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|------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>CALL TO ORDER</b><br/><b>OPENING PRAYER</b></p>                              |                                          | <p>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, DECEMBER 18, 2024, COMMENCING AT 3:09 P.M.</p> <p><b>Present</b></p> <p><b>BOARD</b><br/> Board Chair Carmen Mombourquette<br/> Vice Chair Linda Ellefson<br/> Trustee Frances Cote<br/> Trustee Tricia Doherty<br/> Trustee Blake Dolan<br/> Trustee Roisin Gibb<br/> Trustee Thomas Machacek<br/> Trustee Cheralan O'Donnell<br/> Trustee Bob Spitzig</p> <p><b>ADMINISTRATION</b><br/> Superintendent of Schools Chantel Axani<br/> Deputy Superintendent Anthea Boras<br/> Acting Secretary-Treasurer Amanda Lindemann<br/> Recording Secretary Rhonda Kawa</p> <p>Board Chair Carmen Mombourquette called the December 18, 2024 Regular Board Meeting to order at 3:09 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 Blake Dolan led the Board in reciting the opening prayer provided by students from St. Michael's School, Pincher Creek.</p> |
| <p><b>Approval of Agenda</b></p>                                                   | <p>10678/1224<br/>Blake Dolan</p>        | <p>M/C That the agenda for the December 18, 2024 Board Meeting be approved, as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Previous Minutes</b></p>                                                     | <p>10679/1224<br/>Bob Spitzig</p>        | <p>M/C That the minutes of the November 27, 2024 Regular Meeting of the Board be approved, as presented.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Business Arising from the Minutes</b></p>                                    |                                          | <p>There was no business arising from the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b><u>ACTION ITEMS</u></b></p>                                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Board Faith Retreat</b></p>                                                  | <p>B.1</p>                               | <p>As part of the Board's Work Plan, an annual Faith Retreat is scheduled to enhance Trustee faith formation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                    | <p>10680/1224<br/>Tricia Doherty</p>     | <p>M/C That the Board of Trustees schedules the Board Faith Retreat for Friday, January 24, 2025 from 9:00 a.m. to 12:00 p.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                    |                                          | <p>Director of Religious Education Aaron Skretting will facilitate the retreat.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Three Year Faith Plan Trustee Representation</b></p>                         | <p>B.2</p>                               | <p>Trustee representation is sought for a committee being established to develop the division's new 2025-2028 Three Year Faith Plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                    | <p>10681/1224<br/>Cheralan O'Donnell</p> | <p>M/C That Vice Chair Linda Ellefson and Trustee Bob Spitzig be selected to serve as the Board's representatives in developing the division's 2025 - 2028 Faith Plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Appointment of the Returning Officers for the 2025 Trustee Elections</b></p> | <p>B.3</p>                               | <p>School Board Elections, which coincide with Municipal Elections, are scheduled to take place on October 20, 2025. In preparation, a Returning Officer must be appointed to organize and run the upcoming elections. It is recommended that a Deputy Returning Officer and a Substitute Returning Officer be appointed as well.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                    | <p>10682/1224<br/>Roisin Gibb</p>        | <p>M/C That the Board of Trustees appoint Amanda Lindemann, Acting Secretary Treasurer, as Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**AND FURTHER, that the Board of Trustees appoint Cassandra Paul, Executive Assistant to the Secretary Treasurer, as a Substitute Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections;**

**AND FURTHER, that the Board of Trustees appoint Bonnie Hilford, City Clerk of the City of Lethbridge, as the Deputy Returning Officer, for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections.**

## **POLICY REVIEW**

- C.1** The Board's next review of policy is scheduled for the January 22, 2025, Regular Meeting of the Board of Trustees.

## **ADMINISTRATIVE REPORTS**

**Superintendent's Report**

- D.1** The Board reviewed the Superintendent's December 18, 2024 Report.

**10683/1224**  
**Linda Ellefson**

**M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Acting Secretary Treasurer, Directors of Learning, Religious Education, Support Services, and First Nations, Metis and Inuit Reports for December 18, 2024.**

**Deputy Superintendent's Report**

- D.2** The Board reviewed the Deputy Superintendent's December 18, 2024 Report.

