

# Holy Spirit Catholic School Division

**Board Meeting**  
**St. Basil Catholic Education Centre**  
**Wednesday, June 26, 2024**  
**3:15 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. Paul School) – Trustee Tricia Doherty

### **B. ACTION ITEMS**

- a) Approval of Agenda
- b) Approval of Previous Minutes
  - i) May 22, 2024 Regular Board Meeting
  - ii) June 5, 2024 Special Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Final Continuous Improvement Plan Quarterly Review  
(Superintendent Ken Sampson)

- B.1 Share the Mission Award for 2023/2024
- B.2 Board Meeting Schedule 2024/2025
- B.3 School Council Chairs / Board of Trustees Meeting Schedule 2024/2025
- B.4 Alberta School Councils' Association (ASCA) Membership Renewal
- B.5 Infrastructure and Maintenance Renewal Plan

### **C. POLICY REVIEW**

- C.1 Policy Review Schedule for 2024/2025

**D. ADMINISTRATIVE REPORTS**

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Acting Secretary Treasurer's Report

**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 Team Lethbridge Report

**F. ADVOCACY**

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy
- F.3 Meeting with Local Priests Update

**G. INFORMATION ITEMS**

- G.1 Third Quarter Financial Report with Year End Projections
- G.2 Holy Spirit School Division's Opening Mass 2024/2025
- G.3 Diocese of Calgary Personnel Update
- G.4 Holy Spirit Social Media Analytics Report
- G.5 Annual First Ride Event 2024
- G.6 Director of Learning Update
- G.7 Director of Religious Education Update
- G.8 Director of Support Services Update
- G.9 First Nations, Métis, and Inuit Education Update
- G.10 Holy Spirit Stars
- G.11 Enrolment Data Update

**H. ADJOURNMENT**

|                                                     |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
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|                                                     |                              | <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, MAY 22, 2024, COMMENCING AT 3:06 P.M.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
|                                                     | Present                      | <p><b>BOARD</b></p> <table><tr><td>Board Chair</td><td>Carmen Mombourquette</td></tr><tr><td>Vice Chair</td><td>Thomas Machacek</td></tr><tr><td>Trustee</td><td>Frances Cote</td></tr><tr><td>Trustee</td><td>Tricia Doherty</td></tr><tr><td>Trustee</td><td>Blake Dolan</td></tr><tr><td>Trustee</td><td>Linda Ellefson</td></tr><tr><td>Trustee</td><td>Roisin Gibb</td></tr><tr><td>Trustee</td><td>Cheralan O'Donnell</td></tr><tr><td>Trustee</td><td>Bob Spitzig</td></tr></table> <p><b>ADMINISTRATION</b></p> <table><tr><td>Superintendent of Schools</td><td>Ken Sampson</td></tr><tr><td>Deputy Superintendent</td><td>Anthea Boras</td></tr><tr><td>Acting Secretary-Treasurer</td><td>Amanda Lindemann</td></tr><tr><td>Recording Secretary</td><td>Rhonda Kawa</td></tr></table> | Board Chair | Carmen Mombourquette | Vice Chair | Thomas Machacek | Trustee | Frances Cote | Trustee | Tricia Doherty | Trustee | Blake Dolan | Trustee | Linda Ellefson | Trustee | Roisin Gibb | Trustee | Cheralan O'Donnell | Trustee | Bob Spitzig | Superintendent of Schools | Ken Sampson | Deputy Superintendent | Anthea Boras | Acting Secretary-Treasurer | Amanda Lindemann | Recording Secretary | Rhonda Kawa |
| Board Chair                                         | Carmen Mombourquette         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Vice Chair                                          | Thomas Machacek              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Frances Cote                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Tricia Doherty               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Blake Dolan                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Linda Ellefson               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Roisin Gibb                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Cheralan O'Donnell           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Trustee                                             | Bob Spitzig                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Superintendent of Schools                           | Ken Sampson                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Deputy Superintendent                               | Anthea Boras                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Acting Secretary-Treasurer                          | Amanda Lindemann             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Recording Secretary                                 | Rhonda Kawa                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| CALL TO ORDER<br>OPENING PRAYER                     |                              | <p>Board Chair Carmen Mombourquette called the May 22, 2024 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. St. Francis Junior High School teacher, Wade Kast, led the Board with a prayer by students from St. Francis Junior High School.</p>                                                                                                                                                                                                                                                                                                                                                                                   |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Approval of Agenda                                  | 10550/0524<br>Linda Ellefson | <p>M/C      That the agenda for the May 22, 2024 Board Meeting be approved, as amended.</p> <p>The following item was added to the agenda:</p> <p><b>B.8      Superintendent Replacement</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Previous Minutes                                    | 10551/0524<br>Tom Machacek   | <p>M/C      That the minutes of the April 24, 2024 Regular Meeting of the Board be approved, as presented.</p> <p>There was no business arising from the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| Business Arising from the Minutes                   |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| PRESENTATION<br>Edwin Parr Nominee                  |                              | <p>Mr. Wade Kast, a teacher from St. Francis Junior High School in Lethbridge, was selected as the Holy Spirit Catholic School Division nominee for the ASBA's "Edwin Parr Award," which recognizes excellence in first year teaching. The Board formally congratulated him on the nomination.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
| ACTION ITEMS<br>Three-Year Education Plan 2024/2027 | B.1                          | <p>The Board reviewed a draft version of the Three-Year Education Plan for 2024-2027 which was prepared in accordance to the responsibilities under the <i>Education Act</i> and the <i>Fiscal Planning and Transparency Act</i>. This document will be placed on the division's website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |
|                                                     | 10552/0524<br>Tricia Doherty | <p>M/C      That the Board of Trustees approves the Three-Year Education Plan 2024-2027, authorizing the Board Chair to make any incidental corrections, as necessary;</p> <p><b>AND FURTHER, that the Three-Year Education Plan 2024-2027 be submitted to Alberta Education by the May 31, 2024 deadline and posted on the division's website.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |                      |            |                 |         |              |         |                |         |             |         |                |         |             |         |                    |         |             |                           |             |                       |              |                            |                  |                     |             |

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| <p>May 22/24: page 2</p> <p><b>Operating Budget<br/>2024/2025</b></p> <p><b>Memorandum of<br/>Agreement with CUPE<br/>1825</b></p> <p><b>Meeting with Local<br/>Priests Agenda Items</b></p> <p><b>Meeting with Local<br/>MLAs Agenda Items</b></p> <p><b>Locally Developed<br/>Courses</b></p> | <p><b>B.2</b></p> <p><b>10553/0524<br/>Linda Ellefson</b></p> <p><b>10554/0524<br/>Tom Machacek</b></p> <p><b>B.3</b></p> <p><b>10555/0524<br/>Blake Dolan</b></p> <p><b>B.4</b></p> <p><b>10556/0524<br/>Tom Machacek</b></p> <p><b>B.5</b></p> <p><b>10557/0524<br/>Tom Machacek</b></p> <p><b>B.6</b></p> | <p>Acting Secretary Treasurer Amanda Lindemann presented the Operating Budget for the 2024/2025 school year, developed using the New Funding and Assurance Model by Alberta Education, noting that the division-funding shortfall for 2024/2025 will be \$411,352 dollars.</p> <p><b>M/C</b>      <b>That the Board of Trustees approves Holy Spirit Catholic School Division's Operating Budget for 2024/2025;</b></p> <p><b>AND FURTHER, authorizes the submission of the Operating Budget for the 2024/2025 school year to Alberta Education.</b></p> <p><b>M/D</b>      <b>That the Board of Trustees amends the Operating Budget for 2024/2025 by adding 0.5 FTE teacher into the budget to the amount of \$56,000, specifically for St. Michael's School, Bow Island.</b></p> <p>A brief recess was called at 5:24 p.m. The Board reconvened at 5:37 p.m.</p> <p>Local negotiations between the Holy Spirit Catholic School division and CUPE 1825 have come to a conclusion. As a result, a Memorandum of Agreement (MOA) has been developed and requires Board ratification.</p> <p><b>M/C</b>      <b>That the Board of Trustees ratifies the Memorandum of Agreement, effective September 1, 2020 to August 31, 2024, between the Holy Spirit Roman Catholic Separate School Division and CUPE 1825;</b></p> <p><b>AND FURTHER, that the members of both negotiating committees be thanked for their efforts and hard work in reaching this agreement.</b></p> <p>The Board of Trustees is scheduled to meet with the division's local parish priests on June 13, 2024. In preparation for this meeting, the Board provided direction regarding items for the agenda.</p> <p><b>M/C</b>      <b>That the Board of Trustees places the following items on the agenda for the meeting with the division's local parish priests:</b></p> <ul style="list-style-type: none"> <li>• Year 3 Faith Plan Overview</li> <li>• Sacramental Preparation</li> <li>• Presence and Role of Clergy / Deacons in Schools</li> <li>• Ministry Training for Students and Staff</li> <li>• Support for Diocesan Renewal in Schools</li> <li>• GrACE Advocacy in Parishes</li> </ul> <p>The Board of Trustees is attempting to schedule a meeting with the division's local MLAs in June of 2024. In preparation for this meeting, the Board provided direction regarding items for the agenda.</p> <p><b>M/C</b>      <b>That the Board of Trustees places the following discussed items on the agenda for the meeting on the agreed date with the division's local MLAs:</b></p> <ul style="list-style-type: none"> <li>• Weighted Moving Average – Carmen Mombourquette</li> <li>• Funding Shortfall Letter to Minister of Education – Blake Dolan</li> <li>• Impact on Bill 18 for School Boards – Tom Machacek</li> <li>• Capital Plan – Tricia Doherty</li> <li>• Cell Phone Usage in Schools – Roisin Gibb</li> </ul> <p>A list of locally developed/acquired courses was presented for Board consideration and approval before being submitted to Alberta Education.</p> |
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| May 22/24: page 3                                                |                                  |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
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|                                                                  | 10558/0524<br>Cheralan O'Donnell | M/C         | That the Board of Trustees for The Holy Spirit Catholic School Division, at its May 22, 2024 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
|                                                                  |                                  |             | <table><tr><th>Course Name</th><th>Version</th><th>Course Code</th><th>First Approved Year</th><th>Last Approved Year</th></tr><tr><td>ESL Expository English Level 1 15</td><td>5 Credits (2024-2028)</td><td>LDC1271</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>ESL Expository English Level 2 15</td><td>5 Credits (2024-2028)</td><td>LDC1276</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>ESL Introduction to Mathematics 15</td><td>5 Credits (2024-2028)</td><td>LDC1350</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Reading Development 15</td><td>3 Credits (2024-2028)</td><td>LDC1311</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Reading Development 15</td><td>5 Credits (2024-2028)</td><td>LDC1311</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Reading Foundations 15</td><td>3 Credits (2024-2028)</td><td>LDC1296</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Reading Foundations 15</td><td>5 Credits (2024-2028)</td><td>LDC1296</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Social Literacy 15</td><td>3 Credits (2024-2028)</td><td>LDC1023</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Social Literacy 25</td><td>3 Credits (2024-2028)</td><td>LDC2023</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Student-Centered Learning 15</td><td>3 Credits (2023-2027)</td><td>LDC1234</td><td>2024-2025</td><td>2026-2027</td></tr><tr><td>Traditional Land Based Learning 25</td><td>5 Credits (2024-2028)</td><td>LDC2248</td><td>2024-2025</td><td>2027-2028</td></tr><tr><td>Traditional Land Based Learning 35</td><td>5 Credits (2024-2028)</td><td>LDC3248</td><td>2024-2025</td><td>2027-2028</td></tr></table> | Course Name        | Version | Course Code | First Approved Year | Last Approved Year | ESL Expository English Level 1 15 | 5 Credits (2024-2028) | LDC1271 | 2024-2025 | 2027-2028 | ESL Expository English Level 2 15 | 5 Credits (2024-2028) | LDC1276 | 2024-2025 | 2027-2028 | ESL Introduction to Mathematics 15 | 5 Credits (2024-2028) | LDC1350 | 2024-2025 | 2027-2028 | Reading Development 15 | 3 Credits (2024-2028) | LDC1311 | 2024-2025 | 2027-2028 | Reading Development 15 | 5 Credits (2024-2028) | LDC1311 | 2024-2025 | 2027-2028 | Reading Foundations 15 | 3 Credits (2024-2028) | LDC1296 | 2024-2025 | 2027-2028 | Reading Foundations 15 | 5 Credits (2024-2028) | LDC1296 | 2024-2025 | 2027-2028 | Social Literacy 15 | 3 Credits (2024-2028) | LDC1023 | 2024-2025 | 2027-2028 | Social Literacy 25 | 3 Credits (2024-2028) | LDC2023 | 2024-2025 | 2027-2028 | Student-Centered Learning 15 | 3 Credits (2023-2027) | LDC1234 | 2024-2025 | 2026-2027 | Traditional Land Based Learning 25 | 5 Credits (2024-2028) | LDC2248 | 2024-2025 | 2027-2028 | Traditional Land Based Learning 35 | 5 Credits (2024-2028) | LDC3248 | 2024-2025 | 2027-2028 |  |  |
| Course Name                                                      | Version                          | Course Code | First Approved Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Last Approved Year |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| ESL Expository English Level 1 15                                | 5 Credits (2024-2028)            | LDC1271     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| ESL Expository English Level 2 15                                | 5 Credits (2024-2028)            | LDC1276     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| ESL Introduction to Mathematics 15                               | 5 Credits (2024-2028)            | LDC1350     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Reading Development 15                                           | 3 Credits (2024-2028)            | LDC1311     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Reading Development 15                                           | 5 Credits (2024-2028)            | LDC1311     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Reading Foundations 15                                           | 3 Credits (2024-2028)            | LDC1296     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Reading Foundations 15                                           | 5 Credits (2024-2028)            | LDC1296     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Social Literacy 15                                               | 3 Credits (2024-2028)            | LDC1023     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Social Literacy 25                                               | 3 Credits (2024-2028)            | LDC2023     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Student-Centered Learning 15                                     | 3 Credits (2023-2027)            | LDC1234     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2026-2027          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Traditional Land Based Learning 25                               | 5 Credits (2024-2028)            | LDC2248     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Traditional Land Based Learning 35                               | 5 Credits (2024-2028)            | LDC3248     | 2024-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2027-2028          |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Outreach School Status                                           |                                  | B.7         | A motion is required by Alberta Education to authorize the division to make an Outreach School Status application for Trinity E-Learning as the school provides alternate education programming for students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
|                                                                  | 10559/0524<br>Cheralan O'Donnell | M/C         | That the Board of Trustees authorizes the Superintendent after having examined the Trinity E-Learning program to make an application to Alberta Education for approval of Outreach School Status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Superintendent Replacement                                       |                                  | B.8         | With the resignation of our present Superintendent of Schools Ken Sampson, a new Superintendent must be in place before the beginning of the new 2024/2025 school year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
|                                                                  | 10560/0524<br>Bob Spitzig        | M/C         | That the Board of Trustees authorizes the Board Chair to examine the possibility of appointing an interim Superintendent of Schools for the 2024/2025 school year;<br><br>AND FURTHERMORE, to post the Superintendent of Schools position as soon as applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| POLICY REVIEW                                                    |                                  |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Policy 21: Public Interest Disclosure (Whistleblower Protection) |                                  | C.1         | The Board reviewed <i>Policy 21: Public Interest Disclosure (Whistleblower Protection)</i> and determined that no changes were required at this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
|                                                                  | 105561/0524<br>Roisin Gibb       | M/C         | That the Board of Trustees accepts <i>Policy 21: Public Interest Disclosure (Whistleblower Protection)</i> , as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
| Policy 22: Vaccination Protocol                                  |                                  | C.2         | The Board reviewed <i>Policy 22: Vaccination Protocol</i> and determined that no changes were required at this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |
|                                                                  | 10562/0524<br>Tricia Doherty     | M/C         | That the Board of Trustees accepts <i>Policy 22: Vaccination Protocol</i> , as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |         |             |                     |                    |                                   |                       |         |           |           |                                   |                       |         |           |           |                                    |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                        |                       |         |           |           |                    |                       |         |           |           |                    |                       |         |           |           |                              |                       |         |           |           |                                    |                       |         |           |           |                                    |                       |         |           |           |  |  |

