council of School Council Chairs and Board of Trustees meeting and the availability of the information. The feedback will be collated and reported back to the Trustees at a later date.	
<u>PRESENTATIONS</u>			
“Excellence in Catholic Education” Recipient		Mr. Aaron Skretting, Director of Religious Education for Holy Spirit Catholic School Division was in attendance. He has been selected as the division’s recipient for the CCSSA’s “Excellence in Catholic Education” Award for 2024/2025. The Board congratulated Mr. Skretting and wished him well as he will join this year’s BluePrints Conference to be further honoured on May 6-9, 2025.	
<u>ACTION ITEMS</u>			
Three Year Capital Plan (2026-2029)	B.1	Based on the direction provided by the Board at its February 26, 2025, Regular Meeting, the finalized Three Year Capital Plan for 2026-2029 was presented for Board review and approval.	
	10721/0325 Tricia Doherty	M/C	That the Board of Trustees approves the Three-Year Capital Plan for 2026-2029, as presented;
		AND FURTHER, that this document be submitted to Alberta Education and Alberta Infrastructure and placed on the division website.	
Superintendent Evaluation	B.2	As outlined in <i>Policy 2: Role of the Board</i> , the Board of Trustees will evaluate the Superintendent annually.	

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	10722/0325 Roisin Gibb	M/C	That the Board of Trustees convene to Committee of the Whole at 3:40 p.m.
	10723/0325 Roisin Gibb	M/C	That the Board of Trustees reconvenes to the Regular Meeting at 3:46 p.m.
	10724/0325 Tricia Doherty	M/C	That the Board of Trustees directs the Board Chair to begin the process of the Superintendent evaluation for the 2024/2025 school year by investigating the services of an independent consultant to conduct the evaluation.
Transportation Distance Eligibility Change	B.3	On February 27, 2025, the Province of Alberta announced Budget 2025. At this time, it was announced that the transportation grant eligibility distance criteria will be changed from 1.0 km to 1.6 km effective September 1, 2025. On March 25, 2025, Lethbridge School Division, whom we share transportation services approved changing the eligibility criteria back to 1.6 km due to rising costs of transportation services and lack of funding.	
	10725/0325 Bob Spitzig	M/C	That the Board of Trustees set the transportation distance eligibility criteria to 1.6 km for kindergarten to Grade 6 students where needed for the 2025/2026 school year to be aligned with our transportation partners.
POLICY REVIEW Policy 13: Hearings on Teacher Matters	C.1	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 13: Hearings on Teacher Matters</i> and presented the recommended changes to the Board of Trustees.	
	10726/0325 Roisin Gibb	M/C	That the Board of Trustees accepts <i>Policy 13: Hearings on Teacher Matters</i> , as presented.
Policy 14: Appeals and Hearings on Student Matters	C.2	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 14: Appeals and Hearings on Student Matters</i> and presented the recommended changes to the Board of Trustees.	
	10727/0325 Frances Cote	M/C	That the Board of Trustees accepts <i>Policy 14: Appeals and Hearings on Student Matters</i> , as presented.
Policy 16: School Closure	C.3	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 16: School Closure</i> and presented the recommended changes to the Board of Trustees.	
	10728/0325 Thomas Machacek	M/C	That the Board of Trustees accepts <i>Policy 16: School Closure</i> , as presented.
Policy 20: Fiscal Stewardship	C.4	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 20: Fiscal Stewardship</i> and presented the recommended changes to the Board of Trustees.	
	10729/0325 Blake Dolan	M/C	That the Board of Trustees accepts <i>Policy 20: Fiscal Stewardship</i> , as presented.
Policy 24: Budget	C.5	The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 24: Budget</i> and presented the recommended changes to the Board of Trustees.	
	10730/0325 Frances Cote	M/C	That the Board of Trustees accepts <i>Policy 24: Budget</i> , as presented.
ADMINISTRATIVE REPORTS Superintendent's Report	D.1	The Board reviewed the Superintendent's March 26, 2025 Report.	

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	10731/0325 Tricia Doherty	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, First Nations, Métis and Inuit, and Facilities Reports for March 26, 2025.
Deputy Superintendent's Report	D.2	The Board received the Deputy Superintendent's March 26, 2025 Report.
Secretary Treasurer's Report	D.3	The Board received the Secretary Treasurer's March 26, 2025 Report.
Director of Learning Update	D.4	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	D.5	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	D.6	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Métis and Inuit Education Update	D.7	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.
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.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.
	10732/0325 Bob Spitzig	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Reports for March 26, 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 Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC Report	E.5	Trustee Bob Spitzig, Board representative to the PCCELC, provided a report to the Board regarding recent business, events, and activities.
Economic Development	E.6	Trustee Tricia Doherty, representative to the Economic Development Committee, provided a verbal report to the Board regarding recent business, events, and activities. She noted that the Innovation Conference is coming up alongside the E-Sports Tournament which division schools have previously entered.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided a written update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10733/0325 Roisin Gibb	M/C That the Board of Trustees receives and files the individual Trustee Advocacy Reports for March 26, 2025.

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School Council Advocacy	F.2 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.
Holy Spirit High Schools Graduation Planning	F.3 To assist in Board planning, as well as the planning for each of the high schools within the division, the schedules for upcoming graduation exercises were presented.
INFORMATION ITEMS	
Administrative Procedures Updates	G.1 The Board of Trustees received the following updated / revised Administrative Procedures as information: - AP 310: Assisting a Student in Case of Accident or Illness - AP 318: Possession of Weapons or Potentially Dangerous Items in School - AP 401: Recruitment and Selection of School Administrators and Supervisory Staff - AP 447: Employee Recognition
“Share the Mission” Award Nomination Information	G.2 The Board received nomination information that has been prepared for the 2024/2025 “Share the Mission” Award. Nominations will be accepted until June 6, 2025. An online form is available on the Holy Spirit division website for nomination submissions.
Second Quarter Financial Report	G.3 Acting Secretary Treasurer Amanda Lindemann provided the Holy Spirit Catholic School Division’s Second Quarter Financial Statement, for the period from September 1, 2024 to February 28, 2025.
Correspondence From Alberta Infrastructure	G.4 The Board of Trustees received correspondence from Alberta Infrastructure for the approval of playground funding for the Holy Spirit Catholic School Division new westside school in Lethbridge, Alberta.
GrACE Youth Summit	G.5 The GrACE Youth Summit is to be held on October 24, 2025 at Our Lady of Perpetual Help Parish, in Sherwood Park, Alberta.
A Balancing Act: Budget Survey Summary	G.6 A Balancing Act: Budget Survey was sent out to all Holy Spirit Catholic School Division stakeholders from March 3 – 10, 2025. The survey asked respondents to assist the division in determining budget priorities for the 2025/2026 school year. A summary of the survey results was provided to the Board.
Holy Spirit Stars	G.7 The Board reviewed the activities and achievements of the division’s students and staff over the past month.
Enrolment Data Update	G.8 The Board received the division enrolment report for February 2025.
	10734/0325 M/C That the Board of Trustees convene into the Committee of the Whole at 4:50 p.m. Bob Spitzig
	10735/0325 M/C That the Board to Trustees reconvene into the Regular Meeting at 5:04 p.m. Roisin Gibb
ADJOURNMENT	10736/0325 M/C That the Board of Trustees adjourns the Regular Board Meeting of Blake Dolan March 26, 2025, at 5:04 p.m.
Board Chair Secretary Treasurer	