

Dear God,



We thank you for this day.

We offer our gratitude for all the blessings you have bestowed upon us for the health of our students and staff, the food we eat, and the people we can provide for. Help guide us through the upcoming months, and help all students in their studies and all staff in their work. Please guide and protect us from all harm and help us to live in accordance with your teachings.

We ask for your mercy and forgiveness for the sins we have committed.



Through your guidance, help us to continue to arise, build and proclaim.

In your name, we pray.

Amen

By: Kade Evans,
St Joseph School, Coaldale



Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, March 26, 2025
3:00 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. Joseph School, Coaldale) – Trustee Frances Cote

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) February 26, 2025 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Excellence in Catholic Education Award Recipient
(Chantel Axani, Superintendent of Schools))

- B.1 Three Year Capital Plan (2026-2029)
- B.2 Superintendent Evaluation

C. POLICY REVIEW

- C.1 Policy 13: Hearings on Teacher Matters
- C.2 Policy 14: Appeals and Hearings on Student Matters
- C.3 Policy 16: School Closure
- C.4 Policy 20: Fiscal Stewardship
- C.5 Policy 24: Budget

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
- D.4 Director of Learning Update
- D.5 Director of Religious Education Update
- D.6 Director of Support Services Update
- D.7 First Nations, Métis, and Inuit Education Update
- D.8 Director of Facilities

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

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy
- F.3 Holy Spirit High Schools Graduation Planning

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 "Share the Mission" Award Nomination Information
- G.3 Second Quarter Financial Report
- G.4 Correspondence from Alberta Infrastructure
- G.5 GrACE Youth Summit
- G.6 A Balancing Act: Budget Survey Summary
- G.7 Holy Spirit Stars
- G.8 Enrolment Data Update

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER Approval of Agenda Previous Minutes Business Arising from the Minutes <u>PRESENTATION</u> “Thoughts, Impressions and Going Forward” <u>ACTION ITEMS</u> Three Year Capital Plan (2026-2029) DRAFT Alberta School Councils’ Association (ASCA) Conference Registration	Present 10704/0225 Blake Dolan 10705/0225 Linda Ellefson B.1 10706/0225 Bob Spitzig B.2	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, FEBRUARY 26, 2025, COMMENCING AT 3:06 P.M. 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 Acting Secretary-Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Board Chair Carmen Mombourquette called the February 26, 2025, Regular Board Meeting to order at 3:06 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. Trustee Roisin Gibb led in prayer provided by students from The Children of St. Martha School. M/C That the agenda for the February 26, 2025, Board Meeting be approved, as presented. M/C That the minutes of the January 22, 2025, Regular Meeting of the Board be approved, as presented. There was no business arising from the minutes. Superintendent Chantel Axani presented to the Board of Trustees her impressions on her first few months of joining the Holy Spirit Catholic School Division as Superintendent. She outlined the priorities that will inform her work going forward focusing on faith and commitment to Catholic education, building relationships, supporting staff well-being, and fiscal stewardship. B.1 Acting Secretary-Treasurer Amanda Lindemann provided a draft version of the “Three Year Capital Plan” (2026-2029), for Board review. A presentation was given to the Board of Trustees providing further details of the Three Year Capital Plan. M/C That the Board of Trustees receives and files the draft Three Year Capital Plan (2026-2029); AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to finalize and present the Three Year Capital Plan (2026-2029) at the March 2025 Regular Board Meeting. B.2 The ASCA will be holding its Spring Symposium and Annual General Meeting from April 26-27, 2025, this year. To support the organization, as well as the development of the division’s school councils, the Board of Trustees agreed to pay the registration fees for a limited number of school council members / interested parents to attend.
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Council of School Council Agenda	10707/0225 Roisin Gibb	M/D	That the Board of Trustees pays the registration fee for up to 4 (four) school council members, or interested parents, to attend the upcoming Alberta School Councils' Association Spring Symposium.
	10708/0225 Thomas Machacek	M/C	That the Board of Trustees table the Alberta School Councils' Association Conference Registration for March, if needed, upon clarification of registration fees for the virtual meetings.
	B.3		The Board of Trustees final meeting for the 2024/2025 school year with the School Council Chairs is scheduled for March 3, 2025. The Board discussed and set the agenda to include the following items:
	10709/0225 Tricia Doherty	M/C	That the Board of Trustees places the following on the Council of School Council Chairs Meeting agenda scheduled for March 3, 2025: - Budgetary Implications - ASCA Symposium and AGM
<u>POLICY REVIEW</u>			
Policy 7: Appendix D: Together in Faith: School. Home. Parish Committees	C.1		The Board reviewed <i>Policy Appendix D: Together in Faith: School. Home. Parish Communities</i> and determined that this policy is not to be adopted at this time. The policy, as presented, could impose additional obligations on participants, which may be challenging to uphold.
Policy 12: Teaching Staff Reduction	10710/0225 Tricia Doherty	M/D	That the Board of Trustees accepts Policy 7: Appendix D: Together in Faith: School. Home. Parish Communities as presented. The Board took a brief recess at 5:01 p.m. The Board reconvened at 5:30 p.m.
	C.2		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 12: Teaching Staff Reduction</i> and presented the recommended changes to the Board of Trustees.
Policy 18: Board Governance and Operations	10711/0225 Linda Ellefson	M/C	That the Board of Trustees accepts Policy 12: Teaching Staff Reduction as presented.
	C.3		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 18: Board Governance and Operations</i> and presented the recommended changes to the Board of Trustees.
	10712/0225 Linda Ellefson	M/C	That the Board of Trustees accepts <i>Policy 18: Board Governance and Operations</i> as presented.
<u>ADMINISTRATIVE REPORTS</u>			
Superintendent's Report	D.1		The Board reviewed the Superintendent's February 26, 2025, Report.
Deputy Superintendent's Report	10713/0225 Roisin Gibb	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, Facilities, and First Nations, Metis and Inuit Reports for February 26, 2025.
	D.2		The Board received the Deputy Superintendent's February 26, 2025, Report.
	D.3		The Board reviewed the Acting Secretary Treasurer's February 26, 2025, Report.
	D.4		Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Acting Secretary Treasurer's Report			
Director of Learning Update			

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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 Update	D.8	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Facilities Department.
BOARD REPORTS		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activity.
	10714/0225 Frances Cote	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, Economic Development, TBAC, and Joint City / School Boards Reports for February 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	Trustee Tricia Doherty and Trustee Linda Ellefson, Board representatives to 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 Report	E.6	Trustee Tricia Doherty, representative to the Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.
TBAC Report	E.7	Trustees Blake Dolan, Frances Cote and Cheralan O'Donnell, Board representatives to TBAC, provided a report to the Board regarding recent business, events, and activities.
Joint City / School Boards Committee	E.8	Trustees Roisin Gibb and Tricia Doherty, Board representatives to the Joint City / School Boards committee, provided a report to the Board regarding recent business, events, and activities.
ADVOCACY		
Individual Trustee Advocacy	F.1	Each Trustee provided a written report regarding the activities they have been engaged in to advocate for the Board and school division over the past month.
	10715/0225 Roisin Gibb	M/C That the Board of Trustees receives and files the Individual Trustee Advocacy Reports for February 26, 2025.
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.
Day with Leadership with Bishop McGrattan	F.3	On February 5, 2025, the Holy Spirit Catholic School Division held its first "Day with Leadership" with Bishop McGrattan in attendance along with division priests and deacons, Board of Trustees, Senior Administration and division principals. Each of our schools highlighted the wonderful work happening within their school communities. Bishop McGrattan spoke to the need to welcome diversity in our schools while continuing to maintain a strong Catholic focus. His Excellency also had the opportunity to tour three (3) of our division schools in the afternoon.

ACTION NO: B.1

March 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Three Year Capital Plan (2026-2029) Finalized

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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 is presented for review and approval.

RECOMMENDATION

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.



Holy Spirit

CATHOLIC SCHOOL DIVISION

Capital Plan

2026 - 2029

Holy Spirit Roman Catholic Separate School Division

620 – 12B Street North

Lethbridge, AB T1H 2L7

Phone: 403.327.9555

www.holyspirit.ab.ca

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Executive Summary

In developing the Capital Plan, the Board of Trustees is guided by Board Policy No. 1 – *Board Mandate, Mission, Values and Goals* which states, “the Board is dedicated to serving the educational needs and aspirations of the Catholic parents and children in the communities of Coaldale, Lethbridge, Picture Butte, Pincher Creek, Taber, Bow Island and surrounding areas...”

Under Board Policy No. 2 – *Role of the Board*, as part of stewardship and under fiscal responsibility, the Board is required to “approve the Three-year Capital Plan and Infrastructure Maintenance and Renewal Plan (IMR) Plan.”

Administrative Procedure 126 – *Long Range Facility Planning*, outlines a process to “maximize utilization of all school facilities and enhance programming opportunities for students.” This ensures the development of a capital plan that meets the educational needs of our school communities.

At the regular meeting of February 25, 2015, the Board of Trustees approved its 10-Year Capital Plan for 2015-2025. The Board remains committed to its capital plan for 2015-2025. We are currently in progress for the next 10-year capital plan which will be presented February 2026.

On March 1, 2023, the division received construction approval for a new West Lethbridge elementary school. Design is completed, and construction is set to begin this spring, with an estimated opening date of September 2026.

With the construction of a new elementary school, boundary consultations have started, to fill the school and address enrolment pressures elsewhere in the school division, as this has yet to be finalized, we have not made any major changes to the plan, as decisions could result in different priorities. The modernization or replacement of facilities that no longer meet the needs of our schools’ communities is still at the top of the list. On March 14, 2025 we received a letter granting us pre-planning funds to determine a replacement or modernization of St. Francis Junior High School.

At the March Regular Meeting of the Board of Trustees, the Board set the following priorities for its Three-Year Capital Plan:

- Modernization/Replacement of St. Francis Junior High School (construction, 2027)
- Modernization of St. Michael’s School, Bow Island (value scoping, 2029)
- Modernization of Our Lady of the Assumption School (value scoping, 2029)

Articulating our Purpose

The Capital Plan will be aligned with the Mission, Vision, and Values of the School Division.



HOLY SPIRIT CATHOLIC SCHOOL DIVISION MISSION STATEMENT

The mission or purpose represents the fundamental reason for the organization's existence.

"What are we here to do together?"

It includes all of the elements of our purpose so we can ensure that our vision and goals clearly reflect our mission.

We are a Catholic Faith Community
dedicated to providing each student entrusted to our care
with an education rooted in the
Good News of Jesus Christ.

Guided by the Holy Spirit,
in partnership with home, parish and society,
our schools foster the growth of responsible citizens
who will live, celebrate and proclaim their faith.

Our Catholic faith is the foundation of all that we do.

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOL DIVISION

A vision is a picture of the future you seek to create, described in the present tense, as it were happening now.

It shows where we want to go, and what we will be like when we get there.

A vision gives shape and direction to the organization's future and it helps people set goals to take the organization closer to it.

Holy Spirit Catholic Schools...
Christ-centered learning communities
where students are cherished and achieve their potential.

VALUES AND CORE COMMITMENTS

Values are the beliefs that reflect our mission and guide our actions on our progress to our vision.

Core commitments are not goals; they are the actions we are committed to performing in every aspect of our organizational life.

WE VALUE

ALL GOD'S
CHILDREN

EXCELLENCE IN
LEARNING

SACRAMENTALITY

OUR
COLLABORATIVE
COMMUNITY

MINISTRY

STEWARDSHIP

OUR CORE COMMITMENTS TO THE VALUE

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools.
- We honour diversity.
- Our schools provide a welcoming, safe and accepting sanctuary.
- We provide opportunities for all students to discover and become the persons God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.
- We see God and the wonder of His work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice charity and social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.
- We share the responsibility of education with our students, staff, parents, parish, and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.
- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.
- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.

Partnering with our Community

Aligned with the belief that parents are the foremost educators of their children, the Holy Spirit Catholic School Division has fostered strong professional relationships with a wide array of support services, leveraging expertise from both internal and external partners. This collaborative approach, together with our commitment to creating an inclusive educational setting, ensures that children and students receive the most comprehensive education possible, enabling them to achieve their full potential. The Capital Plan is deeply informed by this philosophy, incorporating community partnerships aimed at addressing the diverse needs of our students and their families.

Creating Infrastructure Sustainability

The objective of long-range facility planning is to create an infrastructure that will sustain the Holy Spirit Catholic School Division's school communities for many years to come. Numerous factors influence the creation of a long-range facility plan. These include:

- Health and safety of students and staff
- Building conditions
- Utilization rates, both current and anticipated – influenced by population growth or decline
- Student transportation needs
- Student demographics
- Education program delivery
- Community relationships
- Capital funding constraints
- Ongoing operating costs

The Challenge

Holy Spirit Catholic School Division's primary challenge involves addressing the disparities in student enrolment across the school division, leading to either overuse or inadequate utilization of our facilities. Predicting enrolment trends for the next decade poses significant difficulties, while we review birth rates and immigration and migration trends, movement and growth, partly due to the Alberta Advantage Immigration Program, in our local areas has far exceeded current trends. Enrolment trends over the last number of years have been on a high growth trajectory. Filling some of our schools to overcapacity and further highlighting the needs of other schools to provide optimal spaces for learning. The 2024-2025 academic year saw enrolment growth of 6% (4.4% 2022-2023). Over the next 5 years enrolment will continue to grow.

This growth however will cause different challenges in that distribution of the population will change significantly between PK-6 and 7-12. While we expect to see a stabilization of our elementary populations, there is an expectation that grades 7-9 will increase approximately 13% and 10-12 a significant increase of 14%.

Based on current projections our junior high and high schools in our rural communities are also expected to experience increased enrollment. Local knowledge of large-scale employers moving into the areas, increased new home construction and immigrant populations, bring more families and thus more students to our rural areas. St. Joseph School in Coaldale is expected to see a 5% increase and St. Catherine School in Picture Butte an increase of 6%.

The enrolment trends for schools in Lethbridge will vary depending on their location within the city and the presence of school-aged children in their respective neighborhoods. If the trends continue as they are 7 out of our 12 schools will be over 90% capacity. Which could increase in at least 2 more schools depending on boundary changes with our New West Side Elementary school which is also projected to open at capacity.

Changes to boundaries with the addition of a new elementary school, slated to open in September 2026, in West Lethbridge was intended to mitigate some of the current enrolment pressures. However, based on the research this won't keep up with the expected growth.

The following enrolment and utilization projections do not include the addition of a new school in West Lethbridge, that is expected to open in 2026.



Enrolment and Utilization Projections							
School	Grades	Actual Enrolment Sept 2024	Functional Student Capacity	Util. Rate	Enrol 2029	Enrol Growth 5 years (2029)	Util 2029
Our Lady of The Assumption	EL-6	194.00	352.00	55%	188.00	-3%	53%
Ecole St. Mary (E)	EL-6	437.00	489.00	89%	444.00	2%	91%
St. Paul (N)	EL-6	315.00	382.00	82%	290.00	-8%	76%
St. Teresa of Calcutta (N)	EL-6	433.00	400.00	108%	392.00	-9%	98%
St. Francis (E)	7-9	614.00	634.00	97%	696.00	13%	110%
CCH Campus East	10-12	552.00	984.00	56%	628.00	14%	64%
Trinity E-Learning	9-12	50.00	50.00	100%	39.00	-22%	78%
CARE (Outreach)	7-9	7.00	12.00	58%	7.00	0%	58%
Total Lethbridge East		2,602.00	3,303.00	79%	2,684.00	3%	81%
St. Patrick Fine Arts	K-6	293.00	305.00	96%	298.00	2%	98%
Children of St. Martha	EL-6	237.00	310.00	76%	219.00	-8%	71%
Father Leonard Van Tighem	EL-9	694.00	689.00	101%	697.00	0%	101%
CCH Campus West	10-12	451.00	489.00	92%	489.00	8%	100%
Total Lethbridge West		1,675.00	1,793.00	93%	1,703.00	2%	95%
Total Urban		4,277.00	5,096.00	84%	4,387.00	3%	86%
St. Joseph - Coaldale	EL-9	369.00	397.00	93%	388.00	5%	98%
St. Catherine - Picture Butte	EL-9	207.00	287.00	72%	220.00	6%	77%
St. Patrick - Taber	EL-5	226.00	237.00	95%	215.00	-5%	91%
St. Mary - Taber	6-12	174.00	399.00	44%	175.00	1%	44%
St. Michael - Bow Island	EL-12	47.00	230.00	20%	50.00	6%	22%
St. Michael - Pincher Creek	EL-12	348.00	420.00	83%	328.00	-6%	78%
Total Rural		1,371.00	1,970.00	70%	1,376.00	0%	70%
Total Holy Spirit		5,648.00	7,066.00	80%	5,763.00	2%	82%
Functional student capacity is less than official capacity as it takes into account additional space required for students with specialized learning needs Utilization rate = enrolment / functional student capacity							

Board Priorities

In setting its priorities for capital construction, whether this is new construction, school preservation or school expansion, the Board considers the building conditions of existing facilities based on facility audit scores, and from ongoing inspection of the buildings for program maximization and utilization of space. Furthermore, the potential impact on the health and safety of staff and students is carefully considered.

The construction of new schools and the addition of modular classrooms are necessary to address enrolment pressures. School preservation projects involve expansions to existing schools, modernization and upgrading of existing schools, the re-sizing of existing schools, and possibly the replacement of schools.

Complete details of the Board's capital priorities are contained within the 10-year Capital Plan:

[2015 - 2025 Capital Plan](#)

Three Year Capital Plan Requests

The Board has used the following as its guide in preparing the 2026 - 2029 Capital Plan:

- A review of the Mission, Vision and Values of the school division
- Administrative Procedure 126 – Facility Planning
- A review of Facility Audit Scores
- Ongoing visits to schools
- 10 Year Capital Plan
- Enrolment and Utilization Projections
- 2023 City of Lethbridge Census Results

School	Year
St. Francis Junior High School, modernization or replacement	2027
St. Michael School, Bow Island, value scoping	2029
Our Lady of the Assumption School, Lethbridge, value scoping	2029

It is important to recognize that the dependability of the enrolment forecast beyond five years becomes increasingly uncertain over time due to factors beyond our control. Nevertheless, with the use of dependable current statistical population information, and the application of methodical analysis of student population growth patterns in our jurisdiction over the past five years, it seems satisfying the need for student spaces over the next five years would likely also address them beyond five years, perhaps even for up to ten years, for most of our schools. Holy Spirit Catholic School Division's Capital Plan:

- Ensures adequate student spaces at the elementary and junior high levels;
- Addresses programming needs through the modernization of three existing facilities;
- Addresses student safety both within and outside of school buildings;
- Provides facility space to meet the provincial class size recommendations;
- Provides educational spaces that will meet the needs of 21st century learners; and
- Ensures that the Holy Spirit Catholic School Division's Board continues to serve its mandate to meet the needs of our Catholic communities.