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| May 22/24: page 4                                 |                                                |                                                                                                                                                                                                                                                                                               |
| <b>Policy 23: Extra-Curricular Activity</b>       | <b>C.3</b>                                     | As per <i>Policy 8: Policy Making</i> , a new policy must be adopted and recorded in the minutes to be official. Upon unanimous agreement of the Trustees, a second and final reading of <i>Policy 23: Extra-Curricular Activity</i> took place and determined that no changes were required. |
|                                                   | <b>10563/0524</b><br><b>Tom Machacek</b>       | <b>M/C That the Board of Trustees approves and adopts <i>Policy 23: Extra-Curricular Activity</i>, as presented.</b>                                                                                                                                                                          |
| <b>Policy 24: Budget</b>                          | <b>C.4</b>                                     | As per <i>Policy 8: Policy Making</i> , a new policy must be adopted and recorded in the minutes to be official. Upon unanimous agreement of the Trustees, a second and final reading of <i>Policy 24: Budget</i> took place and determined that changes were required.                       |
|                                                   | <b>10564/0524</b><br><b>Cheralan O'Donnell</b> | <b>M/C That the Board of Trustees approves and adopts <i>Policy 24: Budget</i>, as amended.</b>                                                                                                                                                                                               |
| <b><u>ADMINISTRATIVE REPORTS</u></b>              |                                                |                                                                                                                                                                                                                                                                                               |
| <b>Superintendent's Report</b>                    | <b>D.1</b>                                     | The Board reviewed the Superintendent's May 22, 2024 Report.                                                                                                                                                                                                                                  |
|                                                   | <b>10565/0524</b><br><b>Tricia Doherty</b>     | <b>M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, and Acting Secretary Treasurer Reports for May 22, 2024.</b>                                                                                                                                  |
| <b>Deputy Superintendent's Report</b>             | <b>D.2</b>                                     | The Board reviewed the Deputy Superintendent's May 22, 2024 Report.                                                                                                                                                                                                                           |
| <b>Acting Secretary Treasurer's Report</b>        | <b>D.3</b>                                     | The Board reviewed the Acting Secretary Treasurer's May 22, 2024 Report.                                                                                                                                                                                                                      |
| <b><u>BOARD REPORTS</u></b>                       |                                                |                                                                                                                                                                                                                                                                                               |
| <b>Board Chair's Report</b>                       | <b>E.1</b>                                     | Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.                                                                                                                                                                          |
|                                                   | <b>10566/0524</b><br><b>Cheralan O'Donnell</b> | <b>M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCCLC, and TBAC Reports for May 22, 2024.</b>                                                                                                                                                      |
| <b>ACSTA Report</b>                               | <b>E.2</b>                                     | Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.                                                                                                                                                  |
| <b>ASBA Report</b>                                | <b>E.3</b>                                     | Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.                                                                                                                                               |
| <b>GrACE Report</b>                               | <b>E.4</b>                                     | Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.                                                                                                                                 |
| <b>Pincher Creek Early Learning Centre Report</b> | <b>E.5</b>                                     | Trustee Bob Spitzig, Board representative to the Pincher Creek Early Learning Centre, provided a report to the Board regarding recent business, events, and activities.                                                                                                                       |
| <b>TBAC Report</b>                                | <b>E.6</b>                                     | Trustees Blake Dolan, Frances Cote and Bob Spitzig, Board representatives to TBAC, provided a report to the Board regarding recent business, events, and activities.                                                                                                                          |
| <b><u>ADVOCACY</u></b>                            |                                                |                                                                                                                                                                                                                                                                                               |
| <b>Individual Trustee Advocacy</b>                | <b>F.1</b>                                     | 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.                                                                                                                                        |
|                                                   | <b>10567/0524</b><br><b>Tricia Doherty</b>     | <b>M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for May 22, 2024.</b>                                                                                                                                                                                |

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| May 22/24: page 5                                                                       |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <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. Trustee Spitzig spoke to St. Teresa of Calcutta School Council's concern over low PAT scores and the parents would like to know if there are any plans for changes that will reflect better PAT scores going forward. Superintendent Ken Sampson told the Board that next year Grades 1 and 6 will be single grades and the other grades will remain as multi-grades. The grade configurations will then be re-evaluated after the 2024/2025 school year. Trustee Spitzig also brought forward St. Teresa of Calcutta School's concerns with SPACES and if it would be a possibility that more inservicing be made available to the parents at that school. Superintendent Sampson stated that Director of Learning Carmen Larsen has already provided inservicing for the school but would be willing to offer further as needed. Trustee Roisin Gibb brought forward St. Francis Junior High School Council's concern about device issues especially if PATs fall on the same day as their Common Math Assessments. Coordinator of Technology Regan Holt has indicated to the Superintendent that he felt that with some coordination that those device concerns should be alleviated. Trustee Gibb suggested the need for this issue to be an advocacy piece with Alberta Education regarding the allocation of more devices to school divisions. |
| <b>Holy Spirit High School Graduation Planning</b>                                      | <b>F.3</b>  | The most recent information for the division's Grade 12 graduations was shared with the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>INFORMATION ITEMS</u></b>                                                         |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Division Calendars 2024/2025</b>                                                     | <b>G.1</b>  | The most recent drafts of the division's calendars were provided for Board review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Holy Spirit Catholic School Division Family Gathering</b>                            | <b>G.2</b>  | The Board was provided information regarding the upcoming 3rd Annual Division Family Gathering, to be held May 30, 2024 at Father Leonard Van Tighem School starting at 5:00 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Holy Spirit Catholic School Division Retirement Celebration</b>                      | <b>G.3</b>  | Holy Spirit Catholic School Division's retirement celebration will be held June 11, 2024 beginning at 6:00 p.m. at the Lethbridge Sandman Signature Lodge.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ready, Set, Go Program Donation</b>                                                  | <b>G.4</b>  | The Knights of Columbus #5726 recently donated \$5,700.00 to support our partnership program Ready, Set, Go, an initiative that assists students in need to arrive equipped for the first day of school. A letter of thanks was penned and sent to the Knights.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Holy Spirit Catholic School Division's Contributions to the Terry Fox Foundation</b> | <b>G.5</b>  | The Board received correspondence indicating that, due to the participation of eleven (11) Holy Spirit Catholic Schools in Terry Fox events, \$6,108.70 has been raised for cancer research over the 2023 year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Correspondence to the Minister of Education</b>                                      | <b>G.6</b>  | The Board received for review correspondence from the Board Chair Carmen Mombourquette to Minister Nicolaides, Minister of Education, regarding Holy Spirit Catholic School Division funding shortfalls, in particular, after recent local bargaining agreements were ratified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Director of Learning Update</b>                                                      | <b>G.7</b>  | Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Director of Religious Education Update</b>                                           | <b>G.8</b>  | Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Director of Support Services Update</b>                                              | <b>G.9</b>  | Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>First Nations, Métis and Inuit Education Update</b>                                  | <b>G.10</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Holy Spirit Stars</b>                                                                | <b>G.11</b> | The Board reviewed the activities and achievements of the division's students and staff over the past month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                          |                                  |                                                                   |                                                                                            |
|------------------------------------------|----------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Enrolment Data Update<br><br>ADJOURNMENT | G.12                             | The Board received the division enrolment report for April, 2024. |                                                                                            |
|                                          | 10568/0524<br>Cheralan O'Donnell | M/C                                                               | That the Board of Trustees convenes into the Committee of the Whole at 6:59 p.m.           |
|                                          | 10569/0524<br>Roisin Gibb        | M//C                                                              | That the Board of Trustees reconvenes into the Regular Meeting at 7:10 p.m.                |
|                                          | 10570/0524<br>Roisin Gibb        | M/C                                                               | That the Board of Trustees adjourns the Regular Board Meeting of May 22, 2024 at 7:10 p.m. |
|                                          |                                  | Board Chair                                                       | Acting Secretary-Treasurer                                                                 |

|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |                      |
|-----------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| CALL TO ORDER<br>OPENING PRAYER                     |                              | MINUTES OF THE SPECIAL 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, JUNE 5, 2024, COMMENCING AT 3:51 P.M.                                                                                                                 |                                                                                                                                                                                                                                                                                                                                          |                      |
|                                                     |                              | Present                                                                                                                                                                                                                                                                                                                                 | <b>BOARD</b>                                                                                                                                                                                                                                                                                                                             |                      |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Board Chair                                                                                                                                                                                                                                                                                                                              | Carmen Mombourquette |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Vice Chair                                                                                                                                                                                                                                                                                                                               | Thomas Machacek      |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Trustee                                                                                                                                                                                                                                                                                                                                  | Tricia Doherty       |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Trustee                                                                                                                                                                                                                                                                                                                                  | Blake Dolan          |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Trustee                                                                                                                                                                                                                                                                                                                                  | Roisin Gibb          |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Trustee                                                                                                                                                                                                                                                                                                                                  | Cheralan O'Donnell   |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | <b>ADMINISTRATION</b>                                                                                                                                                                                                                                                                                                                    |                      |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | Superintendent of Schools                                                                                                                                                                                                                                                                                                                | Ken Sampson          |
| Deputy Superintendent                               | Anthea Boras                 |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |                      |
| Acting Secretary-Treasurer                          | Amanda Lindemann             |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |                      |
| Recording Secretary                                 | Rhonda Kawa                  |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |                      |
| Regrets                                             | Trustee                      | Frances Cote                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                          |                      |
|                                                     | Trustee                      | Linda Ellefson                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                          |                      |
|                                                     | Trustee                      | Bob Spitzig                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                          |                      |
|                                                     |                              | Board Chair Carmen Mombourquette called the June 5, 2024 Special Board Meeting to order at 3:51 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 and then Trustee Roisin Gibb led the Board in prayer.            |                                                                                                                                                                                                                                                                                                                                          |                      |
| Approval of Agenda                                  | 10571/0624<br>Roisin Gibb    | M/C                                                                                                                                                                                                                                                                                                                                     | That the agenda for the June 5, 2024 Special Meeting of the Board be approved, as presented.                                                                                                                                                                                                                                             |                      |
|                                                     | 10572/0624<br>Tom Machacek   | M/C                                                                                                                                                                                                                                                                                                                                     | That the Board of Trustees convene into the Committee of the Whole at 3:55 p.m.                                                                                                                                                                                                                                                          |                      |
|                                                     | 10573/0624<br>Tom Machacek   | M/C                                                                                                                                                                                                                                                                                                                                     | That the Board of Trustees reconvenes into the Special Meeting at 4:39 p.m.                                                                                                                                                                                                                                                              |                      |
| <b>ACTION ITEMS</b>                                 |                              |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |                      |
| Appointment of Interim Superintendent               | B.1                          | Superintendent of Schools Ken Sampson has given the Board of Trustees his resignation effective August 25, 2024. The Board of Trustees has decided to hire an interim Superintendent until a consultant can be hired to search for a new Superintendent, a Board Hiring Committee convened and the hiring process conducted thereafter. |                                                                                                                                                                                                                                                                                                                                          |                      |
|                                                     | 10574/0624<br>Tricia Doherty | M/C                                                                                                                                                                                                                                                                                                                                     | That the Board of Trustees makes an offer of employment for the position of Interim CEO / Superintendent of Schools of The Holy Spirit Roman Catholic Separate School Division to Dr. Scott Morrison conditional on mutual agreement on a contract of employment, and a current police information check both satisfactory to the Board; |                      |
|                                                     |                              |                                                                                                                                                                                                                                                                                                                                         | AND FURTHER, that the Board of Trustees inform the Minister of Education of the appointment of Interim Superintendent.                                                                                                                                                                                                                   |                      |
| Appointment of Consultant for Superintendent Search | B.2                          | As per Policy 2: Role of the Board, the Board of Trustees are responsible for the selection of the division's CEO / Superintendent of Schools. In order to facilitate the search and hiring of a new CEO / Superintendent of Schools, the Board will enlist the services of a consultant.                                               |                                                                                                                                                                                                                                                                                                                                          |                      |
|                                                     | 10575/0624<br>Tricia Doherty | M/C                                                                                                                                                                                                                                                                                                                                     | That the Board of Trustees appoint and enter into a contract with Michael Hauptman, of M² Educational Consulting Ltd., to provide professional services in Holy Spirit Catholic School Division's search to hire a new CEO / Superintendent of Schools.                                                                                  |                      |

|             |                                  |                                                                                                |
|-------------|----------------------------------|------------------------------------------------------------------------------------------------|
| ADJOURNMENT | 10576/0624<br>Cheralan O'Donnell | M/C That the Board of Trustees adjourns the Special Board Meeting of June 5, 2024 at 4:44 p.m. |
|             |                                  | <div>Board Chair</div> <div>Secretary-Treasurer</div>                                          |

## June Board Meeting Prayer from St. Paul School Grade 3/4K

Dear Jesus,

As our school year comes to an end,

Please watch over us and let us open our hearts to you.

We pray for all of the students, staff and families of Holy Spirit,  
That you will keep them safe and healthy over the summer break.

We pray for those that are sick,  
That you will bless them with your strength.

We pray for peace in the world,  
And for an end to world hunger.

We pray that everyone stops fighting and that the wars end.  
We ask this in your name,

Amen



**ACTION NO: B.1**

**June 26, 2024**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Share the Mission Award Committee

**SUBJECT:** Share the Mission Award 2023/2024

**ORIGINATOR:** Board Chair

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### **BACKGROUND**

1. In keeping with *Policy 17: Awards*, the Committee will make a recommendation regarding the Share the Mission Award recipient for the 2023/2024 school year for the Board's consideration.

### **RECOMMENDATION**

*Pending Board discussion.*



**ACTION NO: B.2**

**June 26, 2024**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Board Chair

**SUBJECT:** Board Meeting Schedule for 2024/2025

**ORIGINATOR:** Board Chair

---

### **BACKGROUND**

1. Clause 1.2.2 of *Policy 18: Board Governance and Operations*, states:

*The regular meetings of the Board shall normally be held on the fourth Wednesday of each month. Alternate dates may be established in months that experience holidays or other potential conflicts. Meetings will be held in July and August as required.*

2. Attached is a draft version of the Board Meeting Schedule for 2024/2025 for Trustee review and approval.

### **RECOMMENDATION**

That the Board of Trustees approves the Board Meeting Schedule for 2024/2025, as presented.



**Holy Spirit Catholic School Division  
Board of Trustees  
Meeting Schedule – Board Meetings**

**2024/2025 School Year**

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**DATE**

September 25, 2024

October 23, 2024

November 27, 2024

\*December 18, 2024

January 22, 2025

February 26, 2025

March 26, 2025

\*April 30, 2025

May 28, 2025

June 25, 2025

\*\*The Organizational Meeting will be held October 2025 as 2025/2026 is an election year.

**Please note:**

1. All meetings are scheduled for Wednesday.
2. All meetings will commence at 3:00 p.m.
3. Meetings will take place in the Boardroom of the St. Basil's Education Centre, unless otherwise noted.

\*All meetings are set for the 4<sup>th</sup> Wednesday of the month unless otherwise indicated

**ACTION NO: B.3**

**June 26, 2024**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Board Chair

**SUBJECT:** School Council Chairs/Board of Trustees  
Meeting Schedule for 2024/2025

**ORIGINATOR:** Board Chair

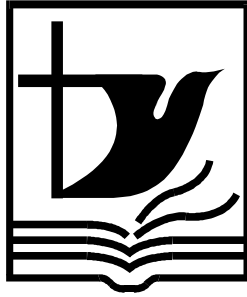
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### **BACKGROUND**

1. The Board of Trustees and the division's School Council Chairs generally meet two times annually; in late November and the beginning of March.
2. Attached for the Board's consideration is the proposed meeting schedule for the 2024/2025 school year.

### **RECOMMENDATION**

That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2024/2025, as presented.



**Council of School Council Chairs/Board of Trustees  
Meeting Schedule**

**2024/2025 School Year**

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Monday, November 25, 2024  
6:00 p.m. - 8:00 p.m.  
St. Basil Catholic Education Centre

Monday, March 3, 2025  
6:00 p.m. - 8:00 p.m.  
St. Basil Catholic Education Centre

**ACTION NO: B.4**

**June 26, 2024**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Board Chair

**SUBJECT:** Alberta School Councils' Association (ASCA) Membership

**ORIGINATOR:** Board Chair

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### **BACKGROUND**

1. Attached for Board review is the membership renewal letter from the Alberta School Councils' Association (ASCA) detailing membership and other associated fees.
2. The division's ASCA membership will be expiring at the end of June 2024.

### **RECOMMENDATION**

That the Board of Trustees approves the renewal of Holy Spirit Catholic School Division's membership to the Alberta School Councils' Association, on behalf of all division schools.



May 23, 2024

*Sent via email to:*

Dear Superintendent Sampson:

We would like to extend our genuine gratitude for your past support of the parent voice on school councils in your division with sponsored memberships in the Alberta School Councils' Association (ASCA)!

## ASCA Membership

The ASCA Board of Directors values the engagement of its Members and consistently strives to provide meaningful benefits of ASCA Membership to school councils. ASCA Membership for 2024/2025 will continue to provide Member School Councils the rights, responsibilities, and privileges specified in [ASCA Bylaw Article 4.1](#).

In addition, ASCA Member School Councils will continue to have access to resources and materials specifically designed to assist school councils in fulfilling their legislated responsibilities, increase parent engagement, and support and enhance student achievement on the ASCA [Members Only](#) portion of our website. Plans are also underway to provide additional resources and support for ASCA Member School Councils, which will be in place by September.

