

CALL TO ORDER OPENING PRAYER		MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, SEPTEMBER 25, 2024, COMMENCING AT 3:08 P.M. Present BOARD Board Chair Carmen Mombourquette Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Thomas Machacek Trustee Cheralan O'Donnell Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Scott Morrison Deputy Superintendent Anthea Boras Acting Secretary-Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Chair Carmen Mombourquette called the September 25, 2024 Regular Board Meeting to order at 3:08 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. Vice Chair Linda Ellefson led the Board in the opening prayer with was provided by École St. Mary.
Approval of Agenda	10626/0924 Linda Ellefson	M/C That the agenda for the September 25, 2024 Board Meeting be approved, as presented.
Previous Minutes	10627/0924 Bob Spitzig	M/C That the minutes of the June 26, 2024 Organizational Meeting of the Board be approved, as presented.
	10628/0924 Cheralan O'Donnell	M/C That the minutes of the June 26, 2024 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes		There was no business arising from the minutes.
<u>PRESENTATIONS</u>		
Year 3: Proclaim! Pilgrims of Hope		Aaron Skretting, Director of Religious Education, spoke to the Board about Year 3 of the division's 3 Year Faith Plan 2022-2025 entitled "Proclaim! Pilgrims of Hope". The division is in the third year of the Faith Plan and the theme is "Proclaim!". The faith focus for this year is <i>God is on Our Lips</i>. We are called to be witnesses of the Gospel, in our words and deeds. We proclaim our faith wherever we are, to all peoples, as pilgrims of hope.
Budget Update		Scott Morrison, Superintendent of Schools and Amanda Lindemann, Acting Secretary Treasurer gave the following budget update to the Board of Trustees: We are completing the 2023/2024 year-end and expect to be in a stronger position than anticipated due to enrollment growth. We should have an accurate number at the next Board meeting. For the 2024/2025 school year, strong enrollment and funding increases have improved our financial position, but we are still anticipating a budget deficit.
<u>ACTION ITEMS</u>		
Trinity E Learning School Name Change	B.1	During COVID, a large proportion of division families enrolled their children in the division's E-Learning program. With growing demand for E-Learning, the division combined Trinity Learning Centre and the E-Learning program. In March 2022, the name was officially changed to Trinity E-Learning School. With a return to normal, enrolment in E-Learning has dropped significantly and is no longer viable and it is proposed that the school reverts back to Trinity Learning Centre for clarity purposes.

Father Tim Boyle's 50-Year Anniversary of Ordination	10629/0924 Roisin Gibb	M/C That the Board of Trustees approves the change of name, from Trinity E-Learning School back to its original name of Trinity Learning Centre.
	B.2	Ordination is one of the seven sacraments of the Catholic Church. Father Tim Boyle, a priest who has served within the Holy Spirit Catholic School Division and the Diocese of Calgary, in October of this year, celebrates his 50th year anniversary of holy orders.
Election Bylaw	10630/0924 Tom Machacek	M/C That the Board of Trustees pen a letter of congratulations to Father Tim Boyle on his 50th year anniversary of ordination.
	B.3	In preparation for the 2025 School Board Elections, the electoral ward boundary bylaw must be approved and will require three readings prior to approval. Bylaw 2024/01, must be completed before December 31, 2024, as per Section 76 of the <i>Education Act</i>.
Selection of New Superintendent	10631/0924 Tricia Doherty	M/C That the Board of Trustees completes the first reading of Bylaw 2024/01 relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward; AND FURTHER, that the Board of Trustees completes the second and third readings of Bylaw 2024/01 prior to December 31, 2024.
	B.4	The selection process by the Board of Trustees for a new Superintendent of Schools for Holy Spirit Catholic School Division has concluded with the short listing and interviewing of potential candidates. A job offer will be made to the successful candidate.
Council of School Council Chairs Meeting Change of Date	10632/0924 Linda Ellefson	M/C That the Board of Trustees make an offer of employment for the position of Superintendent of Schools / CEO of The Holy Spirit Roman Catholic Separate School Division to candidate #1, conditional on mutual agreement on a contract of employment, and a police information check and an intervention record check both satisfactory to the Board; AND FURTHER, that the Board of Trustees inform the Minister of Education of the appointment of the new Superintendent of Schools.
	B.5	The Board of Trustees meets with School Council Chairs twice each school year. The first meeting for the 2024/2025 school year is Monday, November 25, 2024. Due to a scheduling conflict, it is necessary to set the first meeting for another date.
POLICY REVIEW Policy 1: Board Mandate, Mission, Vision, Values, and Goals	10633/0924 Tricia Doherty	M/C That the Board of Trustees change the upcoming Council of School Council Chairs meeting currently scheduled for Monday, November 25, 2024 be moved to Monday, December 2, 2024.
	C.1	<i>Policy 1: Board Mandate, Mission, Vision, Values, and Goals</i> was brought forward for Board review. It was determined that no changes were required.
Policy 5: Role of the Board Chair	10634/0924 Cheralan O'Donnell	M/C That the Board of Trustees accepts <i>Policy 1: Board Mandate, Mission, Vision, Values and Goals</i>, as presented.
	C.2	The Board reviewed <i>Policy 2: Role of the Board Chair</i>, and determined that no changes were required.
Policy 6: Role of the Vice Chair	10635/0924 Roisin Gibb	M/C That the Board of Trustees accepts <i>Policy 5: Role of the Board Chair</i>, as presented.
	C.3	The Board reviewed <i>Policy 6: Role of the Vice Chair</i>, and determined that no changes were required at this time.