Once fully implemented, our plan will provide our students with facilities that will meet projected needs for the next three years and beyond.



Modernization – St. Francis Junior High School – Lethbridge

PROJECT DRIVERS:

- **HEALTH AND SAFETY**
- **BUILDING CONDITION**
- **ENROLMENT PRESSURE**
- **FUNCTIONALITY AND PROGRAMMING**



Constructed in 1957 and subsequently updated through the 1960s, with its last significant renovation in the mid-1980s, St. Francis Junior High School in Lethbridge reflects the educational standards of the mid-20th century. Alberta Infrastructure's evaluation in November 2015 gave the school a Facility Condition Index

(FCI) of 17%, indicating that while the building's components are aging and nearing the end of their lifecycle, it remains in acceptable condition for use. This assessment, now nearly a decade old, does not consider the building's suitability for modern educational programs or address pressing safety and security concerns due to its design.

Originally established as St. Francis Boys' School under the guidance of the Basilian Order of Priests, the design catered to the educational needs of active boys, without considering the requirements for co-educational settings or accommodating students with specialized learning needs. Many of the building's current deficiencies can be traced back to its initial design, highlighting how it has surpassed its original purpose as a conducive environment for adolescent education and development.

In light of these considerations and as part of a strategic planning exercise, the Board is exploring the possibility of replacing the school on its current site to better meet contemporary educational standards and safety requirements.

Safety and Security

The layout of the school poses a security challenge due to the administration office and reception desk being positioned without a direct line of sight to the front entrance. This arrangement hinders effective monitoring of the entrance, compromising the ability to ensure safety. Furthermore, the significant distance between the office and the classrooms and learning spaces limits opportunities for passive supervision, further detracting from the school's overall security and oversight.

Building Condition

The proposed modernization or replacement of the facility aims to resolve critical maintenance issues, including comprehensive upgrades to the mechanical and electrical systems. This initiative will significantly enhance the building's environmental conditions, primarily through the installation of advanced HVAC systems for improved air quality and climate control. Although a recent update to the information technology infrastructure in 2021 enhanced Wi-Fi and internet access, addressing some technological deficiencies, the physical layout of the building still restricts the full utilization of these advancements. Many of the educational spaces are outdated and require substantial updates to meet current standards if modernization is pursued.

Currently, St. Francis Junior High School stands as the oldest middle/junior high school in the area yet to undergo modernization. This status hampers the school's ability to offer a comprehensive range of learning opportunities that students need and deserve.

Enrolment Pressure

The school currently operates with a capacity to accommodate 634 students. As of September 2024, it enrolled 614 students, utilizing 97% of its capacity. Projections for the next five years suggest an expected increase in enrolment to 696 students, exceeding its capacity at 110%. As enrolment trends show, there will be a significant shift between elementary populations to junior and senior high school in the upcoming years. To meet the demands of Lethbridge's expanding population, expanding the school's capacity will be an essential component of its modernization efforts.

Functionality and Programming

St. Francis Junior High School's design, characterized by compartmentalized spaces along double-loaded corridors, lacks essential areas such as a central gathering space, a learning commons, and collaboration zones, all crucial for implementing current educational best practices.

The facility's limitations impact several programs and services:

- Daily physical activity is compromised by safety concerns due to overcrowded physical education classes.
- The fitness center, located in a cramped basement below the gym, suffers from poor ventilation and noise issues.
- Fine arts programs are constrained by inadequate spaces, with no proper facilities for choral, drama, art (lacking a kiln and isolated from other arts), guitar, and band activities, including a lack of performance areas.
- Shared space for construction tech with Catholic Central High School.
- Religious Studies are hindered by a small chapel that cannot expand to accommodate larger groups.
- Outdated and insufficient science labs, with only two available for 18 classes.
- A shortage of office space for essential support services.
- The absence of break-out rooms and gender-neutral washrooms.

Facility constraints also prevent the offering of programs like a multimedia lab, robotics, and a comprehensive life skills program (due to the lack of a kitchen). The lack of flexible learning and gathering spaces limits leadership activities, community events, and fine arts performances, alongside missing amenities like meeting spaces and a sick room.

Some programs are currently hosted at Catholic Central High School, including Foods and Band, but logistical challenges and space limitations at the high school complicate these arrangements and divide junior high band activities. Additionally, increasing enrolment at the high school restricts access to shared resources, impacting co-curricular programs and practice schedules.



Modernization – St. Michael’s School – Bow Island

PROJECT DRIVERS:

- **SAFETY AND SECURITY**
- **BUILDING CONDITION**
- **FUNCTIONALITY AND PROGRAMMING**
- **ENROLMENT**



St. Michael’s School in Bow Island is an Early Learning to Grade 12 facility that was originally built in 1962 with a series of additions through the 1960s and 1970s. A CTS shop was added in 2000. This school was transferred to Holy Spirit Roman Catholic Separate School Division in September 2014 from Medicine Hat Catholic School Division. The school

was last assessed by Alberta Infrastructure in February 2017 and was assigned a facility condition index of 19%. Facilities with an FCI that is equal to or greater than 15%, or equal to or less than 40%, indicate aging components that are nearing the end of their life cycle and require additional expenditures for renewal or refurbishing.

Safety and Security

The facility faces several safety and security challenges due to accumulated deferred maintenance. Although the most pressing concerns were mitigated when the school transitioned to The Holy Spirit Catholic School Division, significant improvements still need to be made through modernization. A primary security concern is the visibility of the front entrance from the front office, which requires urgent attention.

Building Condition

A modernization will address outstanding maintenance items, including a full mechanical/electrical system upgrade and remediation of existing building code and building envelope issues at the school.

Functionality and Programming

A modernization will allow for the construction of a Learning Commons and collaboration spaces to help improve educational programming in support of student learning.

Enrolment

The proposed modernization will entail resizing the facility to improve its currently low utilization rates. Current functional capacity of the school is 230 students, enrolment is approximately 50 students. The resizing of the facility will address the unique challenges of a small school, while providing spaces for the wide demographic (K-9) of students that attend. While enrolment in rural communities remains a challenge, a modernized facility, that address some of the functional issues, and provides better learning opportunities for students, coupled with the growth of the small community will provide the school with what they need to attract and maintain students in the area.



Modernization – Our Lady of the Assumption School – Lethbridge

PROJECT DRIVERS:

- **BUILDING CONDITION**
- **FUNCTIONALITY AND PROGRAMMING**



Our Lady of the Assumption School is an Early Learning to Grade Six elementary school located in South Lethbridge. The facility was originally built in 1956 with a significant addition in 1960. A pair of modular classrooms were added in 2011. The facility's FCI index in 2015 was 7%. The school is in acceptable condition overall.

Building Condition

The school's modernization will address critical maintenance needs, featuring comprehensive upgrades to its mechanical and electrical systems. Upgrades to the HVAC system will align the school's heating and ventilation with contemporary standards, addressing the current issue where, during May, June, and September, excessive heat and insufficient airflow render many classrooms unsuitable for effective teaching and learning. This situation has, at times, compelled teachers and students to seek alternative learning areas outside or in hallways. Furthermore, enhancements to electrical systems and information technology infrastructure will not only improve lighting conditions for both students and staff but also enhance Wi-Fi and internet connectivity throughout the school.

Functionality and Programming

The current structure of the school, with its mix of double and single-loaded corridors flanked by traditional classroom spaces, is set for a transformation. The envisioned modernization aims to introduce a learning commons and a variety of collaborative

learning environments, aligning the facility with the latest research-based educational practices.

Facility limitations currently affect several programs, including:

- **Physical Education:** The gym's size restricts activities and storage space for equipment.
- **Early Learning Program and Early Childhood Services:** The lack of nearby bathroom facilities.
- **Religious Studies:** The existing chapel space is too small.
- **Support Services:** There is insufficient office space for the School Counselor, First Nations Facilitator, Speech Language Pathologist, and other essential services.
- **Administration:** There is no designated office for the Associate Principal.
- Additional needs include a sensory room for students, the absence of bathroom facilities in modular classrooms, a lack of modern gender-neutral bathrooms, an outdated library that does not support a Learning Commons model, and very limited meeting or conference space.

The current facility's constraints also preclude offering several programs:

- There is no dedicated multi-purpose science (STEM) room.
- A shortage of breakout rooms.
- The gym's size is inadequate for hosting sporting events like basketball or volleyball.
- The absence of a proper commercial kitchen prevents the offering of food preparation programs.
- A lack of a sizable gathering space restricts drama and fine arts presentations, spiritual activities, parent meetings, and other community events.
- While there are wheelchair lifts, the overall layout falls short in accessibility for individuals with disabilities, including lack of wheelchair access to the playground exit.



ACTION NO: B.2

March 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Superintendent Evaluation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As outlined in *Policy 2: Role of the Board*, the Board of Trustees will annually evaluate the effectiveness of the Board as well as evaluate the Superintendent on an agreed upon schedule.
2. Attached for Board reference is *Policy 2: Role of the Board*.
3. Board Chair Carmen Mombourquette will speak to this item.

RECOMMENDATION

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.

POLICY 2

Revised November 2024

ROLE OF THE BOARD

Section 33 of the *Education Act* outlines the role of the Board. Further to this, as the body elected by the Catholic electors of the division, the Board is responsible to the electors for the development of the educational objectives and goals of the division in keeping with the Christian ideals and values of the Catholic community. As a corporate entity with natural person powers established by provincial legislation and given authority by the *Education Act* and attendant Regulations, and the corporate body elected by the electors that support the Holy Spirit Catholic School Division, the Board shall provide overall direction and leadership to the division. It is accountable for the provision of appropriate educational programs and services to students of the division to enable their success, in keeping with the requirements of government legislation, values of the electorate, and alignment with the Magisterium of the Catholic Church.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability, and the generative engagement of constituents.

The Board must fulfill its key roles of ensuring education in our division is Christ-centered and models Catholic values.

Areas of Responsibility

1. Faith Leadership
 - 1.1 Make decisions which reflect Catholic values and beliefs.
 - 1.2 Be visible within the Catholic faith community.
 - 1.3 Be involved in and supportive of parish functions in each of the communities served by the division.
 - 1.4 Participate in and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.

- 1.5 Be accountable to the division's Catholic ratepayers by being an advocate for the preservation of Catholic education constitutional rights in Alberta.
 - 1.6 Ensure faith leadership decisions align with recommendations from the Bishop of Calgary and/ or resources provided by the Bishops of Alberta and Northwest Territories, Canadian Conference of Catholic Bishops, and documents from the Vatican.
 - 1.7 Participate in faith development opportunities and ensure that a strong faith development component is provided for all students and staff.
 - 1.8 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.
2. Accountability to Provincial Government
- 2.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
 - 2.2 Perform Board functions required by governing legislation and existing Board policy.
3. Accountability to Community
- 3.1 Make data-informed decisions which reflect the Gospel values and represent the interests of the entire Catholic community served.
 - 3.2 Establish processes and provide opportunities for community input.
 - 3.3 Report division results at least annually.
 - 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
 - 3.5 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.
 - 3.6 Proactively work to build community support for this Catholic education system.
 - 3.7 Be visible in our school communities.

4. Three-Year Education Plan

- 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities, and key results, in three-year cycles.
- 4.2 Annually approve the Annual Education Assurance Results Report and the Three-Year Education Plan.
- 4.3 Monitor progress toward desired results.

5. Recognition

- 5.1 Staff - long term service and retirement.
- 5.2 Community - modeling Catholic values within the school system.
- 5.3 School – annual recognition in some form acceptable to the Board.

6. Policy

- 6.1 Determine the goals and objectives the division wishes to pursue.
- 6.2 Identify the areas that require Board policy.
- 6.3 Develop and revise policies as per *Policy 7: Appendix C: Policy Development and Review Committee Terms of Reference*.
- 6.4 Monitor policy impact to determine if policy is producing the desired results.

7. Superintendent / Board Relations

- 7.1 Select the Superintendent.
- 7.2 Provide the Superintendent with clear corporate direction.
- 7.3 Delegate, in writing, authority to the Superintendent and identify responsibility subject to provisions and restrictions in the *Education Act*.
- 7.4 Entrust the day-to-day management of the school division to the staff through the Superintendent.
- 7.5 Interact with the Superintendent in an open, honest, respectful, and professional manner.

- 7.6 Evaluate the Superintendent on an agreed upon schedule based upon the Superintendent job description and additional Board direction
 - 7.7 Annually review the compensation of the Superintendent.
8. Political / Advocacy
- 8.1 Utilize Alberta School Boards' Association (ASBA) and ACSTA advocacy services.
 - 8.2 Develop a yearly work plan that addresses advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.
 - 8.3 Enlist the support of the municipal and provincial government and provide a leadership role in support of our students and Catholic education initiatives.
 - 8.4 Be the voice of, and advocate for Catholic education within our communities on the role of locally elected Boards and other political issues.
9. Board Development
- 9.1 Annually evaluate Board effectiveness.
 - 9.2 Ensure the Board engages in professional learning. And consider increasing knowledge of role, processes, and issues.
 - 9.3 Consider ASBA, ACSTA, Canadian Catholic School Trustees' Association (CCSTA) and Canadian School Boards Association (CSBA) resources.
10. Fiscal Responsibility
- 10.1 Determine annual resource allocations based on the Board's strategic priorities.
 - 10.2 Approve budget annually and ensure resources are allocated to achieve desired results.
 - 10.3 Approve annually the Three-year Capital Plan and Infrastructure and Maintenance Renewal (IMR) Plan.

- 10.4 Review and approve all new and replacement playground requests.
- 10.5 Establish reserve funds through the regular budget process for the purchase, replacement, or upgrading of capital assets.
- 10.6 Establish reserve funds for an accumulated operating surplus, which approaches but does not exceed the percentage threshold set by Alberta Education.
- 10.7 Appoint the auditor.
- 10.8 Receive audit report and ensure quality indicators are met.
- 10.9 Monitor fiscal management and internal financial controls of the division.
- 10.10 Approve the Audited Financial Statements.
- 10.11 Support and respond to the fiscal requirements and regulation established from time to time by the Auditor General and Alberta Education.
- 10.12 Set the mandates for labour negotiations and ratify memoranda of agreement with bargaining units.

References Sections 33, 51, 52, 53, 54, 60, 67, 139, and 122, *Education Act*
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Investment Regulation
School Fees Regulation
Truth and Reconciliation Commission Calls to Action

PR NO:

C.1

March 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 13 - Hearings on Teacher Matters

ORIGINATOR: Board of Trustees

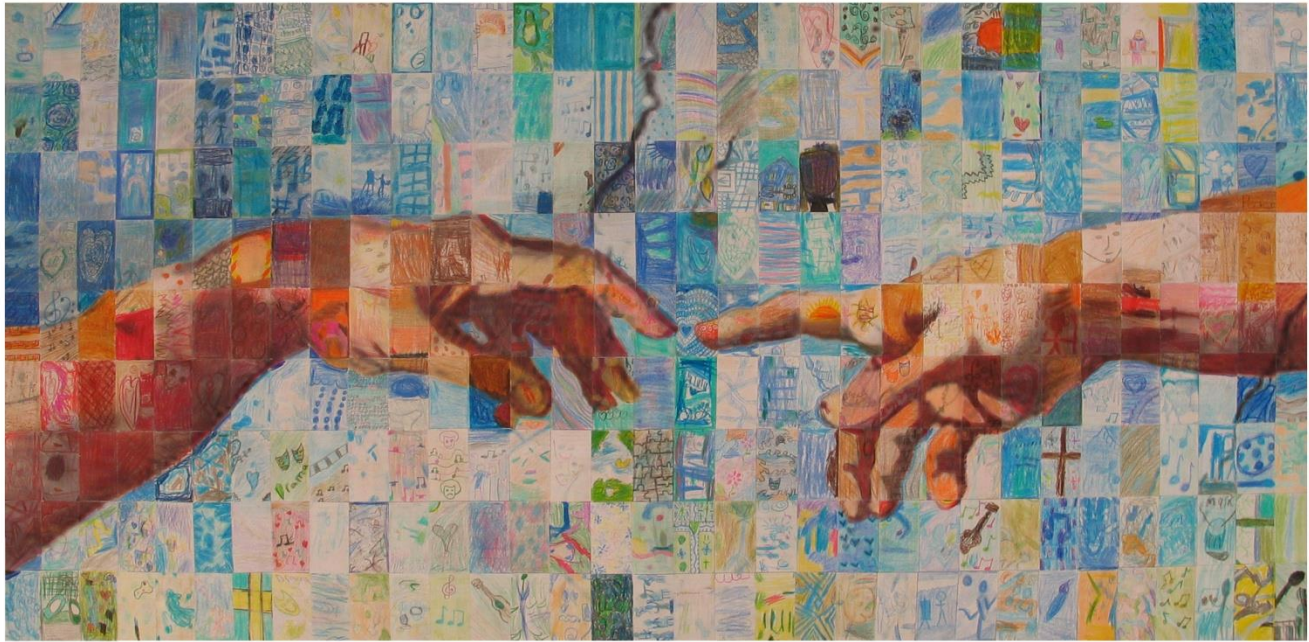
BACKGROUND

1. *Policy 13 - Hearings on Teacher Matters*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 13 - Hearings on Teacher Matters*, as presented.

ARTICULATING OUR PURPOSE



"Creativity" by the Staff and Students of St. Patrick Fine Arts Elementary – 2009/2010

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

The mission or purpose represents the fundamental reason for the organization's existence.

"What are we here to do together?"

It includes all of the elements of our purpose so we can ensure that our vision and goals clearly reflect our mission.

We are a Catholic Faith Community,
dedicated to providing each student entrusted to our care,
with an education rooted in the
Good News of Jesus Christ.

Guided by the Holy Spirit,
in partnership with home, parish and society,
our schools foster the growth of responsible citizens
who will live, celebrate and proclaim their faith

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

A vision is a picture of the future you seek to create, described in the present tense, as it were happening now.

It shows where we want to go, and what we will be like when we get there.

*A vision gives shape and direction to the organization's future
and it helps people set goals to take the organization closer to it.*

Holy Spirit Catholic Schools...
Christ-centered learning communities
where students are cherished and achieve their potential.

VALUES AND CORE COMMITMENTS

Values are the beliefs that reflect our mission and guide our actions on our progress to our vision.

Core commitments are not goals; they are the actions we are committed to performing in every aspect of our organizational life.

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools.
- We honour diversity.
- Our schools provide a welcoming safe and accepting sanctuary.