## Added Member and Division Benefits for 2024-2025

An added benefit for our 2024/2025 Membership year is that ASCA Member School Councils will receive a **25% discount** on any [Scheduled Learning Opportunities](#) (SLOs) and specific [Individual Workshops](#) not offered within the SLOs. We will update schedules, descriptions, and pricing over the next few weeks – please check back in August!

School Divisions who renew or request ASCA Membership for **all their school councils on or before August 31st, 2024**, will be eligible for a **25% discount** on any [Division Wide Learning Opportunity](#) requested for their school councils during the 2024-2025 year.

As well, School Divisions renewing or requesting ASCA Membership for **all their school councils** at any time during the 2024-2025 school year will receive a **25% discount** (\$375 savings) when asking ASCA to facilitate both (2) new **Principal Development** ASCA Learning Opportunities: ***School Councils: What Every Principal Needs to Know*** and ***A Principal's Guide to a Functioning Fundraising Association***.

## Membership Renewal

As June 30th is the annual expiry date for ASCA membership, attached is your school list and membership renewal amount. For the 2024/2025 school year, the ASCA Board of Directors has approved the following Membership Fees.

- **Voting Members:** Member School Councils = **\$125.00** each
- **Non-Voting Associate Members:** Fundraising Associations = **\$200.00** each

## Next Steps

Please review the attached list of your division's schools for accuracy (names, new, closed, etc.), and let us know if any changes to the list or adjustments to the amount being paid are required. Once you have confirmed the accuracy of the number of school councils in your school division, you can pay one of the following ways:

- **Credit Card or e-Transfer information:** [www.albertaschoolcouncils.ca/about/membership/join-now](http://www.albertaschoolcouncils.ca/about/membership/join-now)
- **Paper cheque** mailed to: ASCA #207, 11010 142 Street NW, Edmonton, AB T5N 2R1
- **Request an invoice:** email [support@albertaschoolcouncils.ca](mailto:support@albertaschoolcouncils.ca)

## Corporate Partnerships Benefiting Schools, School Councils, and Fundraising Associations

We are excited to announce that ASCA will continue both programs established in the 2023/2024 Membership year with our corporate partners!

- [LunchBox by SchoolCashOnline](#), the preferred lunch program vendor of ASCA, provides full-service online lunch ordering and fundraising solutions to simplify the management of your school's lunch program.
- The [Alberta School Fundraising Association Insurance Program](#) in partnership with Lloyd Sadd, delivers a comprehensive insurance program for all Alberta school-based Fundraising Associations.

### Alberta School Council Engagement (ASCE) Grant

ASCA is pleased to confirm that the \$500.00 ASCE Grant, provided by Alberta Education (pages 105-106 of the Funding Manual for School Authorities), will be available to school councils again for the 2024/2025 school year. While Membership Fees for ASCA are **not** ASCE Grant eligible, the ASCE Grant can be used to pay for the majority of ASCA Learning Opportunities (whether virtual or in-person) and additional [support services](#); I respectfully ask that you help ASCA to communicate this information to your school councils, as they begin planning their activities for the 2024/2025 school year.

I look forward to continuing our work together by supporting your goals related to the expectations of the Assurance Framework and the Leadership Quality Standards by engaging school councils and communities to participate in ongoing school and system-wide improvements and, ultimately, contributing to the success of all Alberta students.

Kindest Regards,



Wendy Keiver  
Executive Director

## ***Schools within the Holy Spirit Catholic School Division***

|     |                                          |               |
|-----|------------------------------------------|---------------|
| 1.  | Catholic Central High School             | Lethbridge    |
| 2.  | Children of St. Martha School            | Lethbridge    |
| 3.  | Ecole St. Mary School                    | Lethbridge    |
| 4.  | Father Leonard Van Tighem School         | Lethbridge    |
| 5.  | Our Lady of The Assumption School        | Lethbridge    |
| 6.  | St. Catherine School                     | Picture Butte |
| 7.  | St. Francis Junior High School           | Lethbridge    |
| 8.  | St. Joseph School                        | Coaldale      |
| 9.  | St. Mary's School                        | Taber         |
| 10. | St. Michael's School                     | Bow Island    |
| 11. | St. Michael's School                     | Pincher Creek |
| 12. | St. Patrick Fine Arts Elementary School  | Lethbridge    |
| 13. | St. Patrick School                       | Taber         |
| 14. | St. Paul Elementary School               | Lethbridge    |
| 15. | St. Teresa of Calcutta Elementary School | Lethbridge    |

**Total cost to renew ASCA Memberships for your School Councils: \$1875**

★2024-2025 Membership Fees are \$125.00 per SC

|                                                          |                                        |
|----------------------------------------------------------|----------------------------------------|
| Centre for Adolescent Responsibility in Education (CARE) | Exempt from requiring a school council |
| Trinity Learning School                                  | Exempt from requiring a school council |



**ACTION NO: B.5**

**June 26, 2024**

# **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** Three- Year Infrastructure Maintenance Renewal (IMR) Plan

**ORIGINATOR:** Board Chair

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## **BACKGROUND**

1. Attached for Board review is the 2024-2027 Infrastructure and Maintenance Renewal Plan.
2. Plant Operations Coordinator Vivien Kossuth will be available to speak to this item.

## **RECOMMENDATION**

That the Board of Trustees approves the Infrastructure and Maintenance Renewal Plan for 2024 to 2027, as presented.



## The Holy Spirit Roman Catholic Separate School Division

### 2024 - 2027 Infrastructure Maintenance and Renewal (IMR) Plan and Capital Maintenance and Renewal (CMR) Plan

One of the school division's highest priorities regarding our school facilities is to ensure that health, safety and essential upgrading needs, including emergent projects, are completed as required. Infrastructure Maintenance and Renewal (IMR) funding and Capital Maintenance and Renewal (CMR) funding are provided to meet these needs and eliminate deferred maintenance. To deal with emergent projects as they arise, the school division sets aside a budget of 20% of the planned IMR expenditures. IMR funding may be spent only for approved purposes, which include:

- Ensuring school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment;
- reserving and improving the quality of the learning environment by:
  - replacing building components that have failed;
  - prolonging the life of the facility through planned, proactive replacement of major components;
  - upgrading of the educational areas to meet program requirements;
  - meeting the facility requirements of students with special needs;
  - replacing or upgrading building components to improve energy conservation and efficiency and to achieve costs savings as a result.

Since there is not enough funding for all needs identified as IMR projects, it is necessary to prioritize work based on the highest needs. These needs are identified through Alberta Infrastructure's facility audits, which are carried out on each facility every five to seven years, as well as our own local knowledge. Further, school visits and meetings with school principals took place in Spring 2024. Many of the projects identified during our school visits have been incorporated into the IMR plan.

CMR projects must be capitalized, meaning that the project asset will have a useful life greater than one year and the cost of the asset is greater than \$5,000. Our school division identifies the highest priority CMR projects and we submit a list each year in September to Alberta Infrastructure Capital Planning. We receive confirmation that our CMR projects are eligible to use CMR funding. We are permitted to substitute or add other projects as necessary and appropriate if emergent issues arise without requesting for a change to the list.

## IMR

Following is an estimate of IMR funding and expenditures for the next three years.

| <b>Fiscal Year</b> | <b>Carry Forward Balance</b> | <b>Actual Funding</b> | <b>Estimated Funding</b> | <b>Total Available Funding</b> | <b>Planned Expenditures</b> | <b>Estimated Interest</b> | <b>Estimated Carry Forward</b> |
|--------------------|------------------------------|-----------------------|--------------------------|--------------------------------|-----------------------------|---------------------------|--------------------------------|
| 2023/2024          | \$3,982,982                  | \$706,817             |                          | \$4,689,799                    | \$1,480,765                 | \$150,000                 | \$3,359,034                    |
| 2024/2025          | 3,359,034                    | 652,224               |                          | 4,011,258                      | 1,968,976                   | 120,000                   | 2,162,282                      |
| 2025/2026          | 2,162,282                    |                       | 652,224                  | 2,814,506                      | 1,967,425                   | 100,000                   | 947,081                        |
| 2026/2027          | 947,081                      |                       | 652,224                  | 1,599,305                      | 1,311,300                   | 90,000                    | <b>378,005</b>                 |
|                    |                              |                       |                          |                                | <u>\$6,728,466</u>          |                           |                                |

### 2024 - 2027 IMR Expenditure Plan Summary

|                             | 2024               | 2025               | 2026               | 2027               | IMR Total          |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Catholic Central High East  | \$113,475          | \$185,975          | \$173,175          | \$185,100          | \$657,725          |
| Catholic Central High West  | \$51,875           | \$73,475           | \$109,675          | \$3,100            | \$238,125          |
| Children of St. Martha      | \$44,175           | \$87,875           | \$42,075           | \$49,100           | \$223,225          |
| Ecole St. Mary School       | \$267,165          | \$122,875          | \$473,575          | \$68,100           | \$931,715          |
| Father Leonard Van Tighem   | \$183,225          | \$106,626          | \$144,575          | \$248,600          | \$683,026          |
| Our Lady of the Assumption  | \$80,575           | \$54,875           | \$24,075           | \$32,100           | \$191,625          |
| St. Catherine Picture Butte | \$98,375           | \$39,575           | \$76,775           | \$55,600           | \$270,325          |
| St. Francis Junior High     | \$75,875           | \$42,375           | \$41,575           | \$103,600          | \$263,425          |
| St. Joseph School           | \$73,175           | \$65,075           | \$111,775          | \$58,600           | \$308,625          |
| St. Michael's Bow Island    | \$51,875           | \$15,575           | \$13,775           | \$227,600          | \$308,825          |
| St. Michael's Pincher Creek | \$65,675           | \$62,175           | \$114,375          | \$74,600           | \$316,825          |
| St. Mary's Taber            | \$58,375           | \$90,075           | \$12,275           | \$17,800           | \$178,525          |
| St. Patrick Fine Arts       | \$30,175           | \$108,375          | \$64,575           | \$76,600           | \$279,725          |
| St. Paul School             | \$38,975           | \$14,375           | \$131,575          | \$36,600           | \$221,525          |
| St. Patrick Taber           | \$29,075           | \$106,575          | \$21,275           | \$5,600            | \$162,525          |
| St. Teresa of Calcutta      | \$74,975           | \$45,875           | \$11,075           | \$6,600            | \$138,525          |
| Trinity Learning Centre     | \$8,725            | \$22,225           | \$6,225            | \$2,000            | \$39,175           |
| All Schools                 |                    | \$330,000          |                    |                    | \$330,000          |
| Contingency                 | \$135,000          | \$395,000          | \$395,000          | \$60,000           | \$985,000          |
| <b>Grand Total</b>          | <b>\$1,480,765</b> | <b>\$1,968,976</b> | <b>\$1,967,425</b> | <b>\$1,311,300</b> | <b>\$6,728,466</b> |

## CMR

Following is an estimate of CMR funding and expenditures for the next three years.

| <b>Fiscal Year</b> | <b>Carry Forward Balance</b> | <b>Actual Funding</b> | <b>Estimated Funding</b> | <b>Total Available Funding</b> | <b>Planned Expenditures</b> | <b>Interest</b> | <b>Estimated Carry Forward</b> |
|--------------------|------------------------------|-----------------------|--------------------------|--------------------------------|-----------------------------|-----------------|--------------------------------|
| 2023/2024          | 1,831,065                    | 360,950               |                          | 2,192,015                      | 277,089                     | 20,000          | 1,934,926                      |
| 2024/2025          | 1,934,926                    | 833,199               |                          | 2,773,125                      | 1,243,500                   | 20,000          | 1,544,625                      |
| 2025/2026          | 1,565,625                    |                       | 500,000                  | 2,065,625                      | 649,000                     | 15,000          | 1,410,625                      |
| 2026/2027          | 1,431,625                    |                       | 500,000                  | 1,931,625                      | 794,500                     | 15,000          | <b>1,131,125</b>               |
|                    |                              |                       |                          |                                | <u>\$ 2,964,089</u>         |                 |                                |

### 2024 - 2027 CMR Expenditure Plan Summary

|                             | 2024             | 2025               | 2026             | 2027             | CMR Total          |
|-----------------------------|------------------|--------------------|------------------|------------------|--------------------|
| Catholic Central High East  | \$836            | \$590,000          | \$215,000        | \$227,500        | \$1,033,336        |
| Catholic Central High West  | \$14,675         | \$25,000           |                  | \$120,000        | \$159,675          |
| Children of St. Martha      |                  | \$60,000           | \$200,000        | \$78,000         | \$338,000          |
| Ecole St. Mary School       |                  |                    |                  | \$80,000         | \$80,000           |
| Father Leonard Van Tighem   | \$102,919        | \$40,000           |                  | \$60,000         | \$202,919          |
| Our Lady of the Assumption  | \$5,000          |                    | \$90,000         | \$30,000         | \$125,000          |
| St. Catherine Picture Butte |                  |                    | \$34,000         | \$20,000         | \$54,000           |
| St. Francis Junior High     | \$139,064        | \$15,000           |                  |                  | \$154,064          |
| St. Joseph School           | \$14,595         | \$120,000          |                  | \$90,000         | \$224,595          |
| St. Michael's Bow Island    |                  |                    | \$9,000          | \$29,000         | \$38,000           |
| St. Michael's Pincher Creek |                  | \$130,000          | \$40,000         |                  | \$170,000          |
| St. Mary's Taber            |                  | \$36,000           | \$15,000         | \$20,000         | \$71,000           |
| St. Patrick Fine Arts       |                  | \$105,000          | \$18,000         | \$20,000         | \$143,000          |
| St. Paul School             |                  | \$32,500           | \$8,000          | \$20,000         | \$60,500           |
| St. Patrick Taber           |                  | \$90,000           |                  |                  | \$90,000           |
| St. Teresa of Calcutta      |                  |                    |                  |                  | \$0                |
| Trinity and C.A.R.E.        |                  |                    | \$20,000         |                  | \$20,000           |
| <b>Grand Total</b>          | <b>\$277,089</b> | <b>\$1,243,500</b> | <b>\$649,000</b> | <b>\$794,500</b> | <b>\$2,964,089</b> |

## 2024-2027 CMR and IMR Project Costs for All Schools by Building Element

The following tables show a breakdown of CMR and IMR Project Costs by Building Element. Seeing the projects arranged in this manner indicates which assets have the greatest number of projects to be completed and how much is being spent on particular assets of the building. For example, \$918,000 of \$2,948,089 (31%) of CMR projects are concentrated on Building Envelope assets.

### 2024-2027 CMR Project Costs for All Schools by Building Element

| Building Element                  | CMR                 | # Projects |
|-----------------------------------|---------------------|------------|
| <b>Building Envelope</b>          | <b>\$ 918,000</b>   | <b>14</b>  |
| Exterior Walls                    | \$ 135,000          | 5          |
| Roof Construction                 | \$ 783,000          | 9          |
| <b>Electrical/Life Safety</b>     | <b>\$ 232,153</b>   | <b>12</b>  |
| Electrical Service & Distribution | \$ 18,000           | 2          |
| Fire Alarm Systems                | \$ 134,153          | 7          |
| Lighting & Branch Wiring          | \$ 80,000           | 3          |
| <b>Interior</b>                   | <b>\$ 580,100</b>   | <b>18</b>  |
| Floor Finishes                    | \$ 445,100          | 15         |
| Partitions                        | \$ 130,000          | 2          |
| Wall Finishes                     | \$ 5,000            | 1          |
| <b>Mechanical</b>                 | <b>\$ 438,336</b>   | <b>7</b>   |
| BMS                               | \$ 50,000           | 1          |
| HVAC                              | \$ 237,500          | 3          |
| Ventilation                       | \$ 150,836          | 3          |
| <b>Programmatic</b>               | <b>\$ 195,000</b>   | <b>4</b>   |
| Athletic Equipment                | \$ 180,000          | 3          |
| Elevators & Lifts                 | \$ 15,000           | 1          |
| <b>Site</b>                       | <b>\$ 494,500</b>   | <b>13</b>  |
| Parking Lots                      | \$ 240,000          | 4          |
| Pedestrian Paving                 | \$ 138,000          | 5          |
| Site Development                  | \$ 116,500          | 4          |
| <b>Structural</b>                 | <b>\$ 106,000</b>   | <b>3</b>   |
| Wall Foundations                  | \$ 106,000          | 3          |
| <b>Grand Total</b>                | <b>\$ 2,964,089</b> | <b>71</b>  |