Policy 7: Board Committees and Board Representation	10636/0924 Frances Cote	M/C	That the Board of Trustees accepts <i>Policy 6: Role of the Vice Chair</i>, as presented.
	C.4	The following <i>Policy 7: Board Committees and Board Representation</i> appendices were brought forward for Board review and discussion: • <i>Policy 7: Appendix B: Finance Committee: Terms of Reference</i> • <i>Policy 7: Appendix C: Policy Development and Review Committee: Terms of Reference (new)</i> • <i>Policy 7: Appendix D: Parish Committees: Terms of Reference (new)</i>	
	10637/0924 Roisin Gibb	M/C	That the Board of Trustees accepts <i>Policy 7: Appendix B: Finance Committee: Terms of Reference</i> as amended.
	10638/0924 Linda Ellefson	M/C	That the Board of Trustees, by unanimous agreement completes the first, second and final reading, and accepts <i>Policy 7: Appendix C: Policy Development and Review Committee: Terms of Reference</i> as presented and formally adopt into <i>Policy 7: Board Committees and Board Representation</i>.
	10639/0924 Tricia Doherty	M/C	That <i>Policy 7: Board Committees and Board Representation</i> be changed immediately and approved to reflect the revision of <i>Appendix 7B: Finance Committee: Terms of Reference</i> and the addition of <i>Appendix 7C: Policy Development and Review Committee: Terms of Reference</i>.
	10640/0924 Frances Cote	M/C	That Cheralan O'Donnell, Linda Ellefson, and Tricia Doherty be appointed as the Board's representatives to the Policy Development and Review Committee.
Policy 25: Program Reviews	10641/0924 Frances Cote	M/C	That Blake Dolan, Roisin Gibb, and Tom Machacek be appointed as the Board's representatives to the Finance Committee.
			The Board reviewed Policy 7D: Parish Committees: Terms of Reference and will bring forward again at a later date for further examination.
	C.5	The first reading of the new policy, <i>Policy 25: Program Reviews</i> , was completed. The Board reviewed the policy and as per <i>Policy 8: Policy Making</i> a second and final reading will be completed prior to approval.	
ADMINISTRATIVE REPORTS Superintendent's Report	D.1	The Board reviewed the Superintendent's September 25, 2024 Report.	
	10642/0924 Linda Ellefson	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, and Secretary Treasurer Reports for September 25, 2024.
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's September 25, 2024 Report.	
Acting Secretary Treasurer's Report	D.3	The Board reviewed the Acting Secretary-Treasurer's September 25, 2024 Report.	
BOARD REPORTS Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.	
	10643/0924 Cheralan O'Donnell	M/C	That the Board of Trustees receives and files the Board Chair, ASBA, ACSTA, GrACE, PCCELC, Economic Development and the Audit Committee Reports for September 25, 2024.