EXCELLENCE IN
LEARNING

- We provide opportunities for all students to discover and become the persons God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

SACRAMENTALITY

- We see God and the wonder of God's work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.

OUR
COLLABORATIVE
COMMUNITY

- We share the responsibility of education with our students, staff, parents, parish and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.

MINISTRY

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.

STEWARDSHIP

- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.

HEARINGS ON TEACHER MATTERS

The *Education Act*, Section 212, provides a teacher who wishes to object to a transfer with the right to request a meeting before the Board.

The Superintendent will provide teachers whose contracts of employment or administrative designations are being considered for termination an opportunity to be heard by the Superintendent prior to making a decision in accordance with this policy.

The Superintendent may suspend a teacher from the performance of a teacher's duties in accordance with subsection 213 of the *Education Act*. The power to suspend the services of a teacher may not be further delegated. The teacher may appeal such suspension to a Board of Reference.

Specifically

1. Transfer:
 - 1.1 A teacher who wishes to object to a notice of transfer given by the Superintendent may request in writing to the Superintendent a meeting before the Board within seven days of receipt of the notice.
 - 1.2 The Superintendent shall inform the Board upon receipt of the teacher's request.
 - 1.3 The Board may set a date for the meeting that is not earlier than 14 days after the teacher received the notice of transfer, unless the teacher agrees in writing to an earlier date.
 - 1.4 The Superintendent shall advise the teacher in writing of the date, time and location of the meeting.
 - 1.5 Where the teacher has requested a meeting, the teacher shall not be transferred until after the meeting before the Board has been held.
2. Suspension of Teaching Contract or Designation
 - 2.1 Where the Deputy Superintendent will be recommending a decision on the suspension of a teaching contract or designation to the Superintendent, the Deputy Superintendent will provide the following to the teacher:
 - 2.1.1 The recommendation to suspend the contract of employment and the reason for the recommendation.
 - 2.1.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 2.1.3 The right of the teacher to attend the meeting referenced in 2.1.2 and make representations to the Superintendent.
 - 2.1.4 The right to have representation from the Alberta Teachers' Association and legal counsel.

- 2.2 Should the teacher wish to have an opportunity to be heard by the Superintendent at the meeting referred to in 2.1.2 above to object to the suspension, a written request for such shall be submitted to the Superintendent not less than two business days prior to the meeting scheduled pursuant to section 2.1.2 above. The teacher shall also state whether or not they will be represented by council and / or the ATA, provide the names of any other representatives and any relevant written material that the teacher wishes to have considered by the Superintendent.
- 3. Termination of Teaching Contract or Designation
 - 3.1 Where the Superintendent will be making a decision on the termination of a teaching contract or designation, the Superintendent, or designate, will provide the following to the teacher:
 - 3.1.1 The recommendation to terminate the contract of employment and the reason for the recommendation.
 - 3.1.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 3.1.3 The right of the teacher to attend the meeting referenced in 2.1.2 and make representations to the Superintendent.
 - 3.1.4 The right to representation from the Alberta Teachers' Association and legal counsel.
 - 3.2 Should the teacher wish to have an opportunity to be heard by the Superintendent at the meeting referred to in 2.1.2 above to object to the termination, a written request for such shall be submitted to the Superintendent not less than two business days prior to the meeting scheduled pursuant to section 2.1.2 above. The teacher shall also state whether or not they will be represented by council and / or the ATA, provide the names of any other representatives and any relevant written material that the teacher wishes to have considered by the Superintendent.
- 4. Notwithstanding the foregoing, in the event that the Superintendent determines that a recommendation for termination of a teacher's contract of employment or designation, in light all the circumstances (which relevant circumstances shall be determined at the Superintendent's sole discretion), be made by the Board rather than the Superintendent, the Superintendent shall advise the Board Chair, in writing, that the Superintendent will be referring a recommendation for termination of a teacher's contract of employment or designation to the Board for the Board's consideration. The Board shall, on a case-by-case basis, as recommended by the Superintendent, retain jurisdiction to hear and decide all such recommendations for termination of a teacher's contract of employment or designation. In such a case, the Board shall follow the process as outlined below in Section 5.
- 5. Procedure to be followed at Board Hearing on Transfer Pursuant to Section 1
 - 5.1 The Board Chair will call the meeting to order and explain that the meeting will be held in-camera and will provide:
 - 5.1.1 An opportunity for the Superintendent and the teacher to make representation in support of their respective positions, and to provide relevant evidence they feel may impact upon the dispute.
 - 5.1.2 The Board with an opportunity to receive relevant information and to review the facts of the dispute.

- 5.1.3 A process through which a decision is considered and reached in a fair and impartial manner.
- 5.2 Minutes of the meeting will be taken by the recording secretary and kept for the Board's record. No external electronic recordings shall be permitted.
- 5.3 The Superintendent shall present evidence on behalf of the recommendation and have any witnesses appear that the Superintendent considers necessary.
- 5.4 The teacher will then be given the opportunity to make a presentation to the Board and to respond to any information provided to the Board by the Superintendent or any witnesses that may have been called.
- 5.5 Board members may ask questions of clarification through the Board Chair, of the Superintendent or any witness that has been called by the Superintendent or of the teacher and any representative that the teacher may have called, after hearing from both parties.
- 5.6 Cross-examination by either the Superintendent or the teacher will not be permitted.
- 5.7 The teacher, and then the Superintendent, will be provided with the opportunity to make a brief closing statement to the Board.
- 5.8 The Board shall meet without those involved directly in the dispute in order to arrive at a decision. The Board has the right to call upon legal advisors to assist them on points of law or the drafting of a resolution.
- 5.9 The Board shall identify those individuals it wishes to have in attendance during its deliberations.
- 5.10 If the Board requires additional information or clarification, those involved in the dispute will be requested to return and provide the necessary information.
- 5.11 The Board Chair shall thank the teacher and the Superintendent for their presentations and advise them that the meeting has been adjourned and the decision of the Board will be communicated to them.
- 5.12 The Board Chair shall advise the Superintendent of the decision of the Board.
- 5.13 The Board decision and the reasons for the decision will be communicated to the teacher by telephone following the meeting and confirmed in writing.

References **Sections 33, 52, 53, 119, 212, 213, 214, 215 *Education Act*
Teaching Quality Standards**

PR NO:

C.2

March 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 14 - Appeals and Hearings on Student Matters

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 14 - Hearings on Teacher Matters*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 14 - Appeals and Hearings on Student Matters* as presented.

APPEALS AND HEARINGS ON STUDENT MATTERS

The principles of natural justice support the provision of a mechanism for parents, students, and members of the public and staff to appeal decisions made, or not made, by employees of the Board. The legislation also requires the Board to establish an appeal process.

Under Section 43 and 44 of the *Education Act*, the only matters on which the Minister of Education will consider appeals are:

- Specialized supports and services to a student in accordance with Section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program;
 - Student expulsion;
 - Access to, or the accuracy of completeness of student records; or
 - Board responsibility for a specific student.
1. The Board will hear appeals on administrative decisions on all matters, which are submitted in accordance with Section 42 of the *Education Act*. Prior to a decision being appealed to the Board, it must be appealed to the Superintendent.
 2. The expulsion of a student will be dealt with in accordance with *Administrative Procedure 319: Suspension and Expulsion of Students*.
 3. Parents of students, and students sixteen (16) years of age or older, have the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise parents and students of this right to appeal.
 4. The appeal to the Board must be made within ten (10) days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand and the reason for the appeal.
 5. Parents of students, as above, when appealing a decision to a Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students. The names of such individuals who will be in attendance and the role of the resource person(s) must be provided to the Board at the time of filing the appeal.
 6. The Board may arrange to have legal counsel present for any matter being appealed.
 7. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
 8. The appeal will be heard in-camera, with specified individuals in attendance.
 9. The appeal hearing will be conducted in accordance with the following guidelines:
 - 9.1 The Board Chair will outline the purpose of the hearing, which is to provide:

- 9.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 9.1.2 The Board with the means to receive information and to review the facts of the dispute; and
 - 9.1.3 A process through which the Board can reach a fair and impartial decision.
- 9.2 Notes of the proceedings will be recorded for the purpose of the Board's records. No external electronic recordings will be permitted.
- 9.3 The Superintendent and/or staff will explain the decision and give reasons for the decision.
- 9.4 The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Superintendent and/or staff.
- 9.5 The Superintendent and/or staff will have an opportunity to respond to information presented by the appellant.
- 9.6 Committee members will have the opportunity to ask questions or clarification from both parties.
- 9.7 No cross-examination of the parties shall be allowed.
- 9.8 The Board will meet without the respective parties in attendance to discuss the appeal and reach a decision.
- 9.9 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return in order to provide its information.
- 9.10 The Board decision and the reasons for that decision will be communicated to the appellant once a decision has been reached and confirmed in writing following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Minister if the appellant is dissatisfied with the decision of the Board and if the matter under appeal is a matter described in Sections 43 and 44 of the *Education Act*.

References

Sections 3, 4, 11, 14, 31, 33, 36, 37, 40, 42, 43, 44, 52, 53 *Education Act*

PR NO:

C.3

March 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 16 – School Closure

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 16 – School Closure*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 16 – School Closure* as presented.

SCHOOL CLOSURE

The Board may from time to time be required to close existing schools and to realign attendance areas to ensure the efficient and effective operation of the division. The process for the closure of schools is outlined in Section 62 of the *Education Act*. Prior to any decision on a school closure or a realignment of attendance areas, the Superintendent shall review the *Education Act* to ensure that the process to be followed is in compliance with provincial requirements.

Specifically

1. The Board, upon receiving a referral from the Superintendent of Schools regarding the possible closure of a school, shall determine whether or not to proceed with further study.
2. Should the Board wish to proceed with a consideration of closure, the Board will have the matter raised as a notice of motion at a regular meeting of the Board, and details will be provided which will identify the specific school or portion of the school affected.

The Board shall communicate the fact and implications of the possible school closure, and the date and place of the public meeting to discuss the closure in writing to the parents of every child and student enrolled in the school affected by the closure and any other person, municipality or community organization who, in the opinion of the Board, may be significantly affected.

3. The communication shall address how the closing would affect the following:
 - 4.1 the attendance area for that school;
 - 4.2 relevant information as outlined within the Board's long-range capital plan;
 - 4.3 the attendance at other schools, including the number of students who would be relocated if the school were to close;
 - 4.4 the need for, and the extent of, bussing;
 - 4.5 program implications for other schools;
 - 4.6 the educational and financial impact of closing the school, including the effect on operational costs and capital implications;
 - 4.7 the financial and educational impact of not closing the school;
 - 4.8 the capital needs of other schools that may have increased enrollments as a result of the closure; and
 - 4.9 the proposed disposal of the school if the entire school is to be closed.

4. The date and place of the public meeting shall be:
 - 5.1 posted in five or more conspicuous places in the area of the school, or schools, affected by the closure, for at least two weeks prior to the date of the public meeting; and
 - 5.2 published online on both the school and division websites, in the local parish bulletin and in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, once a week for at least two weeks prior to the date of the public meeting.
5. On the date set for the public meeting, the Board will convene at the time and place specified to discuss:
 - 6.1 the possible closure;
 - 6.2 the implications for the students, the community, and for the school system;
 - 6.3 possible implementation plans; and
 - 6.4 possible alternatives.
6. At the public meeting, the Board shall provide an opportunity for the council(s) of the municipality in which the school is located to provide a statement to the Board of the impact the closure may have on the community.
7. A minimum of three trustees shall attend the public meeting.
8. Following the public meeting, there shall be a minimum period of three weeks for electors to make written representation to the Board regarding the possible closure.
9. The Board may determine times and places for further meetings.
10. The final debate by the Board and the vote upon the resolution shall occur only after all the Board procedures have been completed.
11. Subsequent to the final debate, and if the vote is in favour of school closure, the Board shall request approval from the Minister forthwith in order to proceed with the closure.

Reference **Section 62, *Education Act***

PR NO:

C.4

March 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 20 – Fiscal Stewardship

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 20 – Fiscal Stewardship* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 20 – Fiscal Stewardship* as presented.

FISCAL STEWARDSHIP

The Board of Trustees is responsible for the sound management of division resources, as required by the Education Act (Section 33). Holy Spirit Catholic School Division ensures fiscal accountability through strict budget controls, compliance with Public Sector Accounting Standards, and adherence to provincial financial regulations. Trustees and employees involved in financial decisions must support the audit committee, respond to reporting requirements, and maintain financial health indicators.

Practices

1. Budgetary Controls

- 1.1 The Board's budget is the fiscal plan to achieve the stated goals and objectives of the Board.
- 1.2 The Board will set appropriate budgetary assumptions to assure that its stated objectives will be met.
- 1.3 Through administrative quarterly reporting, the work of the Board's Finance, and Audit Committees, the Board will assure that financial monitoring and fiscal controls are in place.
- 1.4 As per Section 222(5) of the *Education Act*, the Superintendent shall supervise the operation of schools and the provision of education programs in the school division, including but not limited to the following:
 - 1.4.1 Ensuring that the fiscal management of the school division by the Secretary-Treasurer is in accordance with the terms or conditions of any grants received by the Board under this Act or any other Act.
- 1.5 The divisional budget and decentralized budgets of the division shall be clearly linked to the Three Year Education Plan, senior administrative work plans, and associated School Education Plans, and Continuous Improvement Plans at the school level.²
- 1.6 To protect the integrity in the management and expenditure of public dollars, it is the responsibility of stakeholders, particularly that of each Holy Spirit Catholic Schools' employee, to report suspected or known anomalies in operational revenues or expenditures, or questionable fiscal decision making processes, unethical conduct, fraudulent use of funds, abuse of power or abuse of public trust relative to public funds (hereinafter collectively referred to as "Wrongdoing") to the Superintendent of Schools in accordance with this policy, as detailed in Policy 21: Public Interest Disclosure (Whistleblower Protection).

² *Fiscal Accountability for Alberta's School Boards*, Alberta School Boards Association, 2007

- 1.7 Internal controls that are established by the Superintendent of Schools are:
 - 1.7.1 Recommended by the Secretary-Treasurer, Auditor, or Board of Trustees.
 - 1.7.2 Provide for the following outcomes:
 - 1.7.2.1 Safeguard assets.
 - 1.7.2.2 Ensure transactions are authorized.
 - 1.7.2.3 Ensure legislation and policies are followed.
 - 1.7.2.4 Ensure value for money.³

2. Interim Accountability Reporting

- 2.1 The Board holds those exercising managerial responsibility for fiscal resources within the school division accountable for achieving stated educational goals while staying within budget.
- 2.2 Since the Board does not delegate its fiscal responsibility, it will have in place accountability tools to ensure that governance direction and intent is being met.
- 2.3 Interim accountability reports are an integral process for ensuring that the governance direction of the Board is being met.
- 2.4 Interim reporting allows the Board to determine whether its assumptions will be achieved and provides the impetus to make organizational changes where necessary. As such, the information contained within will include the following:
 - 2.4.1 The current status of budgetary assumptions, as approved by the Board in developing the operational budget.
 - 2.4.2 Actual period to date information.
 - 2.4.3 Forecasting of yearly operating results to the end of the school year.
 - 2.4.4 Variances of forecast revenues and expenditures to the annual budget.
 - 2.4.5 Explanation of significant variances.
 - 2.4.6 Status of capital projects in progress.
 - 2.4.7 Unsupported capital costs (when applicable).
 - 2.4.8 State of reserve funds.
- 2.5 Interim Accountability Reports will be periodically provided, in adherence to the requirements set out by Alberta Education.

3. Audit Committee of the Board

- 3.1 Further to the recommendations of the Auditor General and Alberta Education, this standing committee of the Board will serve as the cornerstone of the Board's fiscal oversight process.⁴
- 3.2 The Audit Committee will conduct its responsibilities in a manner that maintains independence from Senior or School Administration and avoids any situations that may impair its objectivity in performing its oversight duties.

³ *Fiscal Accountability for Alberta's School Boards*, Alberta School Boards Association, 2007

⁴ *Annual Report of the Auditor General of Alberta, 2005 – 2006*, Volume 2 of 2, p. 61

- 3.3 The Board's Audit Committee will communicate with the Superintendent and Secretary-Treasurer, and will independently initiate its work, while being responsive to recommendations forwarded by the Superintendent to the Board Chair and the Chair of the Audit Committee.
 - 3.4. The Audit Committee will be accountable to the Board and support the Board and the Board Chair.
 - 3.5 The Audit Committee will provide oversight of fiscal accountability and internal controls.
 - 3.6 The Audit Committee will create a communication bridge among senior administration, Board, and auditors.
 - 3.7 The Audit Committee will strive to enhance overall operational efficiency and public confidence in fiscal stewardship.
4. Indicators of Financial Health
- 4.1 The Board will be responsive to meeting the expectations of Alberta Education and the Auditor General in assuring that short and long term indicators of financial health are monitored on a continuous basis.
 - 4.2 The recommended accumulated operating surplus and capital reserve that the Board will pursue in this regard is one that:
 - 4.2.1 Enables the jurisdiction to fulfill its financial obligations from an operational and capital perspective.
 - 4.2.2 Offset risk that the jurisdiction will need to borrow money to meet its operational expenses.
 - 4.2.3 Allows for interest to be earned on current assets.
 - 4.2.4 Facilitates the Board's capacity to spend current funding on the current population of students.
 - 4.3 Monitoring of fiscal health will require an inter-relationship between fiscal trends at both the jurisdiction and provincial level.⁵
5. Ongoing Board and Staff Development
- 5.1 The responsibility to convert overall audit recommendations to professional development goals that will increase the fiscal stewardship of the school division rests with the Secretary-Treasurer.
 - 5.2 Based upon these recommendations, the Superintendent will assure that the annual operational budget of the Board facilitates funding for achieving these professional development goals.

References **Sections 33, 222, 137 – 143, *Education Act***

⁵ *Fiscal Accountability for Alberta's School Boards*, Alberta School Boards Association, 2007

PR NO:

C.5

March 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 24 – Budget

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 24 – Budget* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 24 – Budget* as presented.

BUDGET

The Board of Trustees approves the annual budget to fiscally manage the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balanced budget, as required by the *Education Act*.

The budget is developed in the best interests of all students, in a budget process that is open and transparent at the most reasonable cost to the taxpayer reinforcing Holy Spirit Catholic School Division's Mission, Vision, and Values. Authority to approve system budget and allocate funds rests with the Board.

Holy Spirit Catholic School Division's budget is set through allocation of funds in a consultative process that is key to the division and its schools operating in an effective and efficient manner. The *Holy Spirit Catholic School Division Board Priorities* and *Faith Plan*, *Alberta Education Funding Manual*, *Alberta Education Assurance Results Reports* are key planning documents and will be considered along with stakeholder feedback for the creation of the annual budget.