# 2024-2027 IMR Project Costs for All Schools by Building Element

| Building Element                  | IMR                 | # Projects |
|-----------------------------------|---------------------|------------|
| <b>Building Envelope</b>          | <b>\$ 1,046,840</b> | <b>120</b> |
| Exterior Doors                    | \$ 14,500           | 3          |
| Exterior Walls                    | \$ 490,550          | 35         |
| Exterior Windows                  | \$ 11,500           | 4          |
| Roof Construction                 | \$ 528,290          | 77         |
| Roof Openings and Supports        | \$ 2,000            | 1          |
| <b>Electrical/Life Safety</b>     | <b>\$ 2,055,275</b> | <b>263</b> |
| Clock Systems                     | \$ 81,000           | 9          |
| Communications and Security       | \$ 780,000          | 2          |
| Electrical Service & Distribution | \$ 64,600           | 10         |
| Elevators & Lifts                 | \$ 21,400           | 22         |
| Fire Alarm Systems                | \$ 95,500           | 66         |
| Fire Protection Specialties       | \$ 31,875           | 51         |
| HVAC                              | \$ 10,000           | 1          |
| Lighting & Branch Wiring          | \$ 228,500          | 16         |
| Other Fire Protection Systems     | \$ 41,400           | 63         |
| PA Systems                        | \$ 100,000          | 5          |
| Security Systems                  | \$ 601,000          | 18         |
| <b>Interior</b>                   | <b>\$ 927,200</b>   | <b>89</b>  |
| Ceiling Finishes                  | \$ 20,000           | 1          |
| Floor Finishes                    | \$ 461,500          | 19         |
| Interior Construction             | \$ 59,000           | 8          |
| Interior Doors                    | \$ 17,000           | 3          |
| Interior Fittings                 | \$ 128,500          | 9          |
| Partitions                        | \$ 46,000           | 7          |
| Wall Finishes                     | \$ 195,200          | 42         |
| <b>Mechanical</b>                 | <b>\$ 1,712,600</b> | <b>361</b> |
| BMS                               | \$ 5,000            | 1          |
| Boilers                           | \$ 335,900          | 120        |
| Domestic Water Distribution       | \$ 239,500          | 111        |
| Exterior Windows                  | \$ 200,000          | 1          |
| HVAC                              | \$ 791,800          | 103        |
| Plumbing Fixtures                 | \$ 66,400           | 18         |
| Roof Construction                 | \$ 10,000           | 1          |
| Sanitary Waste                    | \$ 8,000            | 1          |
| Ventilation                       | \$ 56,000           | 5          |

| Building Element                     | IMR (cont'd)        | # Projects |
|--------------------------------------|---------------------|------------|
| <b>Programmatic</b>                  | <b>\$ 726,400</b>   | <b>52</b>  |
| Athletic Equipment                   | \$ 55,900           | 22         |
| AV and Lab Equipment                 | \$ 550,000          | 15         |
| Exterior Doors                       | \$ 6,000            | 2          |
| Furnishings                          | \$ 29,500           | 7          |
| Interior Construction                | \$ 85,000           | 6          |
| <b>Site</b>                          | <b>\$ 238,900</b>   | <b>58</b>  |
| Medium                               | \$ 1,500            | 1          |
| Parking Lots                         | \$ 10,700           | 3          |
| Pedestrian Paving                    | \$ 17,000           | 5          |
| Site Development                     | \$ 207,200          | 48         |
| Site Lighting                        | \$ 2,500            | 1          |
| <b>Structural</b>                    | <b>\$ 21,251</b>    | <b>3</b>   |
| Structural Interior Walls and Floors | \$ 12,251           | 2          |
| Wall Foundations                     | \$ 9,000            | 1          |
| <b>Grand Total</b>                   | <b>\$ 6,728,466</b> | <b>946</b> |

## 2024-2027 CMR and IMR Project Costs for Each School by Building Element

The following table shows a breakdown of CMR and IMR Project Costs by Building Element for each school. Compared to the previous table, this table provides a closer look at expenditures for certain asset groups within a school building or site, and where attention needs to be given based on the number of projects or cost.

| Catholic Central High East    |                   |           |                           |                     |           |
|-------------------------------|-------------------|-----------|---------------------------|---------------------|-----------|
| IMR                           |                   |           | CMR                       |                     |           |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element | Cost Estimate       | Projects  |
| <b>TOTAL</b>                  | <b>\$ 657,725</b> | <b>60</b> | <b>TOTAL</b>              | <b>\$ 1,033,336</b> | <b>12</b> |
| <b>Building Envelope</b>      | <b>\$ 84,800</b>  | <b>10</b> | <b>Building Envelope</b>  | <b>\$ 580,000</b>   | <b>4</b>  |
| Exterior Walls                | \$ 80,000         | 5         | Exterior Walls            | \$ 80,000           | 2         |
| Roof Construction             | \$ 4,800          | 5         | Roof Construction         | \$ 500,000          | 2         |
| <b>Electrical/Life Safety</b> | <b>\$ 204,375</b> | <b>19</b> |                           |                     |           |
| Elevators & Lifts             | \$ 3,200          | 4         |                           |                     |           |
| Fire Alarm Systems            | \$ 9,000          | 5         |                           |                     |           |
| Fire Protection Specialties   | \$ 1,875          | 3         |                           |                     |           |
| Lighting & Branch Wiring      | \$ 100,500        | 2         |                           |                     |           |
| Other Fire Protection Systems | \$ 4,800          | 3         |                           |                     |           |
| PA Systems                    | \$ 50,000         | 1         |                           |                     |           |
| Security Systems              | \$ 35,000         | 1         |                           |                     |           |
| <b>Interior</b>               | <b>\$ 28,500</b>  | <b>4</b>  | <b>Interior</b>           | <b>\$ 115,000</b>   | <b>2</b>  |
| Floor Finishes                | \$ 5,000          | 1         | Floor Finishes            | \$ 25,000           | 1         |
| Interior Fittings             | \$ 20,500         | 2         | Partitions                | \$ 90,000           | 1         |
| Wall Finishes                 | \$ 3,000          | 1         |                           |                     |           |
| <b>Mechanical</b>             | <b>\$ 273,450</b> | <b>24</b> | <b>Mechanical</b>         | <b>\$ 268,336</b>   | <b>4</b>  |
| Boilers                       | \$ 196,000        | 11        | BMS                       | \$ 50,000           | 1         |
| Domestic Water Distribution   | \$ 20,250         | 7         | HVAC                      | \$ 217,500          | 2         |
| HVAC                          | \$ 56,200         | 5         | Ventilation               | \$ 836              | 1         |
| Plumbing Fixtures             | \$ 1,000          | 1         |                           |                     |           |
| <b>Programmatic</b>           | <b>\$ 51,600</b>  | <b>2</b>  |                           |                     |           |
| Athletic Equipment            | \$ 1,600          | 1         |                           |                     |           |
| AV and Lab Equipment          | \$ 50,000         | 1         |                           |                     |           |
| <b>Site</b>                   | <b>\$ 15,000</b>  | <b>1</b>  | <b>Site</b>               | <b>\$ 70,000</b>    | <b>2</b>  |
| Site Development              | \$ 15,000         | 1         | Parking Lots              | \$ 50,000           | 1         |
|                               |                   |           | Pedestrian Paving         | \$ 20,000           | 1         |



| Catholic Central High West                   |                   |           |                           |                   |          |
|----------------------------------------------|-------------------|-----------|---------------------------|-------------------|----------|
| IMR                                          |                   |           | CMR                       |                   |          |
| School – Building Element                    | Cost Estimate     | Projects  | School – Building Element | Cost Estimate     | Projects |
| <b>TOTAL</b>                                 | <b>\$ 238,125</b> | <b>46</b> | <b>TOTAL</b>              | <b>\$ 159,675</b> | <b>4</b> |
| <b>Building Envelope</b>                     | <b>\$ 3,300</b>   | <b>4</b>  | <b>Building Envelope</b>  | <b>\$ 25,000</b>  | <b>1</b> |
| Roof Construction                            | \$ 3,300          | 4         | Roof Construction         | \$ 25,000         | 1        |
| Electrical/Life Safety                       | \$ 67,775         | 13        |                           |                   |          |
| <b>Electrical Service &amp; Distribution</b> | <b>\$ 100</b>     | <b>1</b>  |                           |                   |          |
| Fire Alarm Systems                           | \$ 6,000          | 4         |                           |                   |          |
| Fire Protection Specialties                  | \$ 1,875          | 3         |                           |                   |          |
| Other Fire Protection Systems                | \$ 4,800          | 3         |                           |                   |          |
| PA Systems                                   | \$ 20,000         | 1         |                           |                   |          |
| Security Systems                             | \$ 35,000         | 1         |                           |                   |          |
| <b>Interior</b>                              | <b>\$ 41,000</b>  | <b>4</b>  | <b>Interior</b>           | <b>\$ 14,675</b>  | <b>1</b> |
| Floor Finishes                               | \$ 15,000         | 1         | Floor Finishes            | \$ 14,675         | 1        |
| Interior Construction                        | \$ 23,000         | 2         |                           |                   |          |
| Wall Finishes                                | \$ 3,000          | 1         |                           |                   |          |
| <b>Mechanical</b>                            | <b>\$ 74,450</b>  | <b>22</b> |                           |                   |          |
| Boilers                                      | \$ 3,000          | 3         |                           |                   |          |
| Domestic Water Distribution                  | \$ 5,250          | 6         |                           |                   |          |
| HVAC                                         | \$ 53,200         | 11        |                           |                   |          |
| Plumbing Fixtures                            | \$ 3,000          | 1         |                           |                   |          |
| Rain Water Drainage                          | \$ 10,000         | 1         |                           |                   |          |
| <b>Programmatic</b>                          | <b>\$ 51,600</b>  | <b>2</b>  | <b>Programmatic</b>       | <b>\$ 50,000</b>  | <b>1</b> |
| Athletic Equipment                           | \$ 1,600          | 1         | Athletic Equipment        | \$ 50,000         | 1        |
| AV and Lab Equipment                         | \$ 50,000         | 1         | Site                      | \$ 70,000         | 1        |
| <b>Site</b>                                  | <b>\$ -</b>       | <b>1</b>  | <b>Parking Lots</b>       | <b>\$ 70,000</b>  | <b>1</b> |
| Site Development                             | \$ -              | 1         |                           |                   |          |

| Children of St. Martha        |                   |           |                               |                   |          |
|-------------------------------|-------------------|-----------|-------------------------------|-------------------|----------|
| IMR                           |                   |           | CMR                           |                   |          |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element     | Cost Estimate     | Projects |
| <b>TOTAL</b>                  | <b>\$ 223,225</b> | <b>55</b> | <b>TOTAL</b>                  | <b>\$ 338,000</b> | <b>7</b> |
| <b>Building Envelope</b>      | <b>\$ 56,300</b>  | <b>10</b> | <b>Building Envelope</b>      | <b>\$ 58,000</b>  | <b>2</b> |
| Exterior Doors                | \$ 4,500          | 1         | Roof Construction             | \$ 58,000         | 2        |
| Exterior Walls                | \$ 46,000         | 4         |                               |                   |          |
| Roof Construction             | \$ 5,800          | 5         |                               |                   |          |
| <b>Electrical/Life Safety</b> | <b>\$ 44,375</b>  | <b>11</b> | <b>Electrical/Life Safety</b> | <b>\$ 20,000</b>  | <b>1</b> |
| Fire Alarm Systems            | \$ 6,000          | 4         | Fire Alarm Systems            | \$ 20,000         | 1        |
| Fire Protection Specialties   | \$ 1,875          | 3         |                               |                   |          |
| Other Fire Protection Systems | \$ 1,500          | 3         |                               |                   |          |
| Security Systems              | \$ 35,000         | 1         |                               |                   |          |
| <b>Interior</b>               | <b>\$ 11,000</b>  | <b>4</b>  |                               |                   |          |
| Floor Finishes                | \$ 5,000          | 1         |                               |                   |          |
| Interior Fittings             | \$ 3,000          | 2         |                               |                   |          |
| Wall Finishes                 | \$ 3,000          | 1         |                               |                   |          |
| <b>Mechanical</b>             | <b>\$ 91,950</b>  | <b>25</b> | <b>Mechanical</b>             | <b>\$ 150,000</b> | <b>2</b> |
| Boilers                       | \$ 6,000          | 8         | Ventilation                   | \$ 150,000        | 2        |
| Domestic Water Distribution   | \$ 45,250         | 8         |                               |                   |          |
| HVAC                          | \$ 18,700         | 5         |                               |                   |          |
| Plumbing Fixtures             | \$ 9,000          | 2         |                               |                   |          |
| Ventilation                   | \$ 13,000         | 2         |                               |                   |          |
| <b>Programmatic</b>           | <b>\$ 1,600</b>   | <b>1</b>  |                               |                   |          |
| Athletic Equipment            | \$ 1,600          | 1         |                               |                   |          |
| <b>Site</b>                   | <b>\$ 18,000</b>  | <b>4</b>  | <b>Site</b>                   | <b>\$ 110,000</b> | <b>2</b> |
| Parking Lots                  | \$ 2,000          | 1         | Parking Lots                  | \$ 60,000         | 1        |
| Pedestrian Paving             | \$ 6,000          | 2         | Pedestrian Paving             | \$ 50,000         | 1        |
| Site Development              | \$ 10,000         | 1         |                               |                   |          |

| Ecole St. Mary                       |               |          |                           |               |          |
|--------------------------------------|---------------|----------|---------------------------|---------------|----------|
| IMR                                  |               |          | CMR                       |               |          |
| School – Building Element            | Cost Estimate | Projects | School – Building Element | Cost Estimate | Projects |
| <b>TOTAL</b>                         | \$ 931,715    | 71       | <b>TOTAL</b>              | \$ 80,000     | 1        |
| <b>Building Envelope</b>             | \$ 45,290     | 9        | <b>Building Envelope</b>  | \$ 80,000     | 1        |
| Exterior Walls                       | \$ 34,500     | 3        | Roof Construction         | \$ 80,000     | 1        |
| Exterior Windows                     | \$ 5,000      | 1        |                           |               |          |
| Roof Construction                    | \$ 5,790      | 5        |                           |               |          |
| <b>Electrical/Life Safety</b>        | \$ 530,375    | 24       |                           |               |          |
| Clock Systems                        | \$ 9,000      | 1        |                           |               |          |
| Communications and Security          | \$ 450,000    | 1        |                           |               |          |
| Electrical Service & Distribution    | \$ 6,000      | 1        |                           |               |          |
| Elevators & Lifts                    | \$ 3,000      | 4        |                           |               |          |
| Fire Alarm Systems                   | \$ 6,000      | 4        |                           |               |          |
| Fire Protection Specialties          | \$ 1,875      | 3        |                           |               |          |
| Lighting & Branch Wiring             | \$ 15,500     | 2        |                           |               |          |
| Other Fire Protection Systems        | \$ 3,000      | 6        |                           |               |          |
| Security Systems                     | \$ 36,000     | 2        |                           |               |          |
| <b>Interior</b>                      | \$ 39,000     | 6        |                           |               |          |
| Ceiling Finishes                     | \$ 20,000     | 1        |                           |               |          |
| Floor Finishes                       | \$ 6,000      | 1        |                           |               |          |
| Interior Construction                | \$ 2,000      | 1        |                           |               |          |
| Partitions                           | \$ 5,000      | 1        |                           |               |          |
| Wall Finishes                        | \$ 6,000      | 2        |                           |               |          |
| <b>Mechanical</b>                    | \$ 261,450    | 22       |                           |               |          |
| Boilers                              | \$ 6,000      | 8        |                           |               |          |
| Domestic Water Distribution          | \$ 35,250     | 7        |                           |               |          |
| Exterior Windows                     | \$ 200,000    | 1        |                           |               |          |
| HVAC                                 | \$ 20,200     | 6        |                           |               |          |
| <b>Programmatic</b>                  | \$ 19,600     | 3        |                           |               |          |
| Athletic Equipment                   | \$ 1,600      | 1        |                           |               |          |
| AV and Lab Equipment                 | \$ 15,000     | 1        |                           |               |          |
| Furnishings                          | \$ 3,000      | 1        |                           |               |          |
| <b>Site</b>                          | \$ 33,000     | 6        |                           |               |          |
| Pedestrian Paving                    | \$ 11,000     | 3        |                           |               |          |
| Site Development                     | \$ 22,000     | 3        |                           |               |          |
| <b>Structural</b>                    | \$ 3,000      | 1        |                           |               |          |
| Structural Interior Walls and Floors | \$ 3,000      | 1        |                           |               |          |