**Secretary Treasurer's Report**

- D.3** The Board reviewed the Secretary Treasurer's December 18, 2024 Report.

**Director of Learning Update**

- D.4** Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.

**Director of Religious Education Update**

- D.5** Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.

**Director of Support Services Update**

- D.6** Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.

**First Nations, Metis, 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.

## **BOARD REPORTS**

**Board Chair's Report**

- E.1** Board Chair Carmen Mombourquette provided a report about recent correspondence, planning, events, and activities.

**10684/1224**  
**Tricia Doherty**

**M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Reports for December 18, 2024.**

**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 Linda Ellefson and Tricia Doherty, Board representatives to the GrACE committee, provided a report to the Board regarding recent GrACE business, events and activities.

**PCCELC Report**

- E.5** Trustee Bob Spitzig, Board representative to the PCCELC committee, provided a report to the Board regarding recent PCCELC business, events and activities.

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| <b>Economic Development Report</b>                                 | <b>E.6</b>                                     | Trustee Tricia Doherty, Board representative, to the Economic Development committee, provided a verbal report to the Board, as the meeting occurred December 18, 2024, regarding recent Economic Development business, events and activities. The new indoor pickleball facility in Lethbridge expressed an interest in collaborating with our schools. Housing prices are expected to rise in the new year. Brighter Together survey is still open which Holy Spirit Catholic School Division already completed. University of Lethbridge has applied for a \$40 million grant that involves new technology with green screens. |
| <b>ADVOCACY</b>                                                    |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Individual Trustee Advocacy</b>                                 | <b>F.1</b>                                     | Each Trustee provided a written report about the activities they have been engaged in to advocate for the Board and school division over the past month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                    | <b>10685/1224</b><br><b>Cheralan O'Donnell</b> | <b>M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for December 18, 2024.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>School Council Advocacy</b>                                     | <b>F.2</b>                                     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>INFORMATION ITEMS</b>                                           |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Administrative Procedures Update</b>                            | <b>G.1</b>                                     | The Board of Trustees received the following updated / revised Administrative Procedures as information: <ul style="list-style-type: none"> <li>• AP 212: Inclusive Education</li> <li>• AP 440: The Role of the Deputy Superintendent</li> <li>• AP 306: Student Records</li> <li>• AP 305: Assessing and Evaluating Student Achievement</li> <li>• AP 113: Use of Personally Owned Electronic Devices</li> <li>• AP 441: School Leaders: Principal and Associate Principal(s)</li> </ul>                                                                                                                                       |
| <b>Early Registration 2024/2026</b>                                | <b>G.2</b>                                     | The Board reviewed a sample of the 2025/2026 Early Registration advertising campaign that will be launched in January. New student registration officially begins on February 3, 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Annual Education Assurance Results Report Summary 2023/2024</b> | <b>G.3</b>                                     | The Board reviewed the summary of the 2023/2024 Annual Education Assurance Measures Results Report. The summary has been placed on the division website as well as a press release was sent out to all media outlets throughout the division.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>IMR Update</b>                                                  | <b>G.4</b>                                     | Prepared for Board information was an Infrastructure Maintenance and Renewal (IMR) Update that provided details on the various projects undertaken in the division this school year.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Holy Spirit Stars</b>                                           | <b>G.5</b>                                     | The Board reviewed the activities and achievements of the division's students and staff over the past month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Enrolment Data Update</b>                                       | <b>G.6</b>                                     | The Board received the division enrolment report for November 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ADJOURNMENT</b>                                                 | <b>10686/1224</b><br><b>Tricia Doherty</b>     | <b>M/C That the Board of Trustees convenes into the Committee of the Whole at 4:48 p.m.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                    | <b>10687/1224</b><br><b>Cheralan O'Donnell</b> | <b>M/C That the Board of Trustees reconvenes into the Regular Meeting at 5:17 p.m.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                    | <b>10688/1224</b><br><b>Bob Spitzig</b>        | <b>M/C That the Board of Trustees adjourns the Regular Board Meeting of December 18, 2024 at 5:17 p.m.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                    |                                                | <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Board Chair</div> <div>Secretary-Treasurer</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                  |