As a Board, strategic thinking drives the work of governance through systems thinking, strategic focus, deep learning, and manner. Involvement by stakeholders in the development of the budget process is critical to having the final budget understood, accepted, and properly administered. The Superintendent will facilitate the consultative process that must follow budget timelines, leading to the development of a draft budget being brought forward to the Board of Trustees. Once the goals and priorities are established and financial resources allocated, the expenditure and monitoring of funds within the guidelines established by the Board is the responsibility of the designated Holy Spirit Catholic School Division administrator.

The budget will be reviewed quarterly and presented at Finance Committee meetings. Comparison of actual revenues and expenditures to approved budget will be made with any changes to program plans, framework, and provincial funding explained. If unanticipated non-targeted funding is received, utilization will be discussed with the Superintendent and authorized by the Board of Trustees.

References

Sections 139; *Education Act*

BUDGET TIMELINES

Timelines as incorporated in the Board Annual Work Plan:

1. September - October
 - 1.1 The Board of Trustees reviews:
 - 1.1.1 Mission, Vision, and Values.
 - 1.1.2 Board Priorities and associated goals and measures.
 - 1.1.3 Assess financial implications and develops guidelines.
2. October – December
 - 2.1 Board sponsored Budget Collaboration Team reviews:
 - 2.1.1 Impact of previous year's budget.
 - 2.1.2 Assess central allocated budgets, school-based budgets, and staffing allocations.
 - 2.1.3 Feedback gathered from stakeholders around strengths, weaknesses, and opportunities.
 - 2.1.4 Makes recommendations to the Board of Trustees.
- 3 January
 - 3.1 Board sets Budget Guidelines based on feedback from Budget Collaboration Team.
- 4 February – April
 - 4.1 Provincial budget is released.
 - 4.2 Secretary-Treasurer commences with budget preparation based on recommendations and once funding details have been received.
 - 4.3 Secretary Treasurer prepares draft budget.
- 5 April
 - 5.1 Board of Trustees holds a series of public consultation sessions on draft budget and any revisions will be made in accordance with feedback.
6. May
 - 6.1 Draft Budget
 - 6.1.1 Special Committee of the Whole meeting in the beginning of May.
 - 6.1.2 The budget passed at the Regular Board of Trustees meeting in May.

REPORT NO: D.1

March 26, 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 March 26, 2025.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, Facilities and First Nations, Métis and Inuit Reports for March 26, 2025.



Holy Spirit Catholic School Division

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Superintendent

Report to the Board of Trustees

March 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's Church
- Attended LLT Lenten Retreat
- Attended SPS Ash Wednesday Mass at St. Basil's Church
- Monthly lunch with Fr. Kevin (ONGOING)
- Attending daily prayer at CEC when present
- Work with Communications Officer on media release for 'Excellence in Catholic Education' Nominee
- Attended my first Holy Spirit Spiritual Development Day, "Proclaim! Pilgrims of Hope"
- Faith reflections in, "Superintendent Sunday" (ONGOING)

Attending my first Spiritual Development Day at Holy Spirit Catholic was a profoundly moving and impactful experience. I was eager and somewhat apprehensive about the opportunity to address the division, and I found it to be a highlight of the event.

Participating in the LLT Lenten retreat further enabled me to strengthen my relationships with the school-based administrators and the senior leadership team, all while preparing my heart for the Lenten season. Additionally, I am excited for our Board to learn about the recipient of the 2024-2025 Holy Spirit Catholic School Division's Excellence In Catholic Education award. I eagerly anticipate the opportunity to celebrate and recognize this individual at the Blueprints event.

Building Effective Relationships

- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Attended Basketball Jamboree
- Attended SFJH production of, "Newsies"
- Monthly lunch with Fr. Kevin (ONGOING)
- Monthly supper meeting with ATA Local President and Deputy Superintendent
- Continued Future Planning Meetings with Principals and Associate Principals

The Holy Spirit Roman Catholic Separate School Division

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

Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

- Continued meetings with Director of Support Services re: Early Learning/K Programming (SMBI)
- Attended Council of School Council Chairs Meeting
- Supported a meeting re: Inclusive Education student at FLVT

I am excited about our ongoing efforts to support St. Michael's Bow Island. I recognize that this will be a lengthy journey that relies on the collaboration of our Board of Trustees, staff, and families. I believe that by adopting a phased approach, actively engaging parents and the community, and ensuring that our priorities are aligned with clearly articulated initiatives, we will achieve meaningful growth at SMBI and sustain Catholic education in Bow Island. As a new member of the Holy Spirit Catholic community, I am immensely impressed by the remarkable skills and talents of our students. This month, we are celebrating the productions of Newsies and Mamma Mia! These outstanding performances not only showcase the incredible abilities of our students but also reflect the dedication and commitment of our staff. The ongoing success of such productions, which I have learned are a cherished tradition at Holy Spirit, underscores the importance of continuing our support for the arts within our division.

Visionary Leadership

- Continued Future Planning Meetings with Principals and Associate Principals
- Weekly SALT meeting
- Finance Committee Meeting
- Board Policy Committee Meeting
- LLT Meeting
- 1:1 Budget Meetings with SALT
- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Met with Director of Learning re: Literacy Audit, SPACES
- Elan (Schollie) re: Division Stakeholder engagement met with SALT and presented
- Ongoing Meetings with Aaron Skretting re: Boundary consultations and review
- Monthly meeting with Communications Officer and Executive Secretary re: HSCSD Communications plan (ONGOING)
- Attended DREC/IEL
- Meeting with Regan, Vivien, and Amanda re: Division Security Cameras

As I continue to analyze the feedback from our SALT Talks, along with insights from the Budget meetings and preparation, I have identified several significant priorities. One

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area that warrants attention is the feedback we have received from our Principals regarding the need for security cameras. There is a clear consensus on the importance of equipping our buildings with cameras, a concern also emphasized during a presentation by the ATA about the Alberta Teaching Profession Commission. In response to this feedback, I am seeking to gain a comprehensive understanding of our current status regarding security camera implementation within the division. This effort involves reviewing existing procedures and policies, consulting with the Technology, Maintenance, and Finance departments to assess the groundwork already established, and subsequently developing a plan to communicate our findings to both the Board of Trustees and Administration. While we are in the initial phases of this process, I anticipate that we will be ready to communicate our plans by August 2025.

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
- Attended CASS Spring Conference sessions:
 - Leading for Lasting Impact: Visionary Strategies to Plan, Scale, and Sustain Change in Education (Dr. Scott Morrison)
 - Harnessing High-Quality Mistakes
 - Orientation to Managing Board Governance
 - Building Bridges for Teacher Professional Growth
 - The Need for Transformative Leadership
- Attended Collaboration Day session: Interviewing Strategies for VTRA with Cst. Realini

As a Superintendent, the commitment to continued learning and collaboration is essential in fostering lasting educational impact. Attending the **CASS Spring Conference** provided invaluable opportunities to deepen my understanding of transformative leadership and strategic governance. Sessions such as "**Leading for Lasting Impact**" with **Dr. Scott Morrison** offered visionary strategies to drive meaningful, scalable change, while "**Harnessing High-Quality Mistakes**" emphasized the power of learning through innovation and reflection. Engaging in "**Orientation to Managing Board Governance**" reinforced the importance of cultivating strong superintendent/board relationships, and "**Building Bridges for Teacher Professional Growth**" highlighted effective ways to empower educators in their professional journeys. Moreover, "**The Need for Transformative Leadership**" underscored the critical role of adaptive leadership in navigating the evolving educational landscape. These collaborative discussions and shared insights reaffirm that, as leaders, we must

continuously seek growth, embrace new perspectives, and work collectively to create impactful, sustainable change for our students and school communities.

Leading Learning

- Continuing conversations surrounding Assessment and Inclusive Education with Principals
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Attended CASS Spring Conference sessions:
 - Leading for Lasting Impact: Visionary Strategies to Plan, Scale, and Sustain Change in Education (Dr. Scott Morrison)
 - Harnessing High-Quality Mistakes
 - Orientation to Managing Board Governance
 - Building Bridges for Teacher Professional Growth
 - The Need for Transformative Leadership
- Continued Future Planning conversations with Lethbridge Principals/Associate Principals
- Continued to explore options for local measures to engage our stakeholders

The conversations that I have had with our administrators regarding their own career paths and aspirations has proven to be incredibly valuable. Not only am I getting to know each leader a little better, I am learning incredible things about their paths to leadership. Having these 1:1 conversations with principals and associate principals about their career aspirations is invaluable in ensuring that we put the best people in the best places to serve all students effectively. By understanding their goals, strengths, and passions, I feel I can best support their career and personal satisfaction, fostering leadership pathways that align with their skills and ambitions. I want to ensure our leaders feel fulfilled and empowered, so they are better equipped to create positive learning environments that benefit both their staff and students. These meaningful discussions not only help develop strong, inspired leaders but also contribute to a school system that is strategic, student-centered, and built for long-term success.

Ensuring First Nations, Métis and Inuit Education for All Students

- Ongoing discussions with Director of Religious Education and Director of Students Services and to examine current Jordan Principle supports and plan for potential changes to funding.
- Attended FNMI Team Gathering

Spending time with the FNMI team continually highlights their extensive knowledge and exceptional support of our students, staff and families. I am committed to dedicating

time to learn from our staff about Blackfoot and Métis traditional teachings and culture. We are continuing to reach out to communicate with our contact for Jordan's Principle to stay as informed as possible on our application for funding for the upcoming school year.

School Authority Operations and Resources

- First Budget Collaboration Committee Meeting
- Continuing to meet with Principals and Associate Principals: re: Future Planning
- Held interviews for Secretary Treasurer
- Special Meeting of the Board re: Secretary Treasurer position
- Meeting with Regan, Vivien, and Amanda re: Division Security Cameras

As I deepen my understanding of Holy Spirit operations, I am identifying opportunities to engage various stakeholders. I have been concentrating on understanding past practices that, while efficient, may have lacked adequate input. The revitalization of the Budget Collaboration Committee, the initiation of enrollment discussions, and the pursuit of a local measure to survey our staff and parents are some of the ways I aim to facilitate opportunities for feedback, input, and change.

Supporting Effective Governance

- Board Agenda setting meeting with Vice Chair and Executive Secretary (Monthly)
- Attended Finance Committee Meeting
- Attended Board Policy Committee Meeting
- COW and Board meeting with Board of Trustees (ONGOING)
- Attended CASS sessions on supporting Effective Governance

I attended a highly impactful session at the Spring Annual CASS Conference, presented by Dr. Lynne Paradis, focused on Supporting Effective Governance. As I continue to acclimate to my role, I am gaining a deeper understanding of the significant distinctions between Governance and Administration. Both are essential, and I recognize the importance of my position in supporting the Board as governors while concurrently managing aspects of both areas as Superintendent.

REPORT NO: D.2

March 26, 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 March 26, 2025.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees March 2025

Embodying Catholic Leadership

- I have the privilege of leading prayer at St. Basil Catholic Education Centre before interviews and other meetings;
- I attend weekly Sunday Mass at St. Martha Parish;
- The LLT Lent Retreat which was held at the Martha Retreat Centre allowed us the opportunity to make rosary beads and pray the Five Sorrowful Mysteries together;
- Coming together as a division for “Proclaim! Pilgrims of Hope” Spiritual Development Day was such a gift;
- My own Lenten Journey includes the **Hallow - Lent Pray40: The Way**. This Lenten prayer challenge is a spiritual journey focused on the writings of St. Josemaria Escriva, author of *The Way*. It also dives into the conversion of Servant of God Takashi Nagai, a remarkable Japanese physician who survived the atomic bombing in 1945;
- I had the opportunity to attend Ash Wednesday Mass at St. Basil’s Church, led by the St. Paul School community;
- I am so grateful for the many opportunities for faith development that are infused into our Holy Spirit community.

Building Effective Relationships

- I am very fortunate to have observed all 19 of our probationary teachers. Before Easter I will have the opportunity to see most of them twice. These visits provide me with an opportunity to not only observe their teaching skills, but also to provide mentorship and support while building relationships;
- I have participated in numerous conversations with my mentors from Christ the Redeemer and Chinook’s Edge. I am grateful for their generosity in sharing their time and vast experience to help me on my learning journey;
- Met with a variety of teaching and support staff to discuss possible changes in assignment, and to advise and help to resolve challenges they are encountering in their work life;
- I had the opportunity to attend a variety of extra-curricular activities at schools including basketball and the fine arts presentation of *Newsies* (SFJH) and *Mama Mia* (CCH);
- I led a session called ***So You Want to Teach for Holy Spirit*** at our March Collaboration Day focused on building relationships with our student teachers, and sharing with them what it means to be a Catholic teacher in Holy Spirit.



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Modeling Commitment to Professional Learning

- It's been a busy month for my own professional learning. I am working directly with a coach and consultant, the recently retired Assistant Superintendent of People Services with Chinook's Edge, Ray Hoppins. To date we have covered topics such as:
 - Building a Staffing Plan;
 - Retaining, Recruiting and Hiring Great Staff;
 - Creating a New Teacher Checklist and Supports.
- I attended the CASS Annual Conference in Edmonton and my learning included sessions on *Leading for Lasting Impact, Leveraging AI for Data-Driven Divisions, Understanding, Honouring and Learning Cultural Protocol in Relationship with Indigenous Peoples and Communities, Creating a High-Impact Professional Learning Framework* and *A Shared Vision for Human Resources Services*.

Visionary Leadership

- We meet weekly as SALT to discuss supporting schools with the Board priorities and budgeting accordingly;
- Now that we have had the opportunity to visit all of our sites for SALT Talks, we are now analysing data in order to identify the greatest areas of need when envisioning our future plans;
- I had the opportunity to attend ***Leading for Lasting Impact: Visionary Strategies to Plan, Scale, and Sustain Your Educational Priorities*** presented by Dr. Scott Morrison.

Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation;
- During our Collaborative Professional Learning Day, I had the opportunity to deliver *So You Want to Teach for Holy Spirit*, lead a conversation on *The Anxious Generation* and bring the mentors and new teacher mentees together for learning with staff officers from our provincial ATA;
- I connected with Tanya Thiessen, Executive Staff Officer from ATA Regulatory Services and had her present to our LLT on the *ATA Code of Conduct*, and the impact of the *Alberta Teaching Profession Commission* (ATPC);
- Chaired the monthly St. Basil CEC staff meeting.

Supporting First Nations, Métis and Inuit Education for All

- I had the opportunity to attend the CASS Annual Conference learning session focused on *Understanding, Honouring, and Learning Cultural Protocol in Relationship with Indigenous Peoples and Communities*;
- I appreciate the opportunity to smudge after our monthly CEC staff meeting.



Holy Spirit Catholic School Division

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Supporting School Authority Operations and Resources

- I work closely with our transportation partners in order to establish final calendars for the 2025/2026 school year;
- Our HR team works diligently to ensure the weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- This month, I had the opportunity to interview teachers, substitute teachers and education assistants;
- I continue to work collaboratively with our team to ensure clarity around staffing processes and procedures within the Holy Spirit Catholic School Division;
- Served on the bargaining committee to work with our CUPE unions through the negotiation process.

Supporting Effective Governance

- Attended the Council of School Council/Board of Trustees meeting;
- Submitted Holy Spirit's 2024 *Edwin Parr* nominee package to the Alberta School Boards' Association. Official announcement will be released later in April.

REPORT NO: D.3

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Acting Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Acting Secretary-Treasurer's Report for March 26, 2025.



Holy Spirit Catholic School Division

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Report to the Board of Trustees March 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE

- Finalized the 3 year Capital Plan including feedback from the Board of Trustees for approval during the March meeting and submission to the Province.
 - Launched budget consultation survey to parents, staff, community members and students to gather stakeholder insight in the creation of the 2025-2026 Budget.
 - Met with the City of Lethbridge and Lethbridge School Division to discuss the 'Safe Travel Plan' project. The City of Lethbridge has secured a grant to create travel plans for elementary students. The city will engage schools to create individual student travel plans for their students
 - Attended the Council of School Council Chairs Board of Trustees meeting to discuss budget preparation and engage with school council leaders
 - Participated in the annual Learning Leadership Team Lenten retreat
 - Participated in monthly Learning Leadership Team meeting
 - Trained, and reviewed working papers for GRE(Stub Period Financial) for Alberta Education
 - Engaged with the Joint Health and Safety committee in the quarterly health and safety meeting with members from our maintenance, teaching, education assistant and management teams.
 - Attended and participated in the regular subscribers meeting of the Urban School Insurance Consortium
 - Commenced preliminary budget meetings with senior leadership and the budget committee
 - Participated in Spiritual Development Day
 - Continued collaborating with local municipalities in preparation for the upcoming 2025 Municipal Election
 - Continued collaboration and support with Aaron and the boundary review committee on boundary review - reviewing demographic information and enrolment information throughout the city.
-

INSURANCE AND RISK MANAGEMENT UPDATE

- Attended the monthly USIC Risk Management committee meeting to discuss emerging issues and claims across the consortium
- Participated in the ASBOA Zone 4 meeting to discuss issues related to school business including the upcoming changes to Alberta's Freedom of Information and Protection of Privacy Act
- Collaborated with the Student Information Coordinator on a presentation to school office staff on collaboration day.

TECHNOLOGY UPDATE

- Daily school visits are helping teachers and students with technology use
 - Vretta training - attended online assessment implementation training with Learning Leadership Team
 - Technology - Operating Budget Review with Senior Administrative Leadership Team
 - Provide streaming support for Basketball Provincials at St. Mary's Taber
 - Provide technical support for Spiritual Development & PD Day
 - USIC - cyber insurance control review
-

REPORT NO: D.4

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

BACKGROUND

1. Carmen Larsen, Director of Learning, has prepared the attached report to apprise the Board of recent division activity related to Learning.



Holy Spirit Catholic School Division

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Director of Learning
Board Report - March 2025

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

The January Early Assessment Results are available. Holy Spirit has applied for additional funding to support our at-risk Kindergarten students. Teachers continue to provide interventions and additional support for all at-risk students. All at-risk students in Grades 1-3 will be reassessed in June.

Assessment	Grade	September % of Students 'At-Risk'	January % of Students 'At-Risk'
RAN	K	n/a	32.0%
	1	40.2%	n/a
PAST	K	n/a	25.6%
	1	32.5%	n/a
LeNS	K	n/a	43.8%
	1	39.2%	41.5%
	2	35.0%	36.0%
CC3	1	n/a	27.5%
	2	29.2%	30.1%
	3	26.0%	27.0%
Numeracy	K	n/a	24.9%
	1	29.1%	32.1%
	2	29.7%	29.5%
	3	17.9%	24.2%

Schools reflect collaborative teaching and learning environments.