| Father Leonard Van Tighem            |                   |           |                               |                   |          |
|--------------------------------------|-------------------|-----------|-------------------------------|-------------------|----------|
| IMR                                  |                   |           | CMR                           |                   |          |
| School – Building Element            | Cost Estimate     | Projects  | School – Building Element     | Cost Estimate     | Projects |
| <b>TOTAL</b>                         | <b>\$ 683,026</b> | <b>82</b> | <b>TOTAL</b>                  | <b>\$ 202,919</b> | <b>7</b> |
| <b>Building Envelope</b>             | <b>\$ 100,350</b> | <b>9</b>  |                               |                   |          |
| Exterior Walls                       | \$ 85,050         | 4         |                               |                   |          |
| Roof Construction                    | \$ 15,300         | 5         |                               |                   |          |
| <b>Electrical/Life Safety</b>        | <b>\$ 72,375</b>  | <b>22</b> | <b>Electrical/Life Safety</b> | <b>\$ 40,000</b>  | <b>1</b> |
| Electrical Service & Distribution    | \$ 2,500          | 2         | Lighting & Branch Wiring      | \$ 40,000         | 1        |
| Elevators & Lifts                    | \$ 3,000          | 3         |                               |                   |          |
| Fire Alarm Systems                   | \$ 6,000          | 4         |                               |                   |          |
| Fire Protection Specialties          | \$ 1,875          | 3         |                               |                   |          |
| Lighting & Branch Wiring             | \$ 8,000          | 1         |                               |                   |          |
| Other Fire Protection Systems        | \$ 3,000          | 6         |                               |                   |          |
| PA Systems                           | \$ 10,000         | 1         |                               |                   |          |
| Security Systems                     | \$ 38,000         | 2         |                               |                   |          |
| <b>Interior</b>                      | <b>\$ 203,000</b> | <b>13</b> | <b>Interior</b>               | <b>\$ 132,919</b> | <b>5</b> |
| Floor Finishes                       | \$ 85,000         | 3         | Floor Finishes                | \$ 132,919        | 5        |
| Interior Construction                | \$ 3,000          | 1         |                               |                   |          |
| Interior Fittings                    | \$ 95,000         | 4         |                               |                   |          |
| Partitions                           | \$ 5,000          | 1         |                               |                   |          |
| Wall Finishes                        | \$ 15,000         | 4         |                               |                   |          |
| <b>Mechanical</b>                    | <b>\$ 223,950</b> | <b>31</b> |                               |                   |          |
| Boilers                              | \$ 28,500         | 10        |                               |                   |          |
| Domestic Water Distribution          | \$ 49,250         | 8         |                               |                   |          |
| HVAC                                 | \$ 115,200        | 10        |                               |                   |          |
| Plumbing Fixtures                    | \$ 9,000          | 2         |                               |                   |          |
| Ventilation                          | \$ 22,000         | 1         |                               |                   |          |
| <b>Programmatic</b>                  | <b>\$ 55,600</b>  | <b>4</b>  |                               |                   |          |
| Athletic Equipment                   | \$ 2,600          | 2         |                               |                   |          |
| AV and Lab Equipment                 | \$ 50,000         | 1         |                               |                   |          |
| Furnishings                          | \$ 3,000          | 1         |                               |                   |          |
| <b>Site</b>                          | <b>\$ 18,500</b>  | <b>2</b>  | <b>Site</b>                   | <b>\$ 30,000</b>  | <b>1</b> |
| Site Development                     | \$ 18,500         | 2         | Site Development              | \$ 30,000         | 1        |
| Structural                           | \$ 9,251          | 1         |                               |                   |          |
| Structural Interior Walls and Floors | \$ 9,251          | 1         |                               |                   |          |

| Our Lady of the Assumption    |                   |           |                               |                   |          |
|-------------------------------|-------------------|-----------|-------------------------------|-------------------|----------|
| IMR                           |                   |           | CMR                           |                   |          |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element     | Cost Estimate     | Projects |
| <b>TOTAL</b>                  | <b>\$ 191,625</b> | <b>52</b> | <b>TOTAL</b>                  | <b>\$ 125,000</b> | <b>5</b> |
| <b>Building Envelope</b>      | <b>\$ 40,300</b>  | <b>9</b>  | <b>Building Envelope</b>      | <b>\$ 10,000</b>  | <b>1</b> |
| Exterior Doors                | \$ 5,000          | 1         | Roof Construction             | \$ 10,000         | 1        |
| Exterior Walls                | \$ 32,000         | 4         |                               |                   |          |
| Roof Construction             | \$ 3,300          | 4         |                               |                   |          |
| <b>Electrical/Life Safety</b> | <b>\$ 18,575</b>  | <b>12</b> | <b>Electrical/Life Safety</b> | <b>\$ 20,000</b>  | <b>1</b> |
| Clock Systems                 | \$ 9,000          | 1         | Fire Alarm Systems            | \$ 20,000         | 1        |
| Elevators & Lifts             | \$ 3,200          | 4         |                               |                   |          |
| Fire Alarm Systems            | \$ 4,500          | 4         |                               |                   |          |
| Fire Protection Specialties   | \$ 1,875          | 3         |                               |                   |          |
| <b>Interior</b>               | <b>\$ 54,000</b>  | <b>6</b>  | <b>Interior</b>               | <b>\$ 35,000</b>  | <b>2</b> |
| Interior Construction         | \$ 20,000         | 1         | Floor Finishes                | \$ 35,000         | 2        |
| Partitions                    | \$ 9,000          | 2         |                               |                   |          |
| Wall Finishes                 | \$ 25,000         | 3         |                               |                   |          |
| <b>Mechanical</b>             | <b>\$ 47,150</b>  | <b>22</b> |                               |                   |          |
| Boilers                       | \$ 4,500          | 7         |                               |                   |          |
| Domestic Water Distribution   | \$ 8,250          | 7         |                               |                   |          |
| HVAC                          | \$ 29,200         | 6         |                               |                   |          |
| Plumbing Fixtures             | \$ 5,200          | 2         |                               |                   |          |
| <b>Programmatic</b>           | <b>\$ 16,600</b>  | <b>2</b>  |                               |                   |          |
| Athletic Equipment            | \$ 1,600          | 1         |                               |                   |          |
| AV and Lab Equipment          | \$ 15,000         | 1         |                               |                   |          |
| <b>Site</b>                   | <b>\$ 15,000</b>  | <b>1</b>  | <b>Site</b>                   | <b>\$ 60,000</b>  | <b>1</b> |
| Site Development              | \$ 15,000         | 1         | Site Development              | \$ 60,000         | 1        |

| St. Catherine Picture Butte   |                   |           |                               |                  |          |
|-------------------------------|-------------------|-----------|-------------------------------|------------------|----------|
| IMR                           |                   |           | CMR                           |                  |          |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element     | Cost Estimate    | Projects |
| <b>TOTAL</b>                  | <b>\$ 270,325</b> | <b>58</b> | <b>TOTAL</b>                  | <b>\$ 54,000</b> | <b>3</b> |
| <b>Building Envelope</b>      | <b>\$ 23,800</b>  | <b>9</b>  |                               |                  |          |
| Exterior Walls                | \$ 16,000         | 3         |                               |                  |          |
| Exterior Windows              | \$ 2,000          | 1         |                               |                  |          |
| Roof Construction             | \$ 5,800          | 5         |                               |                  |          |
| <b>Electrical/Life Safety</b> | <b>\$ 68,875</b>  | <b>15</b> | <b>Electrical/Life Safety</b> | <b>\$ 20,000</b> | <b>1</b> |
| Clock Systems                 | \$ 9,000          | 1         | Fire Alarm Systems            | \$ 20,000        | 1        |
| Fire Alarm Systems            | \$ 6,000          | 4         |                               |                  |          |
| Fire Protection Specialties   | \$ 1,875          | 3         |                               |                  |          |
| Lighting & Branch Wiring      | \$ 5,500          | 2         |                               |                  |          |
| Other Fire Protection Systems | \$ 1,500          | 3         |                               |                  |          |
| PA Systems                    | \$ 10,000         | 1         |                               |                  |          |
| Security Systems              | \$ 35,000         | 1         |                               |                  |          |
| <b>Interior</b>               | <b>\$ 59,000</b>  | <b>5</b>  |                               |                  |          |
| Interior Construction         | \$ 3,000          | 1         |                               |                  |          |
| Wall Finishes                 | \$ 56,000         | 4         |                               |                  |          |
| <b>Mechanical</b>             | <b>\$ 74,950</b>  | <b>21</b> |                               |                  |          |
| Boilers                       | \$ 34,500         | 8         |                               |                  |          |
| Domestic Water Distribution   | \$ 11,250         | 7         |                               |                  |          |
| HVAC                          | \$ 29,200         | 6         |                               |                  |          |
| <b>Programmatic</b>           | <b>\$ 16,600</b>  | <b>2</b>  |                               |                  |          |
| Athletic Equipment            | \$ 1,600          | 1         |                               |                  |          |
| AV and Lab Equipment          | \$ 15,000         | 1         |                               |                  |          |
| <b>Site</b>                   | <b>\$ 27,100</b>  | <b>6</b>  | <b>Site</b>                   | <b>\$ 34,000</b> | <b>2</b> |
| Site Development              | \$ 27,100         | 6         | Pedestrian Paving             | \$ 20,000        | 1        |
|                               |                   |           | Site Development              | \$ 14,000        | 1        |

| St. Francis Junior High       |                   |           |                           |                   |          |
|-------------------------------|-------------------|-----------|---------------------------|-------------------|----------|
| IMR                           |                   |           | CMR                       |                   |          |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element | Cost Estimate     | Projects |
| <b>TOTAL</b>                  | <b>\$ 263,425</b> | <b>62</b> | <b>TOTAL</b>              | <b>\$ 154,064</b> | <b>4</b> |
| <b>Building Envelope</b>      | <b>\$ 87,800</b>  | <b>11</b> |                           |                   |          |
| Exterior Walls                | \$ 76,000         | 5         |                           |                   |          |
| Exterior Windows              | \$ 4,000          | 1         |                           |                   |          |
| Roof Construction             | \$ 7,800          | 5         |                           |                   |          |
| <b>Electrical/Life Safety</b> | <b>\$ 66,875</b>  | <b>18</b> |                           |                   |          |
| Clock Systems                 | \$ 9,000          | 1         |                           |                   |          |
| Elevators & Lifts             | \$ 6,000          | 4         |                           |                   |          |
| Fire Alarm Systems            | \$ 4,500          | 4         |                           |                   |          |
| Fire Protection Specialties   | \$ 1,875          | 3         |                           |                   |          |
| Lighting & Branch Wiring      | \$ 7,000          | 1         |                           |                   |          |
| Other Fire Protection Systems | \$ 1,500          | 3         |                           |                   |          |
| Security Systems              | \$ 37,000         | 2         |                           |                   |          |
| <b>Interior</b>               | <b>\$ 13,200</b>  | <b>5</b>  | <b>Interior</b>           | <b>\$ 139,064</b> | <b>3</b> |
| Wall Finishes                 | \$ 13,200         | 5         | Floor Finishes            | \$ 139,064        | 3        |
| Mechanical                    | \$ 66,950         | 22        |                           |                   |          |
| Boilers                       | \$ 10,500         | 8         |                           |                   |          |
| Domestic Water Distribution   | \$ 5,250          | 6         |                           |                   |          |
| HVAC                          | \$ 23,200         | 5         |                           |                   |          |
| Plumbing Fixtures             | \$ 8,000          | 2         |                           |                   |          |
| Ventilation                   | \$ 20,000         | 1         |                           |                   |          |
| <b>Programmatic</b>           | <b>\$ 18,600</b>  | <b>4</b>  | <b>Programmatic</b>       | <b>\$ 15,000</b>  | <b>1</b> |
| Athletic Equipment            | \$ 11,600         | 2         | Elevators & Lifts         | \$ 15,000         | 1        |
| Exterior Doors                | \$ 1,000          | 1         |                           |                   |          |
| Furnishings                   | \$ 6,000          | 1         |                           |                   |          |
| <b>Site</b>                   | <b>\$ 10,000</b>  | <b>2</b>  |                           |                   |          |
| Parking Lots                  | \$ 5,000          | 1         |                           |                   |          |
| Site Development              | \$ 5,000          | 1         |                           |                   |          |

| St. Joseph Coaldale                          |                   |           |                           |                   |          |
|----------------------------------------------|-------------------|-----------|---------------------------|-------------------|----------|
| IMR                                          |                   |           | CMR                       |                   |          |
| School – Building Element                    | Cost Estimate     | Projects  | School – Building Element | Cost Estimate     | Projects |
| <b>TOTAL</b>                                 | <b>\$ 308,625</b> | <b>64</b> | <b>TOTAL</b>              | <b>\$ 224,595</b> | <b>5</b> |
| <b>Building Envelope</b>                     | <b>\$ 105,300</b> | <b>10</b> | <b>Building Envelope</b>  | <b>\$ 90,000</b>  | <b>1</b> |
| Exterior Walls                               | \$ 100,000        | 5         | Roof Construction         | \$ 90,000         | 1        |
| Roof Construction                            | \$ 5,300          | 5         |                           |                   |          |
| Electrical/Life Safety                       | \$ 89,375         | 15        | Electrical/Life Safety    | \$ 14,153         | 1        |
| Clock Systems                                | \$ 9,000          | 1         | Fire Alarm Systems        | \$ 14,153         | 1        |
| <b>Electrical Service &amp; Distribution</b> | <b>\$ 20,000</b>  | <b>1</b>  |                           |                   |          |
| Fire Alarm Systems                           | \$ 6,000          | 4         |                           |                   |          |
| Fire Protection Specialties                  | \$ 1,875          | 3         |                           |                   |          |
| Lighting & Branch Wiring                     | \$ 16,000         | 2         |                           |                   |          |
| Other Fire Protection Systems                | \$ 1,500          | 3         |                           |                   |          |
| Security Systems                             | \$ 35,000         | 1         |                           |                   |          |
| <b>Interior</b>                              | <b>\$ 7,000</b>   | <b>2</b>  | <b>Interior</b>           | <b>\$ 80,442</b>  | <b>2</b> |
| Floor Finishes                               | \$ 4,000          | 1         | Floor Finishes            | \$ 80,442         | 2        |
| Wall Finishes                                | \$ 3,000          | 1         |                           |                   |          |
| <b>Mechanical</b>                            | <b>\$ 65,650</b>  | <b>25</b> |                           |                   |          |
| Boilers                                      | \$ 7,500          | 8         |                           |                   |          |
| Domestic Water Distribution                  | \$ 5,250          | 6         |                           |                   |          |
| HVAC                                         | \$ 41,700         | 7         |                           |                   |          |
| Plumbing Fixtures                            | \$ 10,200         | 3         |                           |                   |          |
| Ventilation                                  | \$ 1,000          | 1         |                           |                   |          |
| <b>Programmatic</b>                          | <b>\$ 31,600</b>  | <b>6</b>  |                           |                   |          |
| Athletic Equipment                           | \$ 2,600          | 2         |                           |                   |          |
| AV and Lab Equipment                         | \$ 15,000         | 1         |                           |                   |          |
| Exterior Doors                               | \$ 5,000          | 1         |                           |                   |          |
| Furnishings                                  | \$ 9,000          | 2         |                           |                   |          |
| <b>Site</b>                                  | <b>\$ 9,700</b>   | <b>6</b>  | <b>Site</b>               | <b>\$ 40,000</b>  | <b>1</b> |
| Site Development                             | \$ 7,200          | 5         | Pedestrian Paving         | \$ 40,000         | 1        |
| Site Lighting                                | \$ 2,500          | 1         |                           |                   |          |



| St. Michael's Bow Island                     |                   |           |                                   |                  |          |
|----------------------------------------------|-------------------|-----------|-----------------------------------|------------------|----------|
| IMR                                          |                   |           | CMR                               |                  |          |
| School – Building Element                    | Cost Estimate     | Projects  | School – Building Element         | Cost Estimate    | Projects |
| <b>TOTAL</b>                                 | <b>\$ 308,825</b> | <b>52</b> | <b>TOTAL</b>                      | <b>\$ 38,000</b> | <b>3</b> |
| <b>Building Envelope</b>                     | <b>\$ 13,800</b>  | <b>5</b>  |                                   |                  |          |
| Roof Construction                            | \$ 13,800         | 5         |                                   |                  |          |
| Electrical/Life Safety                       | \$ 26,375         | 10        | Electrical/Life Safety            | \$ 18,000        | 2        |
| Clock Systems                                | \$ 9,000          | 1         | Electrical Service & Distribution | \$ 18,000        | 2        |
| <b>Electrical Service &amp; Distribution</b> | <b>\$ 1,000</b>   | <b>1</b>  |                                   |                  |          |
| Fire Alarm Systems                           | \$ 4,500          | 4         |                                   |                  |          |
| Fire Protection Specialties                  | \$ 1,875          | 3         |                                   |                  |          |
| HVAC                                         | \$ 10,000         | 1         |                                   |                  |          |
| <b>Interior</b>                              | <b>\$ 143,000</b> | <b>9</b>  |                                   |                  |          |
| Floor Finishes                               | \$ 121,000        | 4         |                                   |                  |          |
| Interior Fittings                            | \$ 10,000         | 1         |                                   |                  |          |
| Wall Finishes                                | \$ 12,000         | 4         |                                   |                  |          |
| <b>Mechanical</b>                            | <b>\$ 41,950</b>  | <b>20</b> | <b>Mechanical</b>                 | <b>\$ 20,000</b> | <b>1</b> |
| Boilers                                      | \$ 6,500          | 8         | HVAC                              | \$ 20,000        | 1        |
| Domestic Water Distribution                  | \$ 5,250          | 6         |                                   |                  |          |
| HVAC                                         | \$ 22,200         | 5         |                                   |                  |          |
| Sanitary Waste                               | \$ 8,000          | 1         |                                   |                  |          |
| <b>Programmatic</b>                          | <b>\$ 51,600</b>  | <b>2</b>  |                                   |                  |          |
| Athletic Equipment                           | \$ 1,600          | 1         |                                   |                  |          |
| AV and Lab Equipment                         | \$ 50,000         | 1         |                                   |                  |          |
| <b>Site</b>                                  | <b>\$ 32,100</b>  | <b>6</b>  |                                   |                  |          |
| Site Development                             | \$ 32,100         | 6         |                                   |                  |          |

