

CALL TO ORDER OPENING PRAYER Approval of Agenda Previous Minutes Business Arising from the Minutes PRESENTATIONS New Westside School Holy Spirit Catholic School Division Boundary Reconfiguration ACTION ITEMS Southland Transportation Contract	Present 10648/1024 Roisin Gibb 10649/1024 Cheralan O'Donnell B.1	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, OCTOBER 23, 2024, COMMENCING AT 3:40 PM. BOARD Board Chair Carmen Mombourquette Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Tom 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 Board Chair Carmen Mombourquette called the October 23, 2024 Regular Board Meeting to order at 3:40 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 Tom Machacek led the board in reciting the opening prayer provided by St. Patrick School, Taber along with praying a Hail Mary as October is the month of Mary in the Church. M/C That the agenda for the October 23, 2024 Board Meeting be approved, as amended. The following items were added to the agenda: a) B.6 Father Leonard Van Tighem School Outdoor Classroom Request b) G.9 McCain Foods M/C That the minutes of the September 25, 2024 Regular Meeting of the Board be approved, as presented. There was no business arising from the minutes. Vivien Kossuth, Director of Facilities and Sean Marks, Communications Coordinator, gave an brief overview of the progress of the new West Lethbridge school that is scheduled to open in the fall of 2026. The Board was presented with a rendering of the layout of the new school and the communications plan going forward regarding the boundary reconfiguration that will occur and the sharing of progress of the new build to the larger community. Aaron Skretting, Director of Religious Education, described to the Board how the school division would communicate, consult, engage and collaborate with the public regarding the boundary reconfigurations that will happen, as Holy Spirit Catholic School Division will be opening a new school in the near future. The present contract agreement between Holy Spirit Catholic School Division, Lethbridge School Division and Southland Transportation Ltd. is up for price negotiations.
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Voluntary Teacher Retirement Opportunity	10650/1024 Tom Machacek	M/C	That the Board of Trustees authorizes the Superintendent to enter into negotiations for a one (1) year transportation price negotiations with Southland Transportation Ltd. for the provision of transportation services for the 2025-2026 school year in partnership with Lethbridge School Division for schools within Lethbridge limits.
	B.2		The Board of Trustees determined that it would offer a voluntary retirement program for teachers planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular salary.
Voluntary Support Staff Retirement Opportunity	10651/1024 Roisin Gibb	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its teachers: <i>Any eligible teacher who, by December 13, 2024, submits his/her notice of retirement, effective January 31, 2025, will be offered a temporary teaching contract beginning February 1, 2025 until June 30, 2025.</i>
	B.3		The Board of Trustees determined that it would offer a voluntary retirement program for support staff planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular wages.
Council of School Council Chairs Meeting Agenda	10652/1024 Linda Ellefson	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its CUPE 290, CUPE 1825, and non-union employees: <i>Any eligible member of the Local Authorities Pension Plan (LAPP) who, by December 13, 2024, submits his/her notice of retirement, effective January 31, 2025, will be offered a temporary contract of employment for February 1, 2025 until the June 2025 end date for the eligible member's position.</i>
	B.4		The Board of Trustees first meeting for the 2024/2025 school year with the School Council Chairs is scheduled for December 2, 2024. The Board discussed and set the agenda items for the upcoming meeting.
Election Bylaw	10653/1024 Roisin Gibb	M/C	That the Board of Trustees places the following on the Council of School Council Chairs Meeting agenda scheduled for December 2, 2024: • Policy 7: Appendix D: Parish Communities • Introduction of New Superintendent • Boundary Reconfiguration • Engagement of Parents in School Councils • Engagement in Assurance Measures • Diverse Communities
	B.5		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> .
Father Leonard Van Tighem School Outdoor Classroom Request	10654/1024 Cheralan O'Donnell	M/C	That the Board of Trustees completes the second 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 third reading of Bylaw 2024/01 prior to December 31, 2024.
	B.6		The Board reviewed Father Leonard Van Tighem School's request for approval to construct an outdoor classroom. The outdoor classroom is a school council project and understand that the cost of the project would come completely from fundraising and not the school division.