- The second Division Collaboration Day of the 2024/25 school year was held on Monday, March 17. Various [sessions](#) were offered, many facilitated by our own teachers and administrators. Our Collaboration Days continue to be highly valued by our teachers, providing opportunities for voice and choice in professional learning.

We prepare students for career pathways.

- I attended a Pathways for Partnerships of Southern Alberta (PPSA) on Friday, March 14, and, among other things, received an update on the Southern Alberta Collegiate Institute:
 - Building construction is estimated to be completed late Fall 2025.
 - SACI's budget for 2025-26 is balanced, with a reliance on new and existing school division partners, but will still heavily rely on non-primary funding for the Trades students as well as grants & fundraising. Sustainable operational funding is still required from the province to ensure the long-term viability and sustainability of SACI
- Career Transitions is hosting EPIC Day on April 16. This is an opportunity for students in Grades 9-10 to explore a variety of career pathways as well as tour local businesses for first-hand exposure and learning experiences about the world of work.

REPORT NO: D.5

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

BACKGROUND

1. Aaron Skretting, Director of Religious Education, has prepared the attached report to apprise the Board of recent division activity related to Religious Education.



**Director of Religious Education
Report to the Board of Trustees
March 2025**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Spiritual Development Day** - This year's Spiritual Development Day was hosted on Tuesday, March 18. Keynote speakers, Dr. Troy Davies, Dr. Matt Hoven, and Fr. Troy Nguyen, were well received and shared messages centred on the themes of the faith plan - Proclaim! Pilgrims of Hope. A survey has been distributed to all staff, and the results will be shared next month.

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

- **SPICE/Blueprints** - We are grateful for the continued support of our ATA Local as we support the attendance of teachers and administrators at SPICE and Blueprints, sponsoring also one support staff member and our Excellence in Catholic Education winner to attend. Aside from staff who have elected to register of their own volition, those drawn to attend this year's conferences were:
 - SPICE - Sarah De Coste (SCPB), Carmen Little (SPS), Katie Rosen (ESM), John Templin (FLVT)
 - Blueprints - Karen Schmidt (SMPC)
- **CCSSA at uLead** - For the first time, this year's [uLead](#) conference in early April will feature a Catholic stream of sessions - Make Your Mark! This work is being supported by the Council of Catholic School Superintendents of Alberta (CCSSA). We have three presenters from Holy Spirit who will be a part of this stream:
 - Anthea Boras and Michelle Nevil will be presenting *Listening to Understand: A Catholic Approach to Resolving Conflict*.
 - Aaron Skretting will be co-presenting with Stacey MacNeil-Ayeh and Kevin Warriner on the *Catholic Toolkit for Leaders and Teachers*.
- **GrACE Youth Summit** - There has tentatively been set a date of October 24, 2025, for a provincial youth summit sponsored by GrACE. This will be hosted by Elk Island Catholic Schools and welcomes students from the Catholic schools of Alberta. As more information and processes become known, we will select those to attend from our division.

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

- **CCSSA Catechized non-Catholics Pilot** - You may be aware of the pilot project that is ongoing in Holy Spirit with the support of both the Diocese of Calgary and the CCSSA for the support of catechized non-Catholics and their entry into the Church. We are pleased to have four participants in this pilot, along with supportive mentors and the instruction of Stacey MacNeil-Ayeh. The participants have been, and will continue to, engage in catechetical lessons as well as Mass attendance, with the goal of entering the Church in the late spring or early summer. This program does not replace RCIA that is ongoing at the parish level, but is being piloted to serve as a potential regional or provincial support where that may not be as practicable.

APRIL
6-8
2025

Choose the Catholic stream of sessions **MAKE YOUR MARK!** *at uLead 2025*

Click [HERE](#) for uLead info



SESSION 1

Sunday, April 6
2:30-3:35

Sharing our Story: Catholic Works, Catholic's Work, Catholic Works!

Patrick Dumelie- CEO Covenant Health, Dr. Troy Davies- CEO, Catholic Social Services, Dr. Sinda Vanderpool- President St. Mary's. Pat Macdonald- President CCSSA

This session explores the significant societal contributions of the Catholic Church, featuring insights from health, social work, and education. Discussions will highlight the Church's global leadership in feeding, educating, and caring for people, emphasizing its transformative role. Attendees will gain valuable insights into how Catholic principles foster compassion, justice, and community service.

SESSION 2

Sunday, April 6
3:55-5:00

Women in Leadership: Confident Messaging & Courageously Catholic Leadership

Lynnette Anderson- Edmonton Catholic, Cindy Escott-Evergreen Catholic, Monique Baker-Conseil Scolaire FrancoSud, Dr. Jessie Shirley- Grande Prairie Catholic

Drawing on experiences of four female Chief Superintendents, this session aims to build leaders' confidence in delivering consistent, compelling messages rooted in Gospel teachings. Each presenter will begin with a brief anecdote about confident messaging about our Catholic story, followed by a 30-minute Q & A.

SESSION 3

Monday, April 7
10:45-11:50

Catholic Teachers and Leaders Toolkit

Aaron Skretting-Director of Religious Education Holy Spirit Catholic, Stacey MacNeil-Ayeh-Catholic Resource Coordinator CCSSA, Kevin Warriner-Area Director Calgary Catholic

The session introduces the Catholic Permeation Toolkit, helping Catholic leaders integrate faith into education through Catholic Social Teachings, the Parables & Divine Words of Christ, and Walking with the Saints. Practical skills provided will enable leaders to integrate Gospel values across all subjects, enriching students' faith experience and reinforcing Catholic identity in education.

SESSION 4

Monday, April 7
2:45-3:50

Leading with Faith: Inspirational Stories of Catholic Leadership

Nigel McCarthy- Chief Superintendent, Lloydminster Catholic

This session explores how Catholic leaders integrate faith into daily life and leadership, using personal stories to show faith guiding them through challenges. It highlights embodying hope and Gospel values to be exemplary leaders. Attendees will gain actionable insights on fostering faith-driven cultures and impacting communities with enduring faith and resilience.

SESSION 5

Tuesday, April 8
9:00-10:05

The Catholic Teacher and the Culture

Stacey MacNeil-Ayeh- Catholic Resource Coordinator CCSSA

This session highlights how Catholic Social Teaching helps educators address sensitive topics with compassion and respect. By focusing on human dignity, solidarity, and the common good, teachers can create a supportive environment. Practical strategies for daily interactions and curriculum will be shared, ensuring all students feel valued and respected.

SESSION 6

Tuesday, April 8
10:20-11:25

Listening to Understand: A Catholic Approach to Resolving Conflict

Anthea Boras-Deputy Superintendent Holy Spirit Catholic Schools, Michelle Nevil- Principal, Holy Spirit Catholic Schools

This session helps educators tackle real-world challenges through case studies, emphasizing listening, empathy, and a three-step conflict resolution approach. Rooted in Catholic values, it fosters communal unity and equips attendees to handle difficult conversations, reinforcing their role as agents of God's presence while maintaining Catholic teachings.

Embedded within the uLead conference, "Make Your Mark" embodies the spirit of influence and positive change that every Catholic leader is called to impart. Rooted in the 5 Marks of an Excellent Catholic Leader, sessions underscore the importance of living and leading by the principles of faith, integrity, and service. By "making your mark," leaders commit to fostering an environment of growth, faith, and excellence in Catholic education.



REPORT NO: D.6

March 26, 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
March 2025

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Artist in Residence: Through the Mental Health in Schools Pilot Program, our *Indigenous Student Wellness Access Guide*, Billy Woitte, coordinated an artist-in-residence experience for several Holy Spirit schools. Renowned puppeteer DerRic Starlight, from Tsuut'ina Nation, brought his internationally acclaimed Nuppets (Native puppets) to life, captivating students with his unique blend of storytelling, humor, and cultural teachings. School communities at St. Patrick Fine Arts, Children of St. Martha, and Father Leonard Van Tighem had the opportunity to enjoy his engaging and inspiring presentation which provided a meaningful way for students to connect with Indigenous perspectives through the art of puppetry, fostering both cultural appreciation and mental wellness.

Mental Health Capacity Building Team: The Mental Health Capacity Building Team coordinated a highly impactful learning experience for a couple of our divisional schools. Award-winning motivational speaker, comedian, and musician Levi Stanford recently delivered an inspiring presentation to St. Mary's, Taber and Father Leonard Van Tighem school communities. Focusing on resilience, determination, and the power of choice, he engaged the audience with life lessons and humor. His high-energy approach left a lasting impression, leaving students and staff motivated and empowered.

Human Sexuality and Neurodiverse Behaviour: The *Director of Support Services*, Crystal Lothian, attended Jan Arneson's session, which explored key aspects of addressing online safety, bias, and barriers in sexual health education. The presentation focused on understanding why these topics are critical, the unique needs of neurodivergent students, and effective strategies for answering difficult questions and managing behaviors.

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

Division Collaborative Day: As part of our second Division Collaborative Day of the 2024-25 school year, the Support Services team provided professional learning opportunities for Support Staff aligned with our divisional priorities. This day featured a diverse range of sessions led by both internal experts and valued community partners, fostering professional growth and well-being. Highlights included workshops on stress management, self-care, and supporting neurodivergent youth, with hands-on and practical strategies from experts like Lethbridge Family Services, True Balance Counselling, and AHS. These sessions emphasized resilience, emotional well-being, and mindfulness, equipping staff with tools to enhance both their professional and personal lives. By collaborating with local professionals, we continue to prioritize staff development, ensuring a positive and supportive learning environment for our students.

REPORT NO: D.7

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

BACKGROUND

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



First Nations, Métis and Inuit Education
Report to the Board of Trustees
March 2025

Board Strategic Priority: Living Truth and Reconciliation

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

- **Blackfoot Language** - We continue to offer Blackfoot Language family evenings (March 27 at SMPC, April 10 at ESM) in partnership with Changing Horses. Further, the work that is being done with language revitalization in this partnership is expanding to the provincial level through the Consortium with the development of Blackfoot resources to be shared. Lastly, Ken Fox was invited to speak at the [International Conference on Language Documentation & Conservation](#) in Honolulu, Hawaii in early March. Alongside Dr. Heather Bliss, he shared about the work that is being done here both in the schools and broader community.

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

- **Jordan's Principle** - We have submitted our application for the 2025-2026 school year to Jordan's Principle. At present, we anticipate a modest fiscal year carryforward that will enable us to continue to provide services through the remainder of this school year. We await word on our funding for both the remainder of this school year and next. Some statistics related to our programming:
 - We currently have 406 active students - these are students who are eligible with consent.
 - Looking at cultural services, between Elder in Residence (304), Graduation Coach (227), Itinerant Niitsitapi Facilitator (48) and Language Programming (163), 687 students have received at least one service.
 - In terms of support services, between Educational Assistants (254), Family School Liaison Counselors (41), and Speech Language support (61), 357 students have received at least one service.

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

- **Spring Learning** - On April 8, we will be hosting a second Learn-Build and Go Ribbon Skirts. If you are interested in attending, please contact Shelley Kirkvold.
- **CASS Gathering** - Each year, CASS hosts a [First Nations, Métis, and Inuit Education Gathering](#). This year's gathering, *Wahkotamowin for Student Success*, will be hosted in Edmonton April 30 to May 2 at the Wyndham Hotel. This excellent conference features pre-conferences, a wide range of Alberta-based presenters, and keynote speaker Dr. Niigaan Sinclair. We have nominated (and will sponsor) Tom Little Bear as our Elder this year, and will be also sending Ken Fox and Traven Weasel Traveller from the school division as representatives.

REPORT NO: D.8

March 26, 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 Kossuth, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Facilities Report to the Board of Trustees March 2025

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

On March 6, 2025, we were informed that the following General Contractors submitted proposals for our project. As of March 18, 2025, we are awaiting notification of the successful bidder.

1. Dawson Wallace Construction Ltd.
2. Lear Construction Management Ltd.
3. Ward Bros. Construction Ltd.
4. Yellowridge Construction Ltd.

Alberta Infrastructure provided the following tentative schedule for our project:

- Invitation to Bid - week of January 20, 2025
- Invitation Closing/Bid Opening - February 25, 2025 at 2:00pm
- Contract Award - March 2025
- Construction Start - March 2025
- Construction Duration - March 2025 to June 2026

MAINTENANCE ROADMAP

The following is an update to Maintenance Department priorities for 2024/25:

SERVICE: Caretaking Handbook

Our goal is to implement a Caretaking Handbook to guide: (1) technical requirements of keeping schools clean and safe, and (2) quality standards for setting clear cleaning expectations.

Maxine Brooks, Maintenance Supervisor, has been working diligently on the handbook.

The progress to date is: **40%**. We plan to roll-out the Caretaking Handbook before the end of the 2024-2025 school year.

FORESIGHT: 10-Year Capital Plan

We have received a revised quote from the consultants, MSK Developments, for the 2026-2035 10-Year Capital Plan.

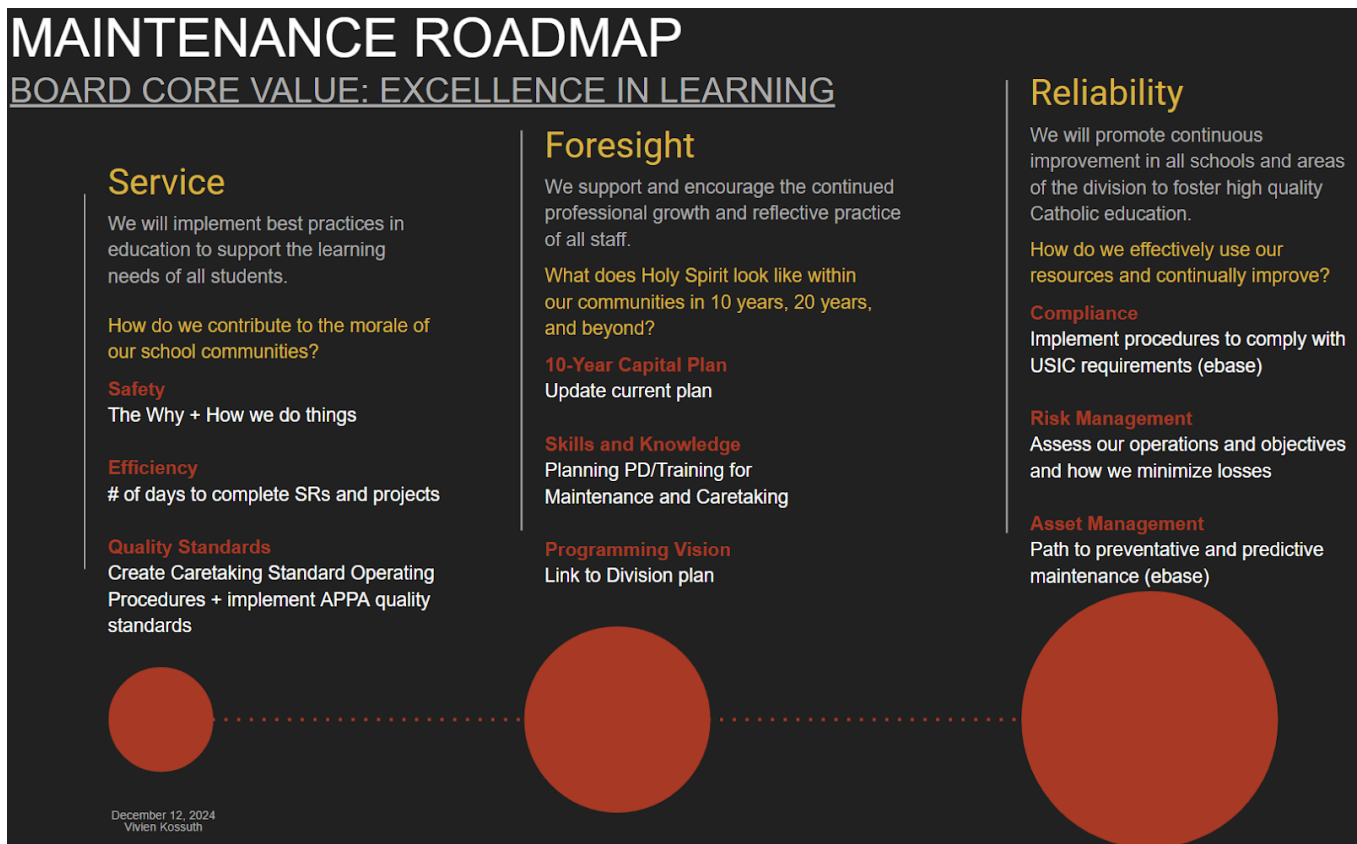
The scope of the new plan extends beyond the condition of our existing school buildings. We want to envision the future of our school communities, meet evolving educational needs, and foster our Catholic Faith.

RELIABILITY: ebase Software Launch

Digital Logbooks and Supplies

We had a second training session for the Caretakers on Collaboration Day, March 17, 2025.

Concurrently, we are working on rolling out the Work Orders module, Asset Management module, and Facility Rentals module.



CMR/IMR PROJECTS

The Maintenance team is planning projects for the February Break, Easter Break , and Summer 2025. The following is not an exhaustive list of projects for the 2024-2025 School Year, but highlights some active projects that we are working on.