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ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC	E.5	Trustee Bob Spitzig, Board representative to PCCELC, provided a report to the Board regarding recent business, events, and activities.
Economic Development	E.6	Trustee Tricia Doherty, Board representative to Economic Development, provided a report to the Board regarding recent business, events, and activities.
Audit Committee	E.7	Vice Chair Linda Ellefson, Chair of the Audit Committee, provided a verbal report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.2	Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10644/0924 Roisin Gibb	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 25, 2024.
School Council Advocacy	F.3	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Trustee Tricia Doherty spoke to St. Francis Junior High School's high enrolment growth this year and the need to purchase furniture and equipment. Superintendent Scott Morrison replied that this issue has been examined and there will be a furniture and equipment budget line going forward for schools to make requests of this nature. The Director of Facilities will be reviewing and approving these requests. Trustee Tom Machacek brought to the Board's attention that St. Michael's School, Bow Island has raised a third of the funds for our division Chalice project. The Board took a brief recess at 5:10 p.m. The Board reconvened at 5:20 p.m.
<u>INFORMATION ITEMS</u>		
Administrative Procedures Update	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: • <i>AP 100: Smoke Free Environment</i> • <i>AP 202: Religious Education</i> • <i>AP 300: Student Residency and Admissions</i> • <i>AP 507: Donations to Schools</i> • <i>AP 101: Workplace Hazardous Materials Information System</i> • <i>AP 203: Family Life Education</i> • <i>AP 301: School Entrance Age</i> • <i>AP 508: Advertising, Distribution and Merchandising In and Through Schools</i> • <i>AP102: Occupational Health and Safety</i> • <i>AP 204: Off Campus Education</i> • <i>AP 302: School Attendance Areas</i> • <i>AP 510: School Fees</i> • <i>AP132: Protocol for School Lockdown</i> • <i>AP 324: Supporting Students in Inclusive Communities</i> • <i>AP 407: Assignment and Transfer of Teachers</i> These versions reflect current language, procedures and supports regarding learners and staff in Holy Spirit Catholic School Division. The information has been placed on the division website.

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Truth and Reconciliation Week	G.2	Over the course of the September 23-30, 2024 week, Holy Spirit Catholic School Division will be focusing on recognizing and providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being. The division will be providing resources and activities for our schools throughout the week that are focused on the division's strategic priority: Living Truth and Reconciliation.	
Catholic Education Week	G.3	Catholic Education Week will be celebrated from October 19-25, 2024. The theme is "Testify! Share the Reason for Your Hope". Catholic Education Sunday will be celebrated October 19/20, 2024 throughout the Diocese of Calgary.	
Minister of Education's Back to School Letter	G.4	The Minister of Education, Demetrios Nicolaides, welcomed the students of Alberta back into the classroom with a letter to the parents and guardians throughout the province.	
Correspondence to the Minister of Education	G.5	The Board received correspondence penned by Board Chair Carmen Mombourquette to the Honourable Minister of Education, Demetrios Nicolaides, detailing the exceptional programming that is happening at Catholic Central High School with the new Trades Foundation program.	
Director of Learning Update	G.6	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.	
Director of Religious Education Update	G.7	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	G.8	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to Support Services.	
First Nations, Métis and Inuit Education Update	G.9	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.	
ADJOURNMENT	10645/0924 Blake Dolan	M/C	That the Board of Trustees convenes into the Committee of the Whole at 5:55 p.m.
	10646/0924 Blake Dolan	M/C	That the Board of Trustees reconvenes into the Regular Meeting at 7:11 p.m.
	10647/0924 Frances Cote	M/C	That the Board of Trustees adjourns the Regular Board Meeting of September 25, 2024 at 7:11 p.m.
		Board Chair	Secretary-Treasurer