| St. Michael's Pincher Creek   |                   |           |                           |                   |          |
|-------------------------------|-------------------|-----------|---------------------------|-------------------|----------|
| IMR                           |                   |           | CMR                       |                   |          |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element | Cost Estimate     | Projects |
| <b>TOTAL</b>                  | <b>\$ 316,825</b> | <b>59</b> | <b>TOTAL</b>              | <b>\$ 170,000</b> | <b>3</b> |
| <b>Building Envelope</b>      | <b>\$ 30,300</b>  | <b>7</b>  |                           |                   |          |
| Exterior Doors                | \$ 5,000          | 1         |                           |                   |          |
| Exterior Walls                | \$ 8,000          | 1         |                           |                   |          |
| Exterior Windows              | \$ 500            | 1         |                           |                   |          |
| Roof Construction             | \$ 16,800         | 4         |                           |                   |          |
| <b>Electrical/Life Safety</b> | <b>\$ 102,175</b> | <b>18</b> |                           |                   |          |
| Elevators & Lifts             | \$ 3,000          | 3         |                           |                   |          |
| Fire Alarm Systems            | \$ 6,000          | 4         |                           |                   |          |
| Fire Protection Specialties   | \$ 1,875          | 3         |                           |                   |          |
| Lighting & Branch Wiring      | \$ 50,000         | 1         |                           |                   |          |
| Other Fire Protection Systems | \$ 6,300          | 6         |                           |                   |          |
| Security Systems              | \$ 35,000         | 1         |                           |                   |          |
| <b>Interior</b>               | <b>\$ 44,500</b>  | <b>5</b>  | <b>Interior</b>           | <b>\$ 40,000</b>  | <b>1</b> |
| Floor Finishes                | \$ 1,500          | 1         | Partitions                | \$ 40,000         | 1        |
| Interior Construction         | \$ 5,000          | 1         |                           |                   |          |
| Interior Doors                | \$ 15,000         | 1         |                           |                   |          |
| Partitions                    | \$ 20,000         | 1         |                           |                   |          |
| Wall Finishes                 | \$ 3,000          | 1         |                           |                   |          |
| <b>Mechanical</b>             | <b>\$ 35,150</b>  | <b>19</b> |                           |                   |          |
| BMS                           | \$ 5,000          | 1         |                           |                   |          |
| Boilers                       | \$ 7,700          | 8         |                           |                   |          |
| Domestic Water Distribution   | \$ 5,250          | 6         |                           |                   |          |
| HVAC                          | \$ 17,200         | 4         |                           |                   |          |
| <b>Programmatic</b>           | <b>\$ 76,600</b>  | <b>4</b>  | <b>Programmatic</b>       | <b>\$ 130,000</b> | <b>2</b> |
| Athletic Equipment            | \$ 16,600         | 2         | Athletic Equipment        | \$ 130,000        | 2        |
| AV and Lab Equipment          | \$ 60,000         | 2         |                           |                   |          |
| <b>Site</b>                   | <b>\$ 28,100</b>  | <b>6</b>  |                           |                   |          |
| Site Development              | \$ 28,100         | 6         |                           |                   |          |

| St. Mary's Taber              |               |          |                               |               |          |
|-------------------------------|---------------|----------|-------------------------------|---------------|----------|
| IMR                           |               |          | CMR                           |               |          |
| School – Building Element     | Cost Estimate | Projects | School – Building Element     | Cost Estimate | Projects |
| <b>TOTAL</b>                  | \$ 178,525    | 51       | <b>TOTAL</b>                  | \$ 71,000     | 7        |
| <b>Building Envelope</b>      | \$ 1,800      | 3        | <b>Building Envelope</b>      | \$ 10,000     | 2        |
| Roof Construction             | \$ 1,800      | 3        | Exterior Walls                | \$ 10,000     | 2        |
| <b>Electrical/Life Safety</b> | \$ 91,875     | 18       | <b>Electrical/Life Safety</b> | \$ 40,000     | 2        |
| Clock Systems                 | \$ 9,000      | 1        | Fire Alarm Systems            | \$ 20,000     | 1        |
| Fire Alarm Systems            | \$ 7,000      | 5        | Lighting & Branch Wiring      | \$ 20,000     | 1        |
| Fire Protection Specialties   | \$ 1,875      | 3        |                               |               |          |
| Lighting & Branch Wiring      | \$ 1,000      | 1        |                               |               |          |
| Other Fire Protection Systems | \$ 3,000      | 6        |                               |               |          |
| Security Systems              | \$ 70,000     | 2        |                               |               |          |
| <b>Interior</b>               | \$ 4,000      | 2        | <b>Interior</b>               | \$ 5,000      | 1        |
| Interior Doors                | \$ 1,000      | 1        | Wall Finishes                 | \$ 5,000      | 1        |
| Wall Finishes                 | \$ 3,000      | 1        | Structural                    | \$ 16,000     | 2        |
| <b>Mechanical</b>             | \$ 36,950     | 19       | <b>Wall Foundations</b>       | \$ 16,000     | 2        |
| Boilers                       | \$ 5,500      | 7        |                               |               |          |
| Domestic Water Distribution   | \$ 5,250      | 6        |                               |               |          |
| HVAC                          | \$ 24,200     | 5        |                               |               |          |
| Plumbing Fixtures             | \$ 2,000      | 1        |                               |               |          |
| <b>Programmatic</b>           | \$ 31,600     | 2        |                               |               |          |
| Athletic Equipment            | \$ 1,600      | 1        |                               |               |          |
| AV and Lab Equipment          | \$ 30,000     | 1        |                               |               |          |
| <b>Site</b>                   | \$ 12,300     | 7        |                               |               |          |
| Parking Lots                  | \$ 5,200      | 2        |                               |               |          |
| Site Development              | \$ 7,100      | 5        |                               |               |          |

| St. Patrick Fine Arts         |                   |           |                               |                   |          |
|-------------------------------|-------------------|-----------|-------------------------------|-------------------|----------|
| IMR                           |                   |           | CMR                           |                   |          |
| School – Building Element     | Cost Estimate     | Projects  | School – Building Element     | Cost Estimate     | Projects |
| <b>TOTAL</b>                  | <b>\$ 279,725</b> | <b>49</b> | <b>TOTAL</b>                  | <b>\$ 143,000</b> | <b>4</b> |
| <b>Building Envelope</b>      | <b>\$ 16,800</b>  | <b>5</b>  | <b>Building Envelope</b>      | <b>\$ 45,000</b>  | <b>1</b> |
| Exterior Walls                | \$ 13,000         | 1         | Exterior Walls                | \$ 45,000         | 1        |
| Roof Construction             | \$ 3,800          | 4         |                               |                   |          |
| <b>Electrical/Life Safety</b> | <b>\$ 109,875</b> | <b>17</b> | <b>Electrical/Life Safety</b> | <b>\$ 20,000</b>  | <b>1</b> |
| Clock Systems                 | \$ 9,000          | 1         | Fire Alarm Systems            | \$ 20,000         | 1        |
| Fire Alarm Systems            | \$ 6,000          | 4         |                               |                   |          |
| Fire Protection Specialties   | \$ 1,875          | 3         |                               |                   |          |
| Lighting & Branch Wiring      | \$ 10,000         | 1         |                               |                   |          |
| Other Fire Protection Systems | \$ 3,000          | 6         |                               |                   |          |
| PA Systems                    | \$ 10,000         | 1         |                               |                   |          |
| Security Systems              | \$ 70,000         | 1         |                               |                   |          |
| <b>Interior</b>               | <b>\$ 58,000</b>  | <b>4</b>  | <b>Interior</b>               | <b>\$ 18,000</b>  | <b>1</b> |
| Floor Finishes                | \$ 54,000         | 2         | Floor Finishes                | \$ 18,000         | 1        |
| Interior Doors                | \$ 1,000          | 1         |                               |                   |          |
| Wall Finishes                 | \$ 3,000          | 1         |                               |                   |          |
| <b>Mechanical</b>             | <b>\$ 42,950</b>  | <b>20</b> |                               |                   |          |
| Boilers                       | \$ 5,500          | 7         |                               |                   |          |
| Domestic Water Distribution   | \$ 14,250         | 8         |                               |                   |          |
| HVAC                          | \$ 23,200         | 5         |                               |                   |          |
| <b>Programmatic</b>           | <b>\$ 51,600</b>  | <b>2</b>  |                               |                   |          |
| Athletic Equipment            | \$ 1,600          | 1         |                               |                   |          |
| AV and Lab Equipment          | \$ 50,000         | 1         |                               |                   |          |
| <b>Site</b>                   | <b>\$ 500</b>     | <b>1</b>  | <b>Site</b>                   | <b>\$ 60,000</b>  | <b>1</b> |
| Site Development              | \$ 500            | 1         | Parking Lots                  | \$ 60,000         | 1        |

| St. Paul                          |                   |           |                                     |                  |          |
|-----------------------------------|-------------------|-----------|-------------------------------------|------------------|----------|
| IMR                               |                   |           | CMR                                 |                  |          |
| School – Building Element         | Cost Estimate     | Projects  | School – Building Element           | Cost Estimate    | Projects |
| <b>TOTAL</b>                      | <b>\$ 221,525</b> | <b>47</b> | <b>TOTAL</b>                        | <b>\$ 60,500</b> | <b>4</b> |
| <b>Building Envelope</b>          | <b>\$ 1,800</b>   | <b>3</b>  | <b>Electrical/Life Safety</b>       | <b>\$ 40,000</b> | <b>2</b> |
| Roof Construction                 | \$ 1,800          | 3         | Fire Alarm Systems                  | \$ 20,000        | 1        |
| <b>Electrical/Life Safety</b>     | <b>\$ 109,875</b> | <b>16</b> | <b>Lighting &amp; Branch Wiring</b> | <b>\$ 20,000</b> | <b>1</b> |
| Clock Systems                     | \$ 9,000          | 1         |                                     |                  |          |
| Electrical Service & Distribution | \$ 20,000         | 1         |                                     |                  |          |
| Fire Alarm Systems                | \$ 6,000          | 4         |                                     |                  |          |
| Fire Protection Specialties       | \$ 1,875          | 3         |                                     |                  |          |
| Other Fire Protection Systems     | \$ 3,000          | 6         |                                     |                  |          |
| Security Systems                  | \$ 70,000         | 1         |                                     |                  |          |
| <b>Interior</b>                   | <b>\$ 3,000</b>   | <b>1</b>  |                                     |                  |          |
| Wall Finishes                     | \$ 3,000          | 1         |                                     |                  |          |
| <b>Mechanical</b>                 | <b>\$ 39,950</b>  | <b>20</b> |                                     |                  |          |
| Boilers                           | \$ 5,500          | 7         |                                     |                  |          |
| Domestic Water Distribution       | \$ 9,250          | 7         |                                     |                  |          |
| HVAC                              | \$ 21,200         | 5         |                                     |                  |          |
| Plumbing Fixtures                 | \$ 4,000          | 1         |                                     |                  |          |
| <b>Programmatic</b>               | <b>\$ 55,400</b>  | <b>5</b>  |                                     |                  |          |
| Athletic Equipment                | \$ 4,900          | 3         |                                     |                  |          |
| AV and Lab Equipment              | \$ 50,000         | 1         |                                     |                  |          |
| Furnishings                       | \$ 500            | 1         |                                     |                  |          |
| <b>Site</b>                       | <b>\$ 11,500</b>  | <b>2</b>  | <b>Site</b>                         | <b>\$ 20,500</b> | <b>2</b> |
| Site Development                  | \$ 11,500         | 2         | Pedestrian Paving                   | \$ 8,000         | 1        |
|                                   |                   |           | Site Development                    | \$ 12,500        | 1        |

| St. Patrick Taber             |               |          |                           |               |            |
|-------------------------------|---------------|----------|---------------------------|---------------|------------|
| IMR                           |               |          | CMR                       |               |            |
| School – Building Element     | Cost Estimate | Projects | School – Building Element | Cost Estimate | # Projects |
| <b>TOTAL</b>                  | \$ 162,525    | 49       | <b>TOTAL</b>              | \$ 90,000     | 1          |
| <b>Building Envelope</b>      | \$ 8,300      | 7        |                           |               |            |
| Roof Construction             | \$ 6,300      | 6        |                           |               |            |
| Roof Openings and Supports    | \$ 2,000      | 1        |                           |               |            |
| <b>Electrical/Life Safety</b> | \$ 45,875     | 14       |                           |               |            |
| Fire Alarm Systems            | \$ 6,000      | 4        |                           |               |            |
| Fire Protection Specialties   | \$ 1,875      | 3        |                           |               |            |
| Other Fire Protection Systems | \$ 3,000      | 6        |                           |               |            |
| Security Systems              | \$ 35,000     | 1        |                           |               |            |
| <b>Interior</b>               | \$ 6,000      | 2        |                           |               |            |
| Interior Construction         | \$ 3,000      | 1        |                           |               |            |
| Wall Finishes                 | \$ 3,000      | 1        |                           |               |            |
| <b>Mechanical</b>             | \$ 26,650     | 17       |                           |               |            |
| Boilers                       | \$ 4,200      | 6        |                           |               |            |
| Domestic Water Distribution   | \$ 5,250      | 6        |                           |               |            |
| HVAC                          | \$ 16,200     | 4        |                           |               |            |
| Plumbing Fixtures             | \$ 1,000      | 1        |                           |               |            |
| <b>Programmatic</b>           | \$ 59,600     | 3        |                           |               |            |
| Athletic Equipment            | \$ 1,600      | 1        |                           |               |            |
| AV and Lab Equipment          | \$ 50,000     | 1        |                           |               |            |
| Furnishings                   | \$ 8,000      | 1        |                           |               |            |
| <b>Site</b>                   | \$ 7,100      | 5        |                           |               |            |
| Site Development              | \$ 7,100      | 5        |                           |               |            |
| <b>Structural</b>             | \$ 9,000      | 1        | <b>Structural</b>         | \$ 90,000     | 1          |
| Wall Foundations              | \$ 9,000      | 1        | Wall Foundations          | \$ 90,000     | 1          |

| St. Teresa of Calcutta        |               |          |                           |               |          |
|-------------------------------|---------------|----------|---------------------------|---------------|----------|
| IMR                           |               |          | CMR                       |               |          |
| School – Building Element     | Cost Estimate | Projects | School – Building Element | Cost Estimate | Projects |
| <b>TOTAL</b>                  | \$ 138,525    | 38       |                           |               |          |
| <b>Building Envelope</b>      | \$ 1,800      | 3        |                           |               |          |
| Roof Construction             | \$ 1,800      | 3        |                           |               |          |
| Electrical/Life Safety        | \$ 44,375     | 11       |                           |               |          |
| Fire Alarm Systems            | \$ 6,000      | 4        |                           |               |          |
| Fire Protection Specialties   | \$ 1,875      | 3        |                           |               |          |
| Other Fire Protection Systems | \$ 1,500      | 3        |                           |               |          |
| Security Systems              | \$ 35,000     | 1        |                           |               |          |
| <b>Interior</b>               | \$ 8,000      | 2        |                           |               |          |
| Partitions                    | \$ 5,000      | 1        |                           |               |          |
| Wall Finishes                 | \$ 3,000      | 1        |                           |               |          |
| <b>Mechanical</b>             | \$ 32,250     | 19       |                           |               |          |
| Boilers                       | \$ 4,500      | 6        |                           |               |          |
| Domestic Water Distribution   | \$ 6,750      | 7        |                           |               |          |
| HVAC                          | \$ 17,000     | 5        |                           |               |          |
| Plumbing Fixtures             | \$ 4,000      | 1        |                           |               |          |
| <b>Programmatic</b>           | \$ 51,600     | 2        |                           |               |          |
| Athletic Equipment            | \$ 1,600      | 1        |                           |               |          |
| AV and Lab Equipment          | \$ 50,000     | 1        |                           |               |          |
| <b>Site</b>                   | \$ 500        | 1        |                           |               |          |
| Site Development              | \$ 500        | 1        |                           |               |          |