Catholic Central High School East Campus

- o In planning – Gym AV Design
- o In progress - HVAC Component Repairs and Replacements
- o In planning - RTU-2 Replacement and AHU-1 Compressor Replacement
- o In progress – PA System Repairs
- o In planning - Asphalt Parking Lot Resurfacing

Catholic Central High School West Campus

- o In progress - PA System Upgrade
- o In planning – Gym Floor Sand, Paint, Refinish
- o In progress – HVAC Component Repairs and Replacements
- o In planning - Exterior Joint Cap Replacements
- o In planning – Gym LED Light Upgrade
- o In planning - Sanitary Line Repair

Children of St. Martha

- o Complete – Air Handling Unit Lifecycle Replacement Study
- o In planning - Air Handling Unit Component Replacement
- o In planning - Playground Asphalt Resurfacing
- o Quoting - Washroom Partition Replacement and Refurbishing
- o Quoting - Roof Replacement of Sections F, G & H

Ecole St. Mary

- o In progress – South Wing AHU-2 Classroom Cooling Installation
 - o In planning – Main Electrical Distribution Panel Replacement
 - o In planning - Interior Wall Painting
 - o Quoting - Corridor Flooring Replacement
 - o In planning - Interior Blind Installation for Energy Efficiency
 - o In planning - Firestopping Code Repairs
-

Father Leonard Van Tighem School

- o In planning - Corridor Wall Painting
- o Quoting - Washroom Partition Replacement and Refurbishing

Our Lady of the Assumption

- o In planning – Playground Asphalt Resurfacing
- o In planning - Window Replacements
- o Preliminary information gathering – Pre-K/Kindergarten Washroom Addition
- o In progress - Interior Wall Painting
- o In planning – Gym LED Light Upgrade

St. Catherine's School

- o In planning - HVAC Component Repairs and Replacement and BMS Reprogramming
- o Quoting - Roof Replacement of Sections A, B & E

St. Francis Junior High School

- o Quoting - Gym Vestibule Painting
- o In planning - Asphalt Parking Lot Resurfacing
- o In progress - Burst Heating Pipe Repairs and Associated Interior Finish Repairs

St. Joseph School

- o Preliminary information gathering – Pre-K/Kindergarten Washroom Addition
- o Quoting - Classroom Soundproofing
- o Quoting - Roof Replacement of Sections B & L

St. Mary School Taber

- o Reviewing maintenance projects for likelihood and criticality

St. Michael's School Bow Island

- o Complete - Furnace Replacements

St. Michael's School Pincher Creek

- o Reviewing maintenance projects for likelihood and criticality

St. Patrick Fine Arts School

- o In Planning - Upper Gym Exterior Wall Repair
 - o In progress – Operable Wall Roller Replacement
-

St. Paul School

- o Quoting - Washroom Fixture Replacements for Operational Efficiency

St. Patrick School Taber

- o Quoting - Roof Anchor Repairs

St. Teresa of Calcutta School

- o Quoting - Classroom Soundproofing
- o In planning - HVAC Component Repairs

Trinity/CARE Campus

- o Complete - Interior Wall Upgrade

END OF REPORT

REPORT NO: E.1

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

1. Board Chair Carmen Mombourquette 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 March 26, 2025.



Submitted by: Dr. Carmen Mombourquette

[illegible]

CORRESPONDENCE:

Month	Description
20 Feb	St. Francis Boiler update
20 Feb	Nominations for Young Canadians
20 Feb	ACSTA - Symposium update
20 Feb	AMA - request to co-sign advocacy around PUF - added to March Board Agenda
20 Feb	ASBA - Provincial Budget Release - Board Chairs invited to join Zoom
20 Feb	Update on boiler break at St. Francis
20 Feb	ASBA - Advocacy Tracker Update - Moved to March Board Agenda
20 Feb	ASBA - Meeting with Minister of Education - Moved to March Agenda
20 Feb	ASBA - Municipal Election Update - Moved to March Agenda
20 Feb	GrACE - Monthly Newsletter
21 Feb	PowerSchool Breach update to parents
25 Feb	Playground funding for new school confirmation
25 Feb	Letter from GPPSD to Minister requesting funding for contract settlement
25 Feb	Note from Superintendent re Livingstone Range decision on 5-day school week
26 Feb	Special note from GrACE Executive Director re Archbishop Smith - Alberta's loss of this great bishop is certainly Vancouver's gain
26 Feb	Assurance writing team request
26 Feb	Changes to the Education Act from the Deputy Minister of Education
27 Feb	St. Patrick Taber Newsletter
27 Feb	AB ED put a call for teaching/learning resources
28 Feb	St. Mike's BI Newsletter
28 Feb	Boundary Options
28 Feb	Budget 2025 from the Minister
1 Mar	St. Paul Newsletter
1 Mar	ASBA - ASEBP upcoming information presentation
1 Mar	ACSTA - President's Update
1 Mar	ASBA - Link to revised capital plan
1 Mar	CCH Newsletter
1 Mar	OLA Newsletter
1 Mar	ACSTA MLA Reception notification
1 Mar	School Council News - newsletter
2 Mar	Superintendent Sunday
3 Mar	Invitation to St. Francis for Ash Wednesday
3 Mar	Connections Newsletter
3 Mar	Saint Newsletter
3 Mar	Secretary Treasurer Application Packages
3 Mar	ASBA - Budget Main Estimates
9 Mar	IMR report for St. Martha
9 Mar	IMR at CSM
10 Mar	EDC Minister - Ratification of National Foods Program
10 Mar	Notification of UNA potential agreement
10 Mar	GrACE Youth Summit notification

10 Mar	IMR St. Patrick Taber
11 Mar	ASBA - Highlights from Provincial Budget
11 Mar	Advocacy from provincial doctors for health care in Alberta
11 Mar	Student registration query
13 Mar	ASBA Zone package
13 Mar	ASBA Spring General Meeting package
14 Mar	ASBA - Federal Advocacy Updates
14 Mar	ASBA - Auditor General Report on Education
14 Mar	Wolf Creek School Division - letter to Federal Government re Jordan's Principle
14 Mar	GREAT NEWS - Value scoping monies approved for St. Francis Jr High School
17 Mar	GrACE Newsletter
17 Mar	Joint City School Boards Committee - development of agenda
18 Mar	ASEBP Trustees Report
19 Mar	ASBA conference update
19 Mar	ASBA - details for Board Chairs' meeting with the Minister of Education
19 Mar	GrACE Newsletter

REPORT NO: E.2

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

1. Linda Ellefson, Board representative to the ACSTA, will provide a report to the Board regarding recent ACSTA business, events, and activities.



Holy Spirit Board ACSTA Report March 26, 2025

KEY Messages:

- 2025 Election Handbook is available to share with prospective candidates
- Completed survey on NTC Certificate in Catholic School Trusteeship and Catholic Ed Talks
- Joined Kule Chair in Religious Education Lecture featuring Dr. Patricia Kieran on "From Ireland to Canada: Global Perspectives and Local Responses for Catholic Schools"
- Key findings from the Symposium on Teachers as Missionary Disciples available
- Board of Directors explored practical ways trustees can support and strengthen teachers in Catholic schools
- These conversations reaffirmed our commitment to ensuring that teachers are equipped to nurture both academic excellence and faith development in our students
- Catholic Ed Talks with Kate Mallon and Michael Hauptman. Together they discussed the importance of the sacred triad between home-school-parish
- Further work occurring on the Bishops' Assurance Initiative
- GRACE Youth Summit, October 24, 2025, at OLP in Sherwood Park
- Executive continues to meet with Government regarding Bill 27

Contact Info

Alberta Catholic School Trustees' Association
#205, 9940 - 106 Street NW
Edmonton, Alberta
T5K 2N2

Tel: (780) 484-6209 Email: admin@acsta.ab.ca

Web: <http://acsta.ab.ca>

X: [@ACSTANews](#)

Facebook: <https://www.facebook.com/ACSTANews/>

Vimeo: <https://vimeo.com/user50824673>

REPORT NO: E.3

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

1. Cheralan O'Donnell, Board representative to the ASBA, will provide a report to the Board regarding recent ASBA business, events, and activities.

Zone 6 Meeting

March 19, 2025

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

Zone Director

President Report

VP Report

CEO Report

Zone 6 Chair Report: Zone chair reviewed meetings and any follow up on open agenda items since February meeting.

SAPD: no report

Southern Alberta Comprehensive Health: Discussion on purpose of committee

Zone Banking: Motions made to move banking to central ASBA

Edwin Parr: Selection Committee; Interviews March 28, Edwin Parr event May 21; Every school division will bring banner. 8 nominees.

Financial Report: ASBA zone finances shared with membership

Awards: Review of ASBA awards, discussion around membership boards nominees. See link for all options <https://www.asba.ab.ca/awards-and-recognition>. Creation of a committee for Community Partnership nomination selection.

Round Table Discussion: Transportation; Activities / Advocacy; bus fly bys

Next Meeting : April 2025 - hybrid

REPORT NO: E.4

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board Representatives

SUBJECT: GrACE Report

BACKGROUND

1. Tricia Doherty and Linda Ellefson, Board representatives to GrACE, will provide a report to the Board regarding recent GrACE business, events, and activities.



Unite, Educate, Engage and Communicate with One Voice the Value and Gift of Catholic Education.

GrACE Report for March 26, 2025 Board Meeting:

What's Happening Locally:

- Continue to use GrACE resources to promote GrACE with school councils, parents, newsletters, parishes.
- Fully funded Catholic education is a gift but needs all of us committing to ensure it continues.
- In a world where faith is increasingly challenged, our role is to ensure that Catholic schools remain places of vibrant learning, deep faith formation and commitment to Christ.

Checkout GrACE here:



Mark 3 Faith Permeation In a Catholic school we...

- Incorporate a religious dimension in all learning
- Advocate for a sacred perspective within a secular context
- Encourage a critical evaluation of contemporary culture,
- Provide opportunities for staff to develop their abilities to infuse faith into curriculum and pedagogy
- Teach Catholic values by fostering a love for wisdom and truth

Did you know...
Current enrollment in Catholic Schools is 198,537 Students which is up by 6892 students or 4% over last year. The student population is expected to surpass 200,000 next year.

- GrACE Think Tank Meeting: April 10
- Board of Directors Meeting: April 11
- GrACE Youth Summit planned for October 24, 2025. Our local GrACE committee will meet to discuss attendance at this event.
- ULead April 6-8 Catholic Stream: Catholic Teachers and Leaders Toolkit with Aaron Skretting, Stacey MacNeil and Kevin Warriner. Listening to Understand: A Catholic Approach to Resolving Conflict with Anthea Boras and Michelle Nevil

Monthly Prayer Intentions for Catholic Education:

- That our Catholic schools may make known God's plan for all creation, we pray to the Lord
- That the leaders of our Catholic schools may be encouraged and comforted in the love of God, we pray to the Lord
- That our Catholic schools may always receive their identity from the teachings of Christ Jesus, we pray to the Lord
- That our Catholic schools may be a place of healing and safety in a hurting world, we pray to the Lord

REPORT NO: E.5

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

1. Bob Spitzig, Board representative to the Pincher Creek Community Early Learning Centre (PCCELC), will provide a report to the Board regarding the recent business, events, and activities.



**Board Meeting Agenda
March 25th, 2025 @ 7:00 pm**

- 1) Call to Order**
- 2) Introductions of new members**
- 3) Approval of Agenda**
- 4) Approval of Minutes of February 2025:** [PCCELC Minutes -February 25th, 2025.docx](#)
- 5) Current status:**
 - a) ED Report:
 - b) Sage Operations Report:
 - c) Canyon Creek Operations Report:
- 6) Budget & Financial Reports:**
 - a) Canyon Creek Financial Report:
 - b) Sage Financial Report:
- 7) New and unfinished business**
 - a) Grant update (for information)
 - b) Vulnerable sector checks for staff (for discussion and approval)
 - c) Centre staff meetings (for discussion)
 - d) Gym use after hours for social committee, group workout (for discussion)
 - e) Operation hours (for discussion)
 - f) Telus access point update (for information)
 - g) Staff Discount/ waived fees (for approval)
 - i) New Funding Calculation for Staff Discount Discussion 2025.xlsx
 - ii) SAGE: [Payment Summary Sage Feb 2025 board.pdf](#)
 - iii) CANYON: [Payment Summary Canyon Feb 2025_board.pdf](#)
 - h) Orientation package (for discussion and approval)
 - i) [PCCELC Board Confidentiality Policy.docx](#)
- 8) HR (CLOSED SESSION)**
 - a) Closed session update (for information)
 - b) Ed performance review (for discussion)
 - c) Contract update (for information)
- 9) Date for next meeting: April 22, 2025**
- 10) Adjournment**

REPORT NO: E.6

March 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board Representative

SUBJECT: Economic Development Committee Report

BACKGROUND

1. Tricia Doherty, Board representative to the Economic Development Committee, will provide a report to the Board regarding recent Economic Development Committee business, events and activities.

ADVOCACY NO: F.1

March 26, 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 March 26, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 5	ESM School Council (Discussion of School Wish List, Balancing Act Survey, ASCA Spring Symposium, Blanket Exercise)
March 11	FLVT School Council (Balancing Act Survey, ASCA Spring Symposium, Boundary Consultations Dates)

PARISH COMMITMENTS:

Date:	Key Discussions:
March	Regular attendance at St. Catherine's Church and serving in Ministries of Lector, Music and Hospitality
	Choir member for Spiritual Development Day

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
March 10	ACSTA Advocacy
March 13	GrACE Steering Committee
March 13	ACSTA Advocacy
March 19	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 3	Council of School Council Chairs
March 4	IMR at St. Francis
March 5	Ash Wednesday Mass at ESM
March 5	Ash Wednesday Mass at St. Francis
March 6	School Visit to FLVT
March 7	IMR at ESM
March 8	Yates for Documentary Film of George Gerner
March 10	ACSTA Advocacy
March 10	Policy Committee
March 13	GrACE Steering Committee
March 13	ACSTA Advocacy
March 13	Evaluation Discussion Meeting
March 15	Newsies at St. Francis
March 17	Division Collaboration Day
March 17	Agenda Setting
March 18	Spiritual Development Day (Bring Greetings from the Board and sing with Choir)
March 19	ASBA Zone 6



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: March 26, 2025

Date:	Name and Key Discussions:
March 20	IMR Pincher Creek
March 25	IMR St. Joseph School Coaldale
March 26	COW and Public Board Meeting
March	Read all ASBA, GrACE, ACSTA, School Newsletters and Bulletins
March	Reading "Praying with the Psalms" for Lent
March	Completed Evaluation of Symposium "Leading with a Servant's Heart"



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Mar 11	School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
March	Weekly Attendance /on-going conversation with Parish Priest
Mar 5	Ash Wednesday Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb	Holy Spirit Health and Safety Training 6 Courses
Mar 3	Board /Council Chairs Meeting
Mar 6	CUPE 290 Negotiations Meeting
Mar 26	COW / Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb 27, 2025	Parent Teacher Interviews CCH (Parent)
Feb 28, 2025	Mamma Mia Backstage
March 5-22, 2025	Mamma Mia Backstage Help
March 13, 2025	Newsies Musical SFJH
March 15, 2025	Mamma Mia Musical CCH
March 22, 2025	Mamma Mia Musical CCH

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
March 5, 2025	Ash Wednesday Mass CCH
March 5, 2025	Ash Wednesday Mass SFJH
March 18, 2025	Spiritual Development Day Mass celebrated by Fr Troy Nguyen

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily News Briefs
	ACSTA Monday Memo and Media Scan

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 3, 2025	Council of School Council Chairs
March 4, 2025	SFJH IMR Visit
March 4, 2025	Interviews
March 6, 2025	CSM IMR Visit
March 10, 2025	Policy Committee Meeting
March 11, 2025	RINSA AI Educator meeting - possible PD/educational opportunities for staff and students
March 13, 2025	Special Meeting of the Board
March 17, 2025	Boundary Committee Meeting
March 18, 2025	Spiritual Development Day
March 19, 2025	SCPb IMR Visit
March 19, 2025	EDL AGM
March 20, 2025	SPL IMR
March 20, 2025	SMPC IMR Visit



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty
BOARD MEETING DATE: March 26, 2025

Date:	Name and Key Discussions:
March 25, 2025	SJS IMR Visit
March 25, 2025	STC IMR Visit
March 26, 2025	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 4/25	SMPC Parent Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass
March 4/25	Helped K of C put on a Pancake Supper for Shrove Tuesday
March 5/25	Ash Wednesday Mass
March 7/25	Met with fellow K of C Knights to discuss making cabinets for Church

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
March 19/26	ASBA ZONE 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 3/25	School Council of Councils Meeting
March 4/25	CUPE 290 Mediations
March 5/25	CUPE 1825 Mediation
March 13/25	Finance Committee Meeting
March 18/25	Spiritual Development Day
March 19/25	Police Advisory Board Meeting
March 20/25	IMR Meeting SMPC
March 26/25	COW / Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb 24	CSM School Council - unable to attend
Mar 5	Ash Wednesday Mass at OLA
Mar 20	CCH School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
Feb 23	Sacristan 9am Mass St. Martha's Church
March 9	Sacristan 9am Mass St. Martha's Church
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:
Feb 24	ASBA Zone 6 virtual meeting with ASBA Finance
Mar 5	ASBA Zone 6 Agenda Setting
Mar 19	ASBA Zone 6 Meeting - Chair

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 25	Seniors Night Basketball CCH
Feb 26	COW and Public Board Meeting
Mar 3	Council of School Council
Mar 6	IMR Meeting CSM
Mar 13	Finance Meeting
Mar 13	Special Meeting of the Board
Mar 13	SFJH Production of Newsies



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Mar 25	SMT
Mar 20	SMT Provincial Basketball opening ceremonies

PARISH COMMITMENTS:

Date:	Key Discussions:
Mar 26	Parish Council AGM

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Mar 10	SPT IMR
Mar13	Finance Committee
Mar 18	Spiritual Development Day
Mar 26	Holy Spirit monthly meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: March 26, 2025

SCHOOL MEETINGS:

Date:	School and Key Discussions:
March 19	Infrastructure, Maintenance & Renewal Meeting @ St. Catherine School
	Superintendent Sunday updates

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
March 19	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 5	Ash Wednesday Mass @ CCH East
March 8	Women of Distinction YWCA awards
March 10	Policy Committee Meeting
March 13	Special Meeting of the Board
March 13	St. Francis Theatre Production Newsies
March 18	Spiritual Development Day Mass
March 22	CCH Theatre Production Mama Mia
March 26	Committee of the Whole Board Meeting
March 26	Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: March 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 3	Council of School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
March	On going Mass at All Saints
March 5	Ash Wednesday Mass with St. Paul
March 9	Parish Renew Meeting
March 11	Mass with St Teresa staff
March 12	PAC
March 14	Maintenance meeting

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
March 12	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb. 25	Boundary Sub Committee
Feb. 25	PCCELC
Feb. 26	Board Meeting
March 5	CUPE 1825 Mediation
March 17	Boundary Sub Committee
March 18	Spiritual Development Day

ADVOCACY NO: F.2

March 26, 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.

ADVOCACY NO: F.3

March 26, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Holy Spirit High Schools Graduation Planning

BACKGROUND

1. In order to assist with future planning, an effort has been made to secure the schedules for each High School Graduation in the division over the 2024/2025 school year.
2. The most recent arrangements are reflected in the document attached for Board information and will be updated as new information is obtained.

2025 High School Graduations - Holy Spirit Catholic School Division

Catholic Central High School Graduation:

Mass: Friday, May 9, 2025, 7:00 p.m.