October 23/24: page 3	10655/1024 Bob Spitzig	M/C That the Board of Trustees approves the proposal by the school community of Father Leonard Van Tighem School to construct an outdoor classroom; AND FURTHER, that all funding will come from donations, grants and fundraising and that there will be no cost to the Holy Spirit Catholic School Division for this project. The Board took a brief recess at 5:00 pm. The Board reconvened to the Regular Meeting at 5:25 pm.
<u>POLICY REVIEW</u> Policy 8: Policy Making	C.1	The Board reviewed <i>Policy 8: Policy Making</i>, and determined that the policy needed to be rescinded due to the adoption of Policy 7: Appendix C – Policy Development and Review Committee: Terms of Reference at the September 25, 2024 Regular Board of Trustees Meeting.
Policy 7: Appendix D: Parish Committees	C.2	The Board reviewed the proposed <i>Policy 7: Appendix D: Parish Committees</i> and determined that further school administration feedback regarding the proposed policy is required. It was also determined that feedback on the proposed policy from the priests is necessary.
Policy 25: Program Reviews	C.3	The Board reviewed the proposed <i>Policy 25: Program Reviews</i> and it was determined that the Board will examine this proposed policy further at a later date.
<u>ADMINISTRATIVE REPORTS</u> Superintendent's Report	D.1	The Board reviewed the Superintendent's October 23, 2024 Report.
Deputy Superintendent's Report	D.2	The Board received the Deputy Superintendent's October 23, 2024 Report.
Acting Secretary Treasurer's Report	D.3	The Board received the Acting Secretary Treasurer's October 23, 2024 Report.
Director of Learning Report	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 Report	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 Report	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 Report	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.
<u>BOARD REPORTS</u> Board Chair's Report	E.1	The Board Chair provided a report detailing recent correspondence, planning and events, and activities.
	10658/1024 Tricia Doherty	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Committee Reports for October 23, 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	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE committee, provided a report to the Board regarding recent business, events, and activities.
PCCELC Report	E.5	Trustee Bob Spitzig, Board representative to the Pincher Creek Community Early Learning Centre, was unable to provide a report to the Board regarding recent business, events, and activities as he attended another meeting the same night as PCCELC.
Economic Development Report	E.6	Trustee Tricia Doherty, Board representative to Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided an update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10659/1024	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for October 23, 2024.
School Council Advocacy	F.2	School 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.
<u>INFORMATION ITEMS</u>		
Administrative Procedures Update	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: • AP 103: Communicable Diseases • AP 206: English as an Additional Language • AP 303: Attendance of Non-Alberta Students • AP 512: School Generated Funds • AP 104: Harassment • AP 127: Naming of Educational Facilities • AP 304: Out of Division Program Sponsorship • AP 513: Fundraising • AP 208: Locally Developed Courses • AP 209: School Libraries
ASBA Annual General Meeting	G.2	The Alberta School Boards Association Annual General Meeting is being held November 17-19, 2024 in Edmonton, Alberta.
ACSTA Annual General Meeting	G.3	The Alberta Catholic School Trustees Association Annual General Meeting is being held November 15-17, 2024 in Edmonton, Alberta.
Holy Spirit Retiree Mass	G.4	Holy Spirit Catholic School Division's annual Retiree Mass, hosted by the Board of Trustees, will be held Thursday, November 5, 2024 at 5:00 p.m. at St. Basil Catholic Education Centre. Following Mass light refreshments will be served.
Correspondence from the Minister of Education	G.5	The Board received correspondence from the Honourable Minister of Education, Demetrios Nicolaides, congratulating Catholic Central High School's implementation of the Trades Foundations program.
IMR and CMR Expenditure Report	G.6	Provided for Board information is the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Expenditure Report for the year ending August 31, 2024.

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Holy Spirit Stars	G.7	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	G.8	The Board received the division enrolment report for September 30, 2024.
McCain Foods	G.9	In August, McCain Foods contacted Trustee Tom Machacek asking if they would be able to connect with Holy Spirit Catholic School Division to build a working relationship with our Off Campus Coordinator.
ADJOURNMENT	10660/1024 Bob Spitzig	M/C That the Board of Trustees adjourns the Regular Board Meeting of October 23, 2024 at 7:09 p.m.
		_____ Board ChairSecretary-Treasurer