| Trinity and C.A.R.E.          |               |          |                           |               |          |
|-------------------------------|---------------|----------|---------------------------|---------------|----------|
| IMR                           |               |          | CMR                       |               |          |
| School – Building Element     | Cost Estimate | Projects | School – Building Element | Cost Estimate | Projects |
| <b>TOTAL</b>                  | \$ 39,175     | 16       | <b>TOTAL</b>              | \$ 20,000     | 1        |
|                               |               |          | <b>Building Envelope</b>  | \$ 20,000     | 1        |
|                               |               |          | Roof Construction         | \$ 20,000     | 1        |
| <b>Electrical/Life Safety</b> | \$ 1,875      | 3        |                           |               |          |
| Fire Protection Specialties   | \$ 1,875      | 3        |                           |               |          |
| <b>Interior</b>               | \$ 10,000     | 5        |                           |               |          |
| Partitions                    | \$ 2,000      | 1        |                           |               |          |
| Wall Finishes                 | \$ 8,000      | 4        |                           |               |          |
| <b>Mechanical</b>             | \$ 26,800     | 7        |                           |               |          |
| Domestic Water Distribution   | \$ 3,000      | 3        |                           |               |          |
| HVAC                          | \$ 13,800     | 3        |                           |               |          |
| Plumbing Fixtures             | \$ 10,000     | 1        |                           |               |          |
| <b>Site</b>                   | \$ 500        | 1        |                           |               |          |
| Site Development              | \$ 500        | 1        |                           |               |          |

| All Schools                   |                   |          |                           |               |          |
|-------------------------------|-------------------|----------|---------------------------|---------------|----------|
| IMR                           |                   |          | CMR                       |               |          |
| School – Building Element     | Cost Estimate     | Projects | School – Building Element | Cost Estimate | Projects |
| <b>TOTAL</b>                  | <b>\$ 330,000</b> | <b>1</b> |                           |               |          |
| <b>Electrical/Life Safety</b> | <b>\$ 330,000</b> | <b>1</b> |                           |               |          |
| Communications and Security   | \$ 330,000        | 1        |                           |               |          |

| Contingency                          |                     |            |                                      |                     |           |
|--------------------------------------|---------------------|------------|--------------------------------------|---------------------|-----------|
| IMR                                  |                     |            | CMR                                  |                     |           |
| School – Building Element            | Cost Estimate       | Projects   | School – Building Element            | Cost Estimate       | Projects  |
| <b>TOTAL</b>                         | <b>\$ 985,000</b>   | <b>34</b>  |                                      |                     |           |
| <b>Building Envelope</b>             | <b>\$ 425,000</b>   | <b>6</b>   |                                      |                     |           |
| Roof Construction                    | \$ 425,000          | 6          |                                      |                     |           |
| <b>Electrical/Life Safety</b>        | <b>\$ 30,000</b>    | <b>6</b>   |                                      |                     |           |
| Electrical Service & Distribution    | \$ 15,000           | 3          |                                      |                     |           |
| Lighting & Branch Wiring             | \$ 15,000           | 3          |                                      |                     |           |
| Interior                             | \$ 195,000          | 10         |                                      |                     |           |
| Floor Finishes                       | \$ 165,000          | 4          |                                      |                     |           |
| Wall Finishes                        | \$ 30,000           | 6          |                                      |                     |           |
| <b>Mechanical</b>                    | <b>\$ 250,000</b>   | <b>6</b>   |                                      |                     |           |
| HVAC                                 | \$ 250,000          | 6          |                                      |                     |           |
| <b>Programmatic</b>                  | <b>\$ 85,000</b>    | <b>6</b>   |                                      |                     |           |
| Interior Construction                | \$ 85,000           | 6          |                                      |                     |           |
| <b>GRAND TOTAL ALL SCHOOLS - IMR</b> | <b>\$ 6,728,466</b> | <b>946</b> | <b>GRAND TOTAL ALL SCHOOLS - CMR</b> | <b>\$ 2,964,089</b> | <b>71</b> |



The following two tables show a breakdown of IMR and CMR funding by Categories of Approved Funding Purposes and how Holy Spirit plans to prioritize the funding. According to the School Capital Manual, school jurisdictions are required to create an expenditure plan outlining how they anticipate to spend their IMR funding allocation for the upcoming school year. Alberta Education recognizes that infrastructure and capital maintenance and renewal spending decisions can change during the year based on events that were not anticipated when the plans were developed. The responsibility remains with the school jurisdiction to revise the plan if necessary to ensure the safety of staff, students and government assets and to respond to emerging needs for the appropriate maintenance of school facilities.

Definitions of the Categories can be found in Appendix B of the School Capital Manual (Revised August 10, 2022).

## IMR

| IMR - Category of Approved Funding Purposes | 2024               | 2025               | 2026               | 2027               | Grand Total        |
|---------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Barrier Free Access Upgrade                 | \$7,000            |                    |                    | \$1,000            | \$8,000            |
| Code Upgrade                                |                    | \$11,000           |                    | \$47,000           | \$58,000           |
| Energy Efficiency Upgrade                   | \$12,000           | \$10,000           | \$5,000            | \$18,000           | \$45,000           |
| Failure Replacement                         | \$294,000          | \$340,000          | \$305,000          | \$6,000            | \$945,000          |
| Hazardous Material Management Upgrade       |                    |                    |                    | \$20,000           | \$20,000           |
| Indoor Air Quality Upgrade                  | \$200,000          | \$17,000           |                    | \$40,000           | \$257,000          |
| Life Cycle Replacement                      | \$199,000          | \$914,500          | \$947,000          | \$933,000          | \$2,993,500        |
| Operating Efficiency Upgrade                | \$8,000            |                    |                    | \$25,000           | \$33,000           |
| Preventative Maintenance                    | \$197,400          | \$110,100          | \$127,800          | \$34,600           | \$469,900          |
| Program Functional Upgrade                  | \$364,500          | \$354,500          | \$419,000          | \$150,000          | \$1,288,000        |
| Regulatory Preventative Maintenance         | \$113,525          | \$103,625          | \$103,625          |                    | \$320,775          |
| Repair                                      | \$68,140           | \$96,251           | \$60,000           | \$36,700           | \$261,091          |
| Study                                       | \$17,200           | \$12,000           |                    |                    | \$29,200           |
| <b>Grand Total</b>                          | <b>\$1,480,765</b> | <b>\$1,968,976</b> | <b>\$1,967,425</b> | <b>\$1,311,300</b> | <b>\$6,728,466</b> |

## CMR

| CMR - Category of Approved Funding Purposes | 2024             | 2025               | 2026             | 2027             | Grand Total        |
|---------------------------------------------|------------------|--------------------|------------------|------------------|--------------------|
| Barrier Free Access Upgrade                 |                  | \$15,000           |                  |                  | \$15,000           |
| Failure Replacement                         | \$14,153         | \$730,000          | \$172,000        | \$220,000        | \$1,136,153        |
| Hazardous Material Management Upgrade       |                  | \$80,000           |                  |                  | \$80,000           |
| Life Cycle Replacement                      | \$189,652        | \$242,500          | \$462,000        | \$494,500        | \$1,388,652        |
| Operating Efficiency Upgrade                |                  |                    |                  | \$70,000         | \$70,000           |
| Program Functional Upgrade                  | \$72,448         |                    |                  |                  | \$72,448           |
| Repair                                      |                  | \$170,000          | \$15,000         | \$10,000         | \$195,000          |
| Study                                       | \$836            | \$6,000            |                  |                  | \$6,836            |
| <b>Grand Total</b>                          | <b>\$277,089</b> | <b>\$1,243,500</b> | <b>\$649,000</b> | <b>\$794,500</b> | <b>\$2,964,089</b> |

End of Document

PR NO:

C.1

June 26, 2024

## **BOARD AGENDA POLICY REVIEW**

**TO:** Board of Trustees

**FROM:** Board Chair

**SUBJECT:** Policy Review Schedule 2024/2025

**ORIGINATOR:** Board Chair

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### **BACKGROUND**

1. Attached for Board review is a list of policies that were reviewed, amended, and adopted over the 2023/2024 school year, as well as a tentative schedule for the Board to review its Policy Manual during the 2024/2025 school year.
2. A copy of the Board's Mission, Vision, and Values is also attached for Board reference.

### **RECOMMENDATION**

That the Board of Trustees approves the Policy Review Schedule for the 2024/2025 school year, 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.

24 of 24 policies, and their respective appendices,  
were reviewed, amended or adopted during the 2023/2024 school year.

| <b>Board Policy</b>                                                     | <b>Date Reviewed/Amended</b>                                                                                                                              |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy 1:</b> Board Mandate, Mission, Values and Goals               | Reviewed September 27, 2023                                                                                                                               |
| <b>Policy 2:</b> Role of the Board                                      | Reviewed September 27, 20223                                                                                                                              |
| <b>Policy 3:</b> Role of the Trustee                                    | Reviewed September 27, 2023<br>Tabled March 27, 2024                                                                                                      |
| <b>Policy 4:</b> Trustee Code of Conduct                                | Reviewed September 27, 2023                                                                                                                               |
| <b>Policy 5:</b> Role of the Board Chair                                | Reviewed December 20, 2023                                                                                                                                |
| <b>Policy 6:</b> Role of the Vice Chair                                 | Reviewed December 20, 2023                                                                                                                                |
| <b>Policy 7:</b> Board Committees and Board Representation              | Reviewed October 25, 2023                                                                                                                                 |
| <b>Policy 8:</b> Policy Making                                          | Reviewed November 29, 2023                                                                                                                                |
| <b>Policy 9:</b> Role of the Superintendent                             | Reviewed November 29, 2023                                                                                                                                |
| <b>Policy 10:</b> Board Delegation of Responsibility                    | Reviewed December 20, 2023                                                                                                                                |
| <b>Policy 11:</b> Staff Code of Conduct                                 | Reviewed January 24, 2024                                                                                                                                 |
| <b>Policy 12:</b> Teaching Staff Reduction                              | Reviewed January 24, 2024                                                                                                                                 |
| <b>Policy 13:</b> Hearings on Teacher Matters                           | Reviewed February 28, 2024                                                                                                                                |
| <b>Policy 14:</b> Appeals and Hearings on Student Matters               | Reviewed February 28, 2024                                                                                                                                |
| <b>Policy 16:</b> School Closure                                        | Reviewed March 27, 2024                                                                                                                                   |
| <b>Policy 17:</b> Awards                                                | Amended October 25, 2023<br>Reviewed March 27, 2024                                                                                                       |
| <b>Policy 18:</b> Board Governance and Operations                       | Reviewed October 25, 2023<br>Amended Appendix 18A: Trustee Compensation November 29, 2023<br>Amended Appendix 18A: Trustee Compensation February 28, 2024 |
| <b>Policy 19:</b> Conflict of Interest and Nepotism                     | Amended January 24, 2024<br>Reviewed April 24, 2024                                                                                                       |
| <b>Policy 20:</b> Fiscal Stewardship                                    | Reviewed April 24, 2024                                                                                                                                   |
| <b>Policy 21:</b> Public Interest Disclosure (Whistleblower Protection) | Reviewed May 22, 2024                                                                                                                                     |
| <b>Policy 22:</b> Vaccination Protocol                                  | Reviewed May 22, 2024                                                                                                                                     |
| <b>Policy 23:</b> Extra-Curricular Activity                             | Added May 22, 2024                                                                                                                                        |
| <b>Policy 24:</b> Budget                                                | Added May 22, 2024                                                                                                                                        |



**Holy Spirit Catholic School Division**  
**Board of Trustees**  
**Policy Review Schedule**  
  
**2024/2025 School Year**

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| <u><b>Board Meeting Date</b></u> | <u><b>Policies to be Reviewed</b></u>                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 25, 2024               | Review Policy Review Schedule for 2024/2025<br>Policy 1: Board Mandate, Mission, Values, and Goals<br>Policy 2: Role of the Board*<br>Policy 3: Role of the Trustee*<br>Policy 4: Trustee Code of Conduct* |
| October 23, 2024                 | Policy 7: Board Committees and Board Representation*<br>Policy 17: Awards<br>Policy 18: Board Governance and Operations*                                                                                   |
| November 27, 2024                | Policy 8: Policy Making<br>Policy 9: Role of the Superintendent                                                                                                                                            |
| December 18, 2024                | Policy 5: Role of the Board Chair<br>Policy 6: Role of the Vice Chair<br>Policy 10: Board Delegation of Authority                                                                                          |
| January 22, 2025                 | Policy 11: Staff Code of Conduct<br>Policy 12: Teaching Staff Reduction                                                                                                                                    |
| February 26, 2025                | Policy 13: Hearings on Teacher Matters<br>Policy 14: Appeals and Hearings on Student Matters                                                                                                               |
| March 26, 2025                   | Policy 16: School Closure<br>Policy 17: Awards<br>Policy 19: Conflict of Interest and Nepotism                                                                                                             |
| April 30, 2025                   | Policy 20: Fiscal Stewardship<br>Policy 21: Public Interest Disclosure (Whistleblower Protection)                                                                                                          |
| May 28, 2025                     | Policy 22: Vaccination Protocol<br>Policy 23: Extra-Curricular Activity                                                                                                                                    |
| June 25, 2025                    | Policy 24: Budget<br>Create Policy Review Schedule for 2025/2026                                                                                                                                           |

\* All appendices shall be reviewed with the associated policy.

**REPORT NO: D.1**

**June 26, 2024**

# **BOARD AGENDA REPORT**

**TO:** Board of Trustees

**FROM:** Ken Sampson, Superintendent of Schools

**SUBJECT:** Superintendent's Report

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## **BACKGROUND**

1. Attached is the Superintendent's Report for June 26, 2024.

## **RECOMMENDATION**

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Acting Secretary Treasurer Reports for June 26, 2024.



# Holy Spirit Catholic School Division

*...where children are cherished and achieve their potential*

## Superintendent Report

June 26, 2024

### 1. Providing Faith Leadership

- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, now with the Holy Eucharist under both species, as scheduled;
- Attended Spiritual Development Day and brought forward welcoming remarks from the division;
- Attended the annual meeting with local priests; this year it included an invitation to the newly ordained permanent deacons;
- Leading morning prayer / devotion at St. Basil's CEC and beginning all meetings and gatherings with prayer;
- Attended a number of year-end Masses at our schools (SFJH, SPS, FLVT, SCPB, SPFA)
- Met with Fr. Kevin and Bishop McGrattan regarding Catholic Leadership in our division;
- Attending school liturgies and Masses as schedule permits; and
- Regular and ongoing monthly meetings with Fr. Kevin.

### 2. Building Effective Relationships

- Meetings with a number of individual staff members to extend appreciation and gratitude to them for the great work they do in our division;
- Met with incoming interim superintendent to activate a smooth transition to the division;
- Wrote approximately sixty (60) electronic cards to all staff and Trustees celebrating birthdays in the month of June;
- Ongoing meetings with principals to discuss matters of interest/need at their respective schools/sites;
- Ongoing meetings with staff members, as requested;
- Attended our monthly St. Basil Catholic Education Centre staff meeting;
- Individual meetings with Senior Administrative Leadership Team; and
- Regular and ongoing meetings with ATA Local President to discuss matters of mutual interest.

### 3. Modeling Commitment to Professional Learning

- Reading [\*Educating for Eternity: A Teacher's Companion for Making Every Class Catholic\*](#), by Dr. Brett Salkeld; Reading [\*The Bold Ones: Innovate and Disrupt to Become Truly Indispensable\*](#), by Shawn Kanungo
- Attended and participated in the quarterly CASS Zone Six (CASSIX) meeting hosted this time in Medicine Hat;
- Continued work with LLT Professional Learning whose focus is on developing best practices for ethical Artificial Intelligence (AI) usage, dispelling unfounded fears surrounding AI adoption, facilitating resource sharing, (particularly around policy development), and exploring diverse applications of this technology; and





# Holy Spirit Catholic School Division

*...where children are cherished and achieve their potential*

- Attended a Safer Schools Together AI workshop on the evolution of AI in the world of education. The presentation focused on images and videos that are being used in social media posts and how and what to look for in determining their true authenticity.

## 4. Visionary Leadership

- The third and final round of Leadership Professional Growth Plans (LPGPs) meetings has been completed with all of our principals;
- Completed the final round of Collaborative Response meetings with administrative teams at all of our schools;
- Continue to analyze the layout of our administrators in the division to ensure they are best positioned to support their respective staff and students learning;
- The evaluations for principals on probationary contracts have been completed; and
- Ongoing meetings and discussions with SALT around how our division can continue to improve.

## 5. Leading Learning

- Ongoing collaborative conversations with all of the Leadership Learning Team, including SALT Team;;
- Completed the final meetings with new principals who are undergoing evaluations this year; and
- Leading our LLT meetings and providing presentations as required, most recent June presentation designed to provide an update and summary of the high-level components of the Board-approved 2024-25 divisional budget.