Ceremonies: Saturday, May 10, 2025

Grand March: Saturday, May 10, 2025

Theme: TBD

St. Michael's School (Pincher Creek)

Mass: Friday, June 6, 2025, 7:00 p.m. at St. Michael's Church

Ceremonies: Saturday, June 7, 2025, 2:00 p.m. at Pincher Creek Community Hall

Banquet: Saturday, June 7, 2025, 5:00 p.m. at Pincher Creek Community Hall

Theme: "Yesterday's impossibilities are today's successes"

St. Michael's School (Bow Island)

Mass: TBD

Ceremonies: Saturday, June 21, 2025

Theme: TBD

St. Mary School (Taber)

Mass: Friday, June 13, 2025

Ceremonies: Saturday, June 14, 2025

Banquet: Saturday, June 14, 2025

Theme: TBD

INFORMATION NO: G.1

March 26, 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

BACKGROUND

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

- [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](#)

INFORMATION NO: G.2

March 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: “Share the Mission” Award Committee

SUBJECT: “Share the Mission” Award - Nomination Information

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Nominations for the “Share the Mission” Award for 2024/2025 will be accepted from April until June 6, 2025.
2. The online form for nominations will be placed on the Holy Spirit Catholic School Division website.
3. Information is attached for Board reference.



“Share the Mission” Award 2023 / 2024 Nomination Form

Award Criteria:

The “Share the Mission” Award is a prestigious award that recognizes community members, parents, students, and school staff who have:

- Offered outstanding or long-term service for the benefit of our students;
- Accepted demanding challenges and set new standards for the rest of us to follow;
- Contributed, through action and deed, to the Catholic atmosphere of our schools;
- Demonstrated involvement and leadership in community/parish organizations;
- Reflected the Mission Statement of the Holy Spirit Catholic School Division in all actions:

*We are a Catholic faith community, dedicated to providing
each student entrusted in our care with an education rooted in the
Good News of Jesus Christ.*

*Guided by the Holy Spirit, in partnership with home, parish and society,
our schools foster the growth of responsible citizens who will
live, celebrate and proclaim their faith.*

Our Catholic faith is the foundation of all that we do.

Nominations:

Nominations will be accepted until Friday, June 6, 2025, by submitting the online form.

Award Presentation:

The “Share the Mission” Award is normally presented at the division’s August Opening Mass.

For more information:

Please contact Rhonda Kawa at kawarh@holyspirit.ab.ca or 403-327-9555, to answer any questions you may have about the award or the nomination submission process.

1. *What is your name as the nominator.

2. *Your contact information. Please ensure you provide an email **and** phone number.

3. *Who would you like to nominate? (This can be an individual or a group)

4. *How did you become aware of the nominee's service to our schools?

5. *What school/schools has the nominee served? (Select any that apply)

☐ Catholic Central High School (Lethbridge)

☐ St. Mary School (Taber)

☐ Children of St. Martha School (Lethbridge)

☐ St. Michael's School (Bow Island)

☐ École St. Mary (Lethbridge)

☐ St. Michael's School (Pincher Creek)

☐ Father Leonard Van Tighem School (Lethbridge)

☐ St. Patrick Fine Arts School (Lethbridge)

☐ Our Lady of the Assumption School (Lethbridge)

☐ St. Patrick School (Taber)

☐ St. Catherine School (Picture Butte)

☐ St. Paul School (Lethbridge)

☐ St. Francis Junior High School (Lethbridge)

☐ St. Teresa of Calcutta School (Lethbridge)

☐ St. Joseph School (Coaldale)

☐ St. Basil Catholic Education Centre (Lethbridge)

☐ Trinity Learning Centre

☐ Other: _____

☐ All Holy Spirit Catholic Schools

6. How long has the nominee served our Holy Spirit Catholic Schools' community?

-
- This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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- * - refers to a “required field” in the online “Share the Mission” Award Nomination Form.

INFORMATION NO: G.3

March 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Second Quarter Financial Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board review is the Holy Spirit Catholic School Division's *Fiscal Accountability Report: Second Quarter* for the period from September 1, 2024 to February 28, 2025.

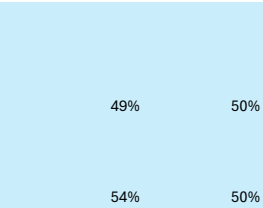
Holy Spirit Roman Catholic Separate School Division
Statement of Revenue and Expense
Budget vs. Actual Variance
September 1, 2024 - Feb 28, 2025

	2024/2025 Budget Approved May 2024	2024/2025 Adjusted Budget Funding July 2024	Prorated Budget For Q2	YTD Actual	YTD Budget Variance - Q2	% Budget Rec'd/Used	MGMT Benchmark %
Revenue							
Alberta Education / Infrastructure	63,348,961.00	63,928,752.00	31,964,376.00	32,369,208.00	404,832.00	51%	50%
Other - Government of Alberta	323,657.00	323,657.00	161,828.50	103,318.00	(58,510.50)	32%	50%
Federal Government / First Nations	1,394,210.00	1,394,210.00	697,105.00	2,016,855.00	1,319,750.00	145%	50%
Fees	2,215,389.00	2,215,389.00	1,329,233.40	733,850.00	(595,383.40)	33%	60%
Other Sales and Service	557,600.00	557,600.00	334,560.00	765,709.00	431,149.00	137%	60%
Investment income	400,000.00	400,000.00	200,000.00	195,461.00	(4,539.00)	49%	50%
Gifts and Donations	198,750.00	198,750.00	119,250.00	145,965.00	26,715.00	73%	60%
Rental of Facilities	75,000.00	75,000.00	37,500.00	60,208.00	22,708.00	80%	50%
Fundraising	250,000.00	250,000.00	200,000.00	312,344.00	112,344.00	125%	80%
Other Revenue	380,776.00	240,776.00	96,310.40	58,524.00	(37,786.40)	24%	40%
Total Revenue	69,144,343.00	69,584,134.00	34,792,067.00	36,761,442.00	1,969,375.00	53%	25%
Expense							
Certificated Salaries & Benefits	36,591,729.00	36,800,085.00	18,400,042.50	18,165,378.00	(234,664.50)	49%	50%
Non-Certificated Salaries & Benefits	15,680,650.00	15,680,650.00	7,840,325.00	8,496,786.00	656,461.00	54%	50%
Subtotal	52,272,379.00	52,480,735.00	26,240,367.50	26,662,164.00	421,796.50	51%	50%
Services, Contracts & Supplies	13,340,116.00	13,340,116.00	6,670,058.00	6,857,124.00	187,066.00	51%	60%
Amortization	4,643,165.00	4,643,165.00	2,321,582.50	1,957,850.00	(363,732.50)	42%	50%
Bank charges	27,500.00	27,500.00	13,750.00	16,973.00	3,223.00	62%	50%
Total Expense	70,283,160.00	70,491,516.00	35,245,758.00	35,494,111.00	248,353.00	50%	50%
Surplus/(Deficit)	(1,138,817.00)	(907,382.00)	(453,691.00)	1,267,331.00	1,721,022.00		
	(includes 727,465 in unsupported amort)						
Positive/(Negative) Budget Variance					1,721,022.00		

The positive budget variance is mainly due to the timing of revenues and expenditures.
Foreign student tuition paid at the start of the school year, fundriasing efforts, collection of other sales and services for school generated funds
as well as the timing of when unsupported amortization is recorded contribute to the positive variance. These fluctuations are normal and we start to
see it smooth out as the year progresses.

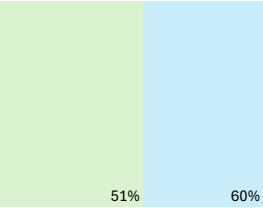
	INSTRUCTION - ECS	INSTRUCTION GRADE 1 - 12	PLANT OPERATIONS AND MAINTENANCE	TRANSPORTATION	BOARD & SYSTEM ADMINISTRATION	Total	Budget % Rec'd Used	Management Benchmark	Explanation
ALBERTA EDUCATION	1,548,962.00	23,094,103.00	2,826,918.00	1,394,773.00	1,220,121.00	30,084,877.00	51%	50%	Although we have received additional grants, they remain deferred until spent. We did receive the bump we expected in our transportation grant, approx 130k additional is reflected here.
ALBERTA INFRASTRUCTURE			2,284,331.00			2,284,331.00	51%	50%	This is equal to our supported amortization and our CMR funding, currently we have allocated 2 quarters of supported amortization from deferred capital allocations.
OTHER - GOVERNMENT OF ALBERTA	-	103,318.00	-	-	-	103,318.00	32%	50%	This is mainly our Mental Health Capacity building grant, we invoice for expenditures as they occur. Expenses match revenue. Expenditures less than expected budget due to some staff turnover. Full staff complement did not start until part way through the year.
FEDERAL GOVERNMENT AND FIRST NATIO	-	2,016,855.00	-	-	-	2,016,855.00	145%	50%	We received funding for our supplies purchases for SMPC students from Pikani, as well as Jordan's Principle funds. JP is matched to the expenditures each month. We also accrued tuition rates for 2 quarters based on tuition estimates.
FEES	-	730,562.00	-	3,288.00	-	733,850.00	33%	60%	Fees are budgeted for the entire year, timing of collection of fees makes a difference, some fees for trips that increase the expected budget haven't happened yet. This number is difficult to predict as we ask schools to estimate fees for all possible activities that could happen over the year. This does not necessary mean all the fees budgeted are charged.
OTHER SALES AND SERVICES	98,991.00	666,718.00	-	-	-	765,709.00	137%	60%	This includes our tuition for International students, tuition is paid up front for the year before the students arrive. This is predominantly full year students, we do have students who come short term, or in January so we continue to receive tuition throughout the year. Tuition makes up the majority of our Other sales and service (\$516,000). PreK fees can also be seen here, this is predominatley the monthly fees, although a small % of families pay full year. As well schools collect revenues for lockers, hot lunch, swag, etc which rounds out the additional 100K)
INVESTMENT INCOME	-	-	-	-	195,461.00	195,461.00	49%	50%	In quarter 2 we see a slight decline in the interest over the previous quarter, this is due to a decrease in the Prime rate for which our interest is based on. (6.45 in Sept, to 5.95 at end of Oct. and 5.20 in January. Our investment rate is prime less 1.8%.
GIFTS AND DONATION	-	145,965.00	-	-	-	145,965.00	73%	60%	This fluctuates regularly, budgeting is based on previous year, however depending on school projects where grants and donations are requested, this changes.
RENTAL OF FACILITIES	-	-	60,208.00	-	-	60,208.00	80%	50%	This is made up of rent from both the Boys and Girls club and SAPDC. We have also received our funds for Joint Use (\$30,271). As an aside, these funds will be prorated and allocated out to the city schools providing space to community members.
FUNDRAISING	-	312,344.00	-	-	-	312,344.00	125%	80%	Significant fundraisers have already occurred this school year. Schools often have a larger push for fundraising at the beginning of the year, to help fund activities throughout the year. Should they require more funds they will fundraise again in the spring. We have had a couple of larger scale initiatives (outdoor classroom for FLVT, E sports St. Joseph)
GAIN ON DISPOSAL OF CAPITAL ASSETS	-	-	-	-	-	-			
OTHER REVENUE	-	58,524.00	-	-	-	58,524.00	24%	40%	This is our city of Lethbridge grant for our Family First Facilitators, their fiscal year end is different than ours and we file invoices with them quarterly, their next quarter invoice is not due until March so will be reflected in our next quarter. (We have invoiced them for quarters 3 and 4, but only includes 4 months of our fiscal period. Also when comparing to budget, I had included the ISSP grant through the Calgary Youth Foundation. As their salaries are directly reimbursed, it only flows through our balance sheet and not our income statement). I also allocate 100,000 of capital interest here at year end to cover off the extra hire in maintenance due to the New West side school. This is not reflected until year end.

Total revenue	1,647,953.00	27,128,389.00	5,171,457.00	1,398,061.00	1,415,582.00	36,761,442.00
						-
						-
CERTIFICATED SALARIES & WAGES	735,405.00	13,920,520.00	-		227,036.00	14,882,961.00
CERTIFICATED BENEFITS	120,257.00	3,131,946.00	-	-	30,214.00	3,282,417.00
NON-CERTIFICATED SALARY & WAGES	574,053.00	4,348,745.00	941,798.00	42,247.00	455,404.00	6,362,247.00
NON-CERTIFICATED BENEFITS	225,019.00	1,451,830.00	305,213.00	11,288.00	141,189.00	2,134,539.00
	1,654,734.00	22,853,041.00	1,247,011.00	53,535.00	853,843.00	26,662,164.00
						-
SERVICES, CONTRACTS AND SUPPLIES	34,944.00	3,017,809.00	1,656,466.00	1,682,543.00	465,362.00	6,857,124.00
AMORTIZATION EXPENSE- unsupport	-	-	-	-	-	-
Amortization expense- supported	-	-	1,957,850.00	-	-	1,957,850.00
INTEREST ON CAPITAL DEBT	-	-	-	-	-	-
OTHER INTEREST AND FINANCE CHARGES	-	15,563.00	-	-	1,410.00	16,973.00
CURRENT YEAR CAPITAL	-	-	-	-	-	-
Total Expenses	1,689,678.00	25,886,413.00	4,861,327.00	1,736,078.00	1,320,615.00	35,494,111.00
						-
Surplus (Deficit)	(41,725.00)	1,241,976.00	310,130.00	(338,017.00)	94,967.00	1,267,331.00



Budget for Certificated staff is done on an Average teacher salary, while we have a large component of teachers at the top of the grid, we have hired several new teachers which help to lower costs slightly. Timing of hiring (starting after the first day of school also accounts for the small savings) Overall we are right on target

This is slightly higher than budgeted due to several support staff being hired for Jordan's Principle. These expenditures are matched with revenue, as you can see the increase above in the Federal government and first nations line



This is under budget , most of our expenditures for schools, transportation etc happen over the course of the school year, which is why the management target is 60% or 6/10 months, however we tend to see more spending in the first and 3rd quarters of the year. The first because of school start up, but then Christmas Break and reading week tend to minimize some of those expenditures, and they ramp up again for spring and end of year trips, activites etc. As well, many of our software renewals happen in April/May, and some over the summer which are large budget items and we will see this in the next quarters coming. (9% of the 13 million is 1.2 million which makes up a large part of the surplus)

The budget includes both supported and unsupported amortization. However we only calculate and expense unsupported amortization at year end.

These fluctuate with the collection of fees, fundraising and other sales and service. This is tied to the charges levied by the banks and credit card companies. As our fundraising and other sales and services revenues are higher, this is expected as well.

Please note:

Grants received not budgeted for:

FCSS	\$	40,000.00		
Jordan's Principle	\$	1,930,936.00	\$	1,800,922.00
Mental Health in Schools (SWAG)	\$	160,827.00	\$	313,762.00
LISS	\$	37,796.00		
Learning and Collaboration (Curriculum)	\$	45,600.00		
Learning Disruption	\$	35,063.00		
Transportation increase due to grant filing	\$	260,700.00		

Unsupported amortization for the year estimate (this is a change from the budget of 727,465)

836,000

(based on last year)

INFORMATION NO: G.4

March 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence from the Alberta Infrastructure

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from Alberta Infrastructure regarding the approval of playground funding for the new Holy Spirit Catholic School Division's west side school in Lethbridge, Alberta.

AR 57889

February 21, 2025

Chantal Axani
Interim Superintendent
The Holy Spirit Roman Catholic Separate School Division
620 - 12 B Street North
Lethbridge, AB T1H 2L7

Dear Chantal Axani:

Further to the Minister of Education's April 21, 2023, letter approving playground funding for The Holy Spirit Roman Catholic Separate School Division, and on behalf of the Minister of Infrastructure I am pleased to provide you with the following capital funding approval.

Approval of funding, up to a maximum of \$250,000 for the playground equipment and installation at New School in West Lethbridge in Lethbridge (Project ID P-005709 Contract ID 041941).

It is anticipated that payments will be made in two instalments:

- 90 per cent of the amount will be provided upon receipt of the Playground Request Form 1st Payment and the quote for the equipment;
- The final 10 per cent will be paid upon receipt of the Statement of Final Costs., which must be accompanied by the playground equipment invoice(s).

The Playground Request Form can be found by visiting this link:
<https://www.alberta.ca/planning-and-buildingschools>. Please submit your Request for Payments to INFRAS.JurisdictionPayments@gov.ab.ca.

The Statement of Final Costs must be submitted within twelve (12) months of substantial completion of the new school. If the Statement of Final Costs is not submitted within this timeframe, the remaining 10 per cent of the funding may be forfeited. Extensions must be requested in writing and may be requested by emailing INFRAS.JurisdictionPayments@gov.ab.ca.

.../2

If you have questions regarding this approval, please contact Mark Latimer, Director, Planning & Site Readiness, Infrastructure, at mark.latimer@gov.ab.ca or 780-915-4727.

Sincerely,


FOR: Brad Smid
Assistant Deputy Minister

cc: Jeff Willan
Assistant Deputy Minister Financial Services and SFO, Alberta Education

Amanda Lindemann
Acting Secretary-Treasurer, The Holy Spirit Roman Catholic Separate School
Division

INFORMATION NO: G.5

March 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: GrACE Youth Summit

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. As seen in the attached poster, the GrACE Youth Summit is to be held on October 24, 2025 at Our Lady of Perpetual Help Parish in Sherwood Park, Alberta.

GrACE Youth Summit 2025

Together in Faith, Forward in Action!

Save The Date!

GrACE is excited to announce:



GrACE Youth Summit



October 24, 2025 | 10:00 AM - 3:00 PM



Our Lady of Perpetual Help Parish, Sherwood Park, Alberta

Dear GrACE Apostles,

GrACE warmly invites youth, parents, parishioners, educators, trustees, clergy, and the wider community to join us on October 24, 2025, at Our Lady of Perpetual Help Parish in Sherwood Park. This gathering offers a unique opportunity for communion with each other in our faith, building community, championing our Catholic education cause, and strengthening our movement.

As we begin planning this historic Youth Summit, we draw inspiration from Blessed Carlo Acutis, patron of the Eucharist and youth, who will be canonized on April 27, 2025, during the Church's Jubilee of Teenagers in Rome. Carlo exemplifies how faith empowers young people to make a profound impact in our world.

Born in 1991, Carlo combined ordinary teenage interests like soccer and video games with extraordinary devotion, attending daily Mass, praying the Rosary, and helping the poor. He passionately used technology as a tool for evangelization, creating a significant website that documented Eucharistic miracles from around the world.

Even during his battle with leukemia, Carlo embraced suffering to deepen his faith, famously proclaiming, "The Eucharist is my highway to heaven," reminding us that trusting God transforms our challenges into opportunities for spiritual growth.

Carlo's legacy inspires us to live authentically, guided by his powerful reminder, "All people are born as originals, but many die as photocopies." Through his intercession, may we joyfully embrace our unique gifts, draw closer to Christ, and courageously serve Catholic education and our communities.

We sincerely thank Father Jim Corrigan and Superintendent Paul Corrigan of Elk Island Catholic School Division for graciously co-hosting this gathering with GrACE. Their dedicated leadership and ongoing support are integral to making this event possible.

Let us together celebrate the blessing of Catholic education and its transformative power!

Further details and registration information will follow soon. We look forward to seeing you there! Save the date and spread the word!

March 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: A Balancing Act: Budget Survey Summary

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is a summary of the Balancing Act: Budget Survey that was sent out to Holy Spirit Catholic School Division's stakeholders from March 3, 2025 – March 10, 2025.
2. The survey was well received with five hundred fifty-one (551) submissions collected.
3. The survey asked respondents to assist in determining Holy Spirit Catholic School Division's priorities for the 2025/2026 school year.



Budget Consultation 2025-2026

BALANCING ACT

The process:

On March 3, 2026 we reached out to our Holy Spirit stakeholders asking them to help determine our priorities for the 2025-2026 school year.

Stakeholders were given until March 10 to complete a 5 minutes survey to prioritize the following categories:

- Class Sizes
- Resources
- Student wellness
- Inclusive Education Supports
- Technology
- Early Learning
- First Nations Metis and Inuit Education
- Suggestions

Results:

Pageviews

1222

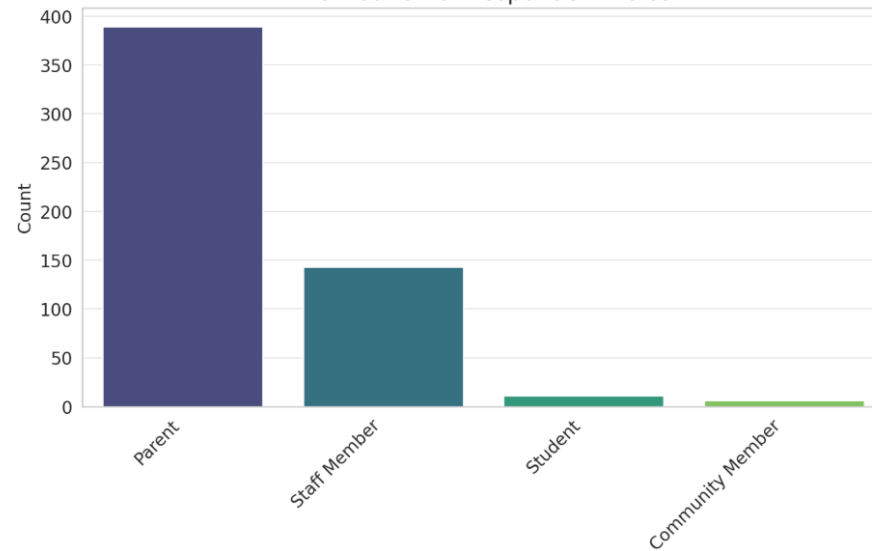
Submissions

551

Submission Rate

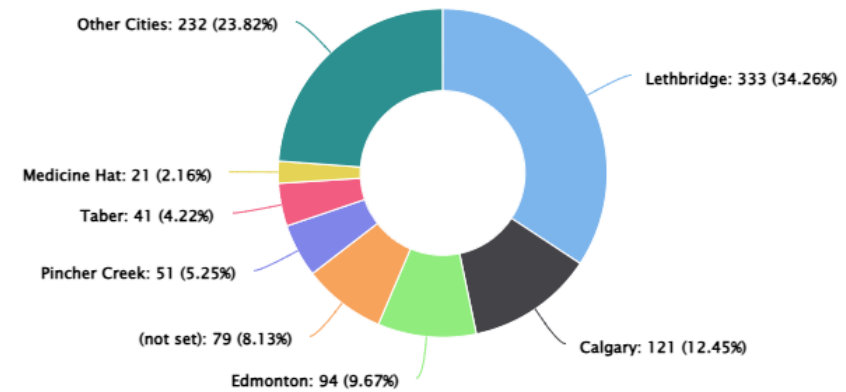
45%

Distribution of Respondent Roles



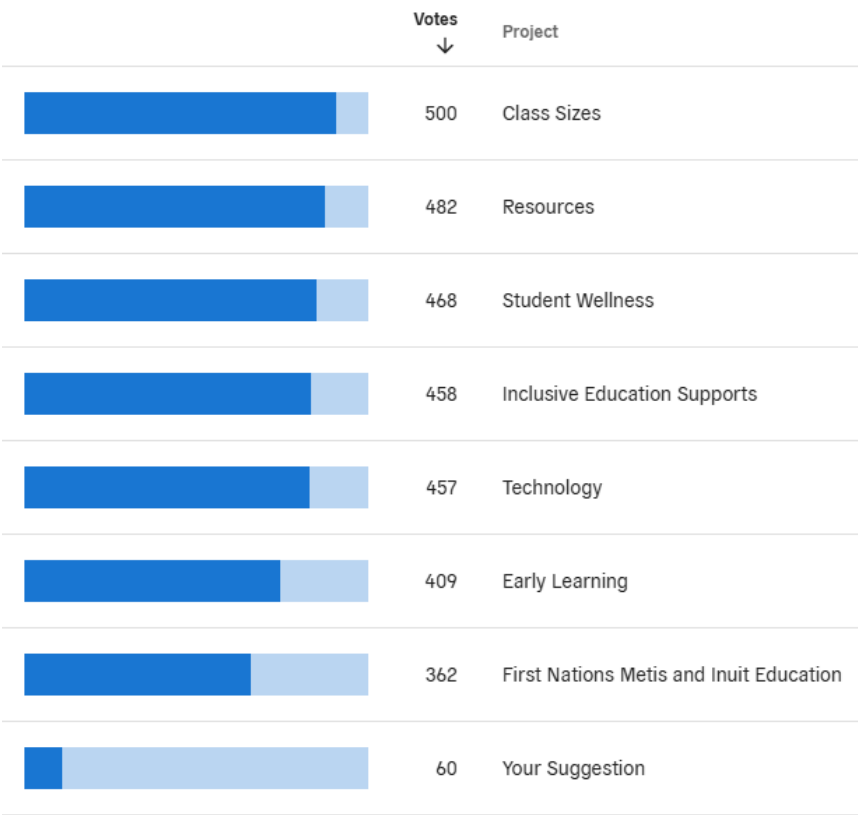
Sessions by City

Based on where Google Analytics thinks the user is when accessing the simulation.



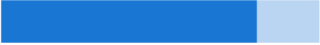
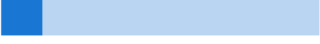
Vote Totals (Unweighted)

Sum of all votes, ignoring ranks



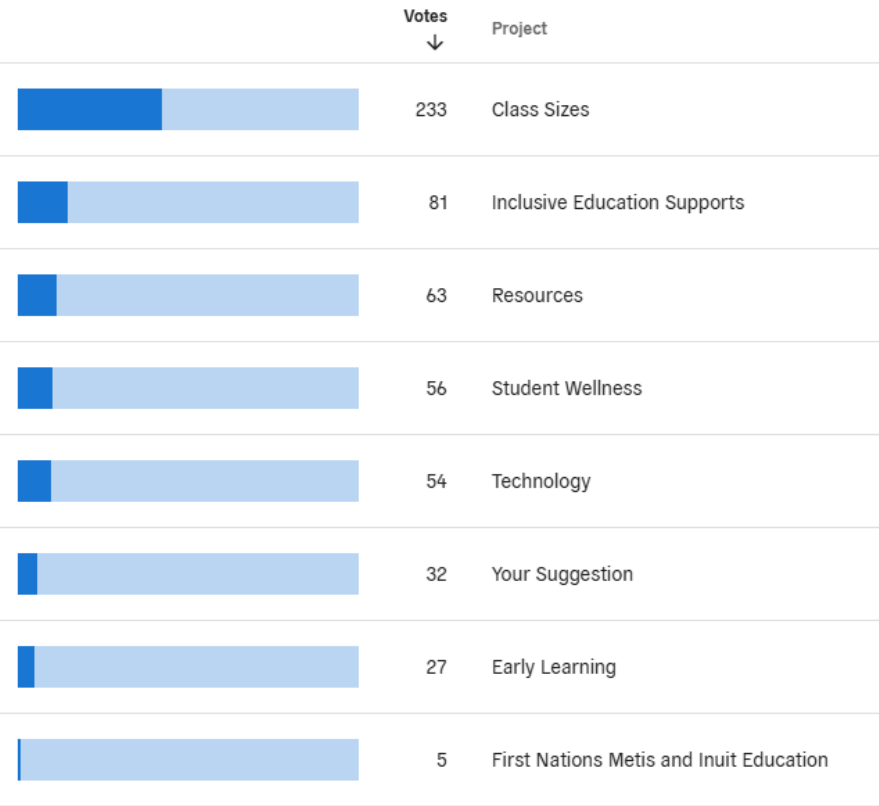
Vote Totals (Weighted)

Weighted by rank using the formula $0.5 + 1/\text{rank}$. So, each user's first choice counts as $0.5 + 1/1 = 1.5$, their second choice counts as $0.5 + 1/2 = 1$, and so on.

	Weighted ↓	Unweighted	Project
	570.26	500	Class Sizes
	441.89	482	Resources
	429.80	458	Inclusive Education Supports
	418.10	468	Student Wellness
	391.21	457	Technology
	323.26	409	Early Learning
	253.01	362	First Nations Metis and Inuit Education
	70.80	60	Your Suggestion

Instant Run-off

How instant run-off works: In the first round of vote counting, only each voter's top ranked choice is counted. Then, the option with the fewest votes is removed and results are re-calculated. People who had chosen an eliminated option now have their next highest ranked vote counted. This process is repeated until the remaining options' amounts sum up to less than the amount available: (\$7) .



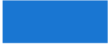
Votes by Rank

Votes by Rank

Project	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Rank 6	Rank 7	Rank 8
Your Suggestion	32	7	8	4	6	1	1	1
Technology	54	60	85	80	59	67	51	1
Resources	63	129	103	81	50	34	22	0
Early Learning	27	38	55	60	87	76	62	4
Student Wellness	56	91	116	99	56	36	13	1
First Nations Metis and Inuit Education	5	6	26	38	53	88	130	16
Inclusive Education Supports	81	115	73	58	66	42	22	1
Class Sizes	233	90	51	49	25	25	26	1

Condorcet

The Condorcet method of tabulating ranked votes involves a round-robin-style series of head-to-head match-ups. For each possible combination of two items, the winner is determined by comparing vote counts (submitters who selected both projects only have the higher-ranked choice counted). This tabulation method can be especially useful when there's a close decision between about which of two projects will be funded. The Condorcet results can help you determine which option voters would prefer in a head-to-head match-up between them.

	Head-to-head Wins	Project	Comparisons
	7	Class Sizes	Favored by voters over: Resources, Technology, Early Learning, Student Wellness, First Nations Metis and Inuit Education, Inclusive Education Supports, Your Suggestion .
	6	Resources	Favored by voters over: Technology, Early Learning, Student Wellness, First Nations Metis and Inuit Education, Inclusive Education Supports, Your Suggestion .
	5	Student Wellness	Favored by voters over: Technology, Early Learning, First Nations Metis and Inuit Education, Inclusive Education Supports, Your Suggestion .
	4	Inclusive Education Supports	Favored by voters over: Technology, Early Learning, First Nations Metis and Inuit Education, Your Suggestion .
	3	Technology	Favored by voters over: Early Learning, First Nations Metis and Inuit Education, Your Suggestion .
	2	Early Learning	Favored by voters over: First Nations Metis and Inuit Education, Your Suggestion .
	1	First Nations Metis and Inuit Education	Favored by voters over: Your Suggestion .

Your Suggestion:

- Increase Education Assistant and Substitute teacher Salary.
- Fine Arts
- Onsite Leadership and Teacher Salaries
- Hire more CLASSROOM teachers
- French promotion in early childhood
- Francophone education
- Student lunch and career guidance
- Fair wages
- Classroom supports

Your suggestion continued....

- Faith Education
- extra curricular
- Sports Programs
- Firstly, Teacher aid benefits/salary Secondly, Reduce parent-fees (especially for large families and low-income families)
- Opportunity's for our student to learn the Trades
- Increased Prep time for teachers
- More education assistants
- Co-curricular support

Your suggestion continued...

- More money for FSLCs
- Supports for students with autism
- English language learner support
- Facilities
- Transportaion
- School Safety
- More library hours
- Re-allocate ½ of 'board office' wages to teacher in classrooms

Overview

- The highest ranked priority in all analytical methods is **Class Size**
- When respondents weight their priorities **Resources**, **Inclusive Education Supports** and **Student Wellness** are all very closely ranked
- The highest reoccurring suggestions from respondents are:
 - Higher pay for Education Assistants and Teachers
 - French language learning
 - Classroom supports
 - CTS and skills learning (trades, cooking, sewing)
 - Fine Arts education

INFORMATION NO: G.7

March 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. The division is pleased to have celebrated the achievements of a number of staff and students over the past month, as indicated in the attached documentation.



HOLY SPIRIT STARS



March 2025

Please join us in congratulating the following students and staff for their achievements:

NAME	SCHOOL	ACHIEVEMENT
Jessie Cox	St. Joseph School, Coaldale	Won silver at Provincials with her U16B Lethbridge Rattlers Ringette team.
Azarah Day Chief	Catholic Central High School	Nominated for the 2025 Honouring Spirit: Indigenous Student Award.
Alex Fox	Catholic Central High School	Nominated for the 2025 Honouring Spirit: Indigenous Student Award.
Hank Provost	Catholic Central High School	Nominated for the 2025 Honouring Spirit: Indigenous Student Award.
Sunshine Spear Chief	Catholic Central High School	Nominated for the 2025 Honouring Spirit: Indigenous Student Award.
Kyra Collier	Former Holy Spirit Catholic School Division Student	Won the Canada West's Courage Overcoming Adversity Award.
Anna Campmans	Catholic Central High School	Named the 2025 Young Woman of Promise Award at the YWCA Women of Distinction Awards.

INFORMATION NO: G.8

March 26, 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 27, 2024			Total FTEs Sept 29, 2023	% Difference Sept 29, 2023
	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 27, 2024	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2023	% Difference Sept 29, 2023
CARE				0				0				0	5	1	3	9	9			0	9	9	7	128.6%	2	6	50.0%
CCHS ENG				0				0				0	309	318	295	922	922			0	922	922	921	100.1%	1	881	4.7%
CCHS FI				0				0				0	30	16	19	65	65			0	65	65	65	100.0%	0	55	18.2%
ESM ENG	15	25	33	73	25	33	23	81				0				0	154	17	16	33	187	170.5	170.5	100.0%	0	158.5	7.6%
ESM FI	52	29	25	106	35	31	30	96				0				0	202		40	40	242	222	221.5	100.2%	0.5	207	7.2%
FLVT	40	52	51	143	58	54	61	173	97	109	94	300				0	616	17	44	61	677	646.5	639.5	101.1%	7	654.5	-1.2%
ASSUMPTION	26	28	18	72	29	32	32	93				0				0	165	13	23	36	201	183	173	105.8%	10	171.5	6.7%
ST FRANCIS ENG				0				0	176	197	161	534				0	534			0	534	534	532	100.4%	2	478	11.7%
ST FRANCIS FI				0				0	34	30	17	81				0	81			0	81	81	82	98.8%	-1	72	12.5%
ST MARTHA	29	41	37	107	30	24	32	86				0				0	193	11	37	48	241	217	205.5	105.6%	11.5	205	5.9%
ST PATRICK FA	46	39	41	126	46	43	41	130				0				0	256		39	39	295	275.5	272.5	101.1%	3	261.5	5.4%
ST PAUL	46	39	41	126	51	52	43	146				0				0	272	15	29	44	316	294	288.5	101.9%	5.5	243.5	20.7%
ST TERESA	49	56	50	155	70	54	59	183				0				0	338	22	57	79	417	377.5	380.5	99.2%	-3	375	0.7%
TRINITY				0				0				0	6	16	34	56	56			0	56	56	50	112.0%	6	34	64.7%
Sub Total City	303	309	296	908	344	323	321	988	307	336	272	915	350	351	351	1052	3863	95	285	380	4243	4053	4008.5	101.1%	44.5	3802.5	6.6%
ST CATHERINE	12	20	18	50	28	20	20	68	13	15	17	45				0	163	12	15	27	190	176.5	181.5	97.2%	-5	199	-11.3%
ST JOSEPH	33	33	46	112	36	26	41	103	22	23	27	72				0	287	21	36	57	344	315.5	320.5	98.4%	-5	315.5	0.0%
ST MARY(T)				0			20	20	18	30	27	75	26	27	26	79	174			0	174	174	174	100.0%	0	181	-3.9%
ST MICHAEL PC ENG	23	19	17	59	13	24	10	47	16	17	30	63	18	33	26	77	246	14	22	36	282	264	270.5	97.6%	-6.5	255	3.5%
ST MICHAEL PC FI	6	6	8	20	5	8	4	17				0				0	37			0	37	37	37	100.0%	0	43	-14.0%
ST MICHAEL BI	4	4	6	14	7	1	7	15	6	4	2	12			5	5	46		4	4	50	48	45	106.7%	3	57.5	-16.5%
ST PATRICK T	29	35	36	100	30	28		58				0				0	158	11	29	40	198	178	182.5	97.5%	-4.5	193	-7.8%
Sub Total Rural	107	117	131	355	119	107	102	328	75	89	103	267	44	60	57	161	1111	58	106	164	1275	1193	1211	98.5%	-18	1244	-4.1%
TOTALS	410	426	427	1263	463	430	423	1316	382	425	375	1182	394	411	408	1213	4974	153	391	544	5518	5246	5219.5	100.5%	26.5	5046.5	4.0%

PreK FEE PAYING		INTERNATIONAL NON-FUNDED TUITION PAYING											
		SCHOOL					SUB Total					SUB Total	Total
			Gr 7	Gr 8	Gr 9	Gr 10		Gr 11	Gr 12				
ASSUMPTION	3	CCHS				0	6	7	8	21	21		
ESM ENG	10	FLVT			1	1				0	1		
FLVT	22	ST FRANCIS				0				0	0		
ST PAUL	3	Sub Total City	0	0	1	1	6	7	8	21	22		
ST MARTHA	7	ST JOSEPH				0				0	0		
ST TERESA	12	ST CATHERINE				0				0	0		
Sub Total City	57	ST MARY (T)			1	1	2	2		4	5		
ST CATHERINE	15	ST MICHAEL PC				0	1			1	1		
ST JOSEPH	19	ST MICHAEL BI				0				0	0		
ST MICHAEL PC	19	Sub Total Rural	0	0	1	1	3	2	0	5	6		
ST PATRICK T	22	Total	0	0	2	2	9	9	8	26	28		
Sub Total Rural	75												
Total Pre K	132												

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
153	391	4974	5518	132	28	2	162	5680

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