## 6. Ensuring First Nations, Métis and Inuit Education for All Students

- Attended the Annual Feather Blessing and Métis Sash Ceremony at St. Michael's School in Pincher Creek. Elder Mary Ruth McDougall performed the ceremony where seven (7) First Nations and Métis students received their Eagle Feather or Métis Sash;
- Continuing to review and study the ever-evolving resource, [Guide to Relationships and Learning with the Indigenous Peoples in Alberta](#), an ongoing and evolving online study guide to support system leaders in understanding the ways of knowing, being and doing of Indigenous Peoples;
- Attended the annual Spring Family Gathering, this year hosted by Fr. Leonard Van Tighem School;
- Connected with the Administration at Piikani Board of Education regarding the tuition agreements and discussed amounts owing to our division;
- Ongoing conversations with both our Graduation Coaches as well as our First Nations Niitsitapi Facilitators as they support the work of our students;
- Continued support of the work of our Coordinator of FNMI Education as she directs our FNMI Niitsitapi Facilitators and works with our Student Wellness Access Guides in providing a variety of learning opportunities for our students; and
- Regular participation in our Blackfoot Smudging ceremony following our monthly staff meetings.



# Holy Spirit Catholic School Division

*...where children are cherished and achieve their potential*

## 7. School Authority Operations and Resources

- Continued oversight of the transition to a new website provider for the upcoming school year. It is expected that the majority of the work will be finalized over the summer months, and ready to begin afresh in September;
- Attended graduations at St. Michael's School in Pincher Creek and St. Michael's School in Bow Island and brought remarks on behalf of our school division; will be attending and addressing graduates at the St. Mary School graduation later in the final week of June;
- Attended the Grade 9 Farewell and Mass at FLVT and brought remarks from the division;
- Attended the CCH Sweet Treats & Song Concert featuring the concert band as well as the concert and show choirs - what a beautiful display of student (and alumni) talent;
- Ongoing transitional conversations with the incoming interim superintendent;
- Ongoing conversations with senior administrators relating to retirements, vacancies, recruitments and hires;
- Periodic updates from Director of Facilities to discuss progression of plans relating to the new west side school;
- Advertised, interviewed and identified the principal for St. Mary and St. Patrick Schools in Taber; and
- Advertised and interviewed for the positions of Associate Principal at St. Teresa of Calcutta School as well as St. Patrick School in Taber;

## 8. Supporting Effective Governance

- Following the Ratification of the CUPE 290 and CUPE 1825 Memorandum of Agreements, I have been reviewing the finalized versions of the Collective Agreements to be signed off by members of the respective committees;
- Attended the ASBA Spring General Meeting as support for the Board of Trustees who also attended;
- Attended a virtual meeting with the Minister of Education to learn of the upcoming Ministerial Order on Cell Phone / Social Media Use in schools, effective Sept. 1, 2024;
- Attended the regularly scheduled monthly Board and Committee of the Whole meetings as well as a Special Meeting called by the Board;
- Attended the Long Service Awards presentations in various schools (SMT, SJC, SFJH, FLVT, SPS, Trinity);
- Continued and ongoing updates to the Board with regards to happenings within our division; and
- Met in a virtual meeting with the Board Chair and Vice-Chair to set the agenda for the June Organizational, Public and Committee of the Whole board meetings.

**REPORT NO: D.2**

**June 26, 2024**

# **BOARD AGENDA REPORT**

**TO:** Board of Trustees

**FROM:** Anthea Boras, Deputy Superintendent

**SUBJECT:** Deputy Superintendent's Report

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## **BACKGROUND**

1. Attached is the Deputy Superintendent's Report for June 26, 2024.



# Holy Spirit Catholic School Division

*...where children are cherished and achieve their potential*

## Deputy Superintendent Report to the Board of Trustees June, 2024

### Embodying Catholic Leadership

- Attended our Spiritual Development Day beginning with Mass lead by Bishop McGrattan followed by an inspiring day of spiritual renewal with Valimar Jansen;
- Met with Trustees, SALT and parish priests to discuss ways to continue and improve relationships between parishes, families and school communities;
- Attended various farewell and year end Masses hosted by our schools - St. Michael's, St. Patrick Fine Arts, École St. Mary, Children of St. Martha and St. Mary;
- Leading staff prayer at St. Basil Catholic Education Centre as well as before interviews and other meetings;
- Weekly Sunday Mass at St. Martha Parish;
- Weekday Rosary;
- Participation in monthly faith formation at our LLT. This month it included Mass with Father Kevin.

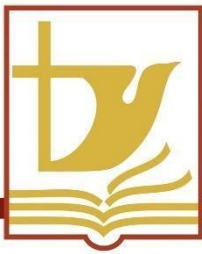
### Building Effective Relationships

- Met with Trustees and MP Rachel Thomas to discuss various aspects of federally funded education and how they relate to our Holy Spirit context;
- Continuing to work closely with the President and National Representative of CUPE 1825 which represents our support staff to ensure potential issues around the collective agreement are addressed;
- Met with local President and National Representative of CUPE 290 which represents our maintenance and caretaking staff to discuss the workforce for the next school year;
- Attended Teachers' Employer Bargaining (TEBA) Engagement Session;
- Connecting with my mentors from Chinook's Edge and Christ the Redeemer to learn from their wisdom and experience;
- Witnessed each successful probationary teacher sign their continuous contract in person with a small gift and some celebratory music;
- Attended the Lethbridge Leaders Dinner featuring Premier Danielle Smith to stay informed as to the vision of our province moving forward.



### Modeling Commitment to Professional Learning

- **Shukes and Giff the Podcast** - Responsible Use of AI in the Classroom.  
[Shukes and Giff - S&G S7E4](#);
- **ON LEADERSHIP with Scott Miller** - Daniel Goleman: Maximizing Optimal Days [FranklinCovey On Leadership with Scott Miller: Daniel Goleman: Maximizing Optimal Days on Apple Podcasts](#);



# Holy Spirit Catholic School Division

*...where children are cherished and achieve their potential*

- Webinar - *The Evolution and Impact of AI*;
- Met for the first time with the uLead CCSSA Working Committee to plan for six one-hour sessions at the 2025 uLead Conference for Educational Leaders. This is a new opportunity to infuse Catholic faith leadership into this respected international leadership conference.

## **Visionary Leadership**

- Ongoing Executive and Senior Administration weekly meetings to discuss supporting schools with the Board priorities;
- Associate Principal evaluations - met with Associate Principals under evaluation this year as they presented on the magnitude of their work with a focus on the LQS. Their vision for their schools and their own leadership development was inspiring;
- Worked on planning our Big Rocks as a SALT Team for next year. Along with the Board Priorities, we will have a focus on Providing Instructional Leadership by *ensuring that every student has access to quality teaching and optimum learning experiences in a Christ-centred environment.*

## **Leading Learning**

- Continuing to connect with school administrators to support with any matters that may surface;
- Continuing to work closely with school administrators and senior administrators to ensure schools are staffed with personnel that will promote student success;
- Supporting school administration with remediation and coaching plans for staff that require additional support and direction;
- Providing leadership through various learning opportunities at our Learning Leadership monthly meetings;
- Supporting school administrators with teacher supervision, growth and evaluation.

## **Supporting First Nations, Métis and Inuit Education for All**

- Enjoyed the performance by the SFJH Indigenous Dancers at their year-end assembly;
- Met with one of our Elders for guidance in supporting working relationships among our staff.

## **Supporting School Authority Operations and Resources**

- Working with the HR Team to ensure weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- In collaboration with school principals we continue to advertise, shortlist, interview and on-board staff for the 2024/2025 school year;
- Ongoing interviewing of substitute teachers and casual education assistants;
- Met with the Executive and Leadership of the Southwest Collaborative Support Services (SWCSS) to work together in support of children, youth and families in Southwest Alberta;
- Met with Apply to Education to determine next steps in our use of their platform to share opportunities to join our team;
- Attended the SMBI special meeting of the School Council.



# Holy Spirit Catholic School Division

*...where children are cherished and achieve their potential*

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## **Supporting Effective Governance**

- Worked with the Executive Team, the Board Chair and Vice-Chair to establish the agenda for the Board Meeting;
- Hosted the Board Retirement Banquet on June 11, 2024 at the Signature Sandman Hotel. Eight of the fourteen retirees along with family members of close friends attended this special event.

**REPORT NO: D.3**

**June 26, 2024**

# **BOARD AGENDA REPORT**

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** Acting Secretary-Treasurer's Report

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## **BACKGROUND**

1. Attached is the Acting Secretary-Treasurer's Report for June 26, 2024.

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# ACTING SECRETARY TREASURER'S REPORT

June 26, 2024

## ***UPDATE FROM THE SECRETARY TREASURER'S OFFICE***

- Attended May Board of Trustees Meeting
- Submitted the Approved 2024/2025 Budget to Alberta Education
- Participated in Spiritual Development Day
- Attended ASBOA Conference
- Attended USIC Risk Management Conference and Annual General Meeting
- Continued to work with schools, parents and partners on Transportation planning for 2024/2025 school year
- Collaborated with staff on Risk Management and Insurance needs, including Risk Assessments, Division Driver information, insurance requirements for activities

## ***CAPITAL AND MAINTENANCE UPDATE***

### ***NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE***

- The consultants are reviewing feedback from Alberta Infrastructure and cost consultants.

## ***CMR/IMR PROJECTS***

***PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST.***

All or Multiple Schools

- In planning – Obsolete Electrical Panel Replacements
- In progress - Obsolete Fluorescent Light Replacements
- In planning - Action items from Playground Audits for Rural Schools
- Catholic Central High School East Campus
  - In progress – Roof Replacement Sections G and H
  - In progress - Gym Divider Replacement
  - In planning – Gym AV Design
- Catholic Central High School West Campus
  - In progress - PA System Upgrade
- Children of St. Martha
  - In progress - Parking Lot Resurfacing
- Ecole St. Mary
  - In planning – Classroom Ductless Splits
- Father Leonard Van Tighem School
  - In progress – Exterior Envelope Repairs
  - In progress – Mud Mitigation Near Door Entrances
  - In planning – Roof Repairs



- Our Lady of the Assumption
  - In progress – Blinds for Corridor Windows
  - In progress - Art Room Barn Door Installation and Admin Office Window Installation
  - In planning – Garbage Bin Relocation and Asphalt Resurfacing
- St. Catherine School
  - In progress – South Foundation Repairs
- St. Francis Junior High School
  - In planning – 2024-2025 IMR Programming: Transform Basement Area to Baseball and Hockey Training Space
  - In progress – Roof Repairs
- St. Joseph School
  - In planning - Exterior Envelope Foundation Cement Board Repairs
  - In planning - Flooring Replacement
- St. Mary School Taber
  - In progress – Structural Assessment Report by MPE Engineering
  - In planning - Gym Floor Sand, Repaint, and Refinish
  - In planning - Security Camera Installation and Replacements
- St. Michael's School Bow Island
  - Complete – Library Roof Repairs and Associated Water Damage Repairs
- St. Michael's School Pincher Creek
  - In progress – Gym Floor and Crawl Space Repairs due to Humidity Issues Affecting Gym Floor Finish
- St. Patrick Fine Arts School
  - In progress – Roof Restoration Section 8 and Roof Replacement Section 14
  - In progress - Upper Gym Exterior Wall Repair
  - In progress - Parking Lot Resurfacing
  - In progress – Portable Exterior Wall Repair
- St. Paul School
  - In progress – Mud Mitigation Near Door Entrances
  - In progress – Basketball Court Asphalt Resurfacing (contract signed)
- St. Patrick School Taber
  - In progress – Staff Room and Admin Area Slab Repair
- St. Teresa of Calcutta School
  - In progress – Floor and Wall Repairs Resulting from Alberta Infrastructure Structural Assessment

### ***SCHOOL-BASED PROJECTS***

- In progress – St. Michael's Pincher Creek Outdoor Basketball Court Phase 2: Court Surfacing
- In planning – Catholic Central High School West Campus Football Storage Relocation

### ***GENERAL MAINTENANCE UPDATES***

- Preparing for Summer Cleaning

## ***TECHNOLOGY UPDATE***

- Provincial Assessments
  - Gr 12 Diplomas -In person tech support for June delivery of online diplomas via Chromebook in our high schools
- Weekly school visits continue to help with ongoing technology and maintenance requests as we wrap up the school year with students.

### **Technology Summer Projects:**

- Classroom modernizations - Various schools will receive AV upgrades, specifically replacing projectors and whiteboards as required
- Cybersecurity
  - Cybersecurity continues to be a top priority as we optimize our infrastructure processes.
  - Network optimization in various locations to improve cyber defense positioning
- Fleet Maintenance
  - Regular updates of the student technology fleet in our schools as we refresh operating systems for Fall 2024
  - Technology lifecycle maintenance for staff affected by HR changes

**REPORT NO: E.1**

**June 26, 2024**

# **BOARD AGENDA REPORT**

**TO:** Board of Trustees

**FROM:** Board Chair

**SUBJECT:** Board Chair's Report

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## **BACKGROUND**

1. Trustee 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 Team Lethbridge Committee Reports for June 26, 2024.



# BOARD CHAIR REPORT

Date: June 26, 2024

Submitted by: Dr. Carmen Mombourquette

## EVENTS AND ACTIVITIES:

| Date    | Activity                                                                                                                                         |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 May   | Finance Committee Meeting                                                                                                                        |
| 10 May  | CCHS Graduation Mass                                                                                                                             |
| 11 May  | CCHS Graduation Ceremony                                                                                                                         |
| 13 May  | Agenda Setting Meeting                                                                                                                           |
| 15 May  | Conversation with potential acting superintendent                                                                                                |
| 15 May  | Budget Policy Presentation preparation meeting with Senior Administration                                                                        |
| 16 May  | Arts Alive and Well in Schools presentation and greeting                                                                                         |
| 17 May  | Conversation with potential acting superintendent                                                                                                |
| 18 May  | Trustee Budget Presentation Development                                                                                                          |
| 19 May  | Trustee Budget Presentation Development                                                                                                          |
| 21 May  | St. Patrick Fine Arts - Long Service Awards and staff recognition                                                                                |
| 21 May  | Board of Trustees budget presentation                                                                                                            |
| 22 May  | Phone meeting with Division lawyer                                                                                                               |
| 23 May  | Phone call with lawyer                                                                                                                           |
| 27 May  | Spiritual Development Day - delivered information re budget, negotiations, stakeholder involvement in budget process                             |
| 28 May  | Budget and Education Plan signing                                                                                                                |
| 28 May  | Zoom session with lawyer                                                                                                                         |
| 29 May  | Conversation with potential acting superintendent                                                                                                |
| 29 May  | Development of contract for acting superintendent                                                                                                |
| 30 May  | Conversation with potential consultant for new superintendent hire                                                                               |
| 30 May  | Prepare Board Self Evaluation document for use this year                                                                                         |
| 31 May  | Conversation with the Bishop - new superintendent hiring process, role of relationship with the Bishop as we move forward as a Board of Trustees |
| 31 May  | Long Service Awards presentations at Trinity/Care Campus                                                                                         |
| 3 June  | TQSB Meeting                                                                                                                                     |
| 3 June  | Superintendent Hiring Committee meeting with Dr. Scott Morrison                                                                                  |
| 4 June  | Phone calls with AB ED to confirm contract                                                                                                       |
| 5 June  | Special Meeting of the Board of Trustees                                                                                                         |
| 7 June  | Staff appreciation with employees at CEC                                                                                                         |
| 7 June  | Board of Trustees meeting with MP Thomas                                                                                                         |
| 8 June  | Confirmation at St. Martha's Church - beautiful                                                                                                  |
| 10 June | Write note for distribution to school division re acting superintendent appointment                                                              |
| 11 June | Initiate public request for feedback on qualities of a superintendent                                                                            |
| 13 June | Letter to MP Thomas re Carbon Tax Advocacy                                                                                                       |

|         |                                                                     |
|---------|---------------------------------------------------------------------|
| 13 June | Letter to MLA Phillips on retirement                                |
| 13 June | Letter out to interested CUPE member - re salary, negotiations, PUF |
| 17 June | Hiring Committee Meeting with Consultant                            |
| 17 June | Agenda Setting Meeting                                              |
| 18 June | Completed ASBA PD Survey                                            |

## CORRESPONDENCE:

| Month   | Description                                                                   |
|---------|-------------------------------------------------------------------------------|
| 18 May  | Alberta School Councils Newsletter                                            |
| 18 May  | ASBA - Call for interest to represent ASBA on various committees              |
| 18 May  | ASBA - inquiry about letting my name stand for second term with the TQS Board |
| 22 May  | Press Release - St. Mary's principal - congrats Michelle Nevil                |
| 22 May  | ACSTA - Monday Memo                                                           |
| 22 May  | Education Plan for the Division                                               |
| 24 May  | Community Support Fund                                                        |
| 26 May  | Sweet Treats invitation - CCHS concert                                        |
| 27 May  | ASBA - Spring AGM                                                             |
| 29 May  | Meeting agenda for TQSB                                                       |
| 29 May  | Northland School Division Letter on the Draft K-6 Social Studies Curriculum   |
| 30 May  | Tentative Contract for Acting Superintendent                                  |
| 30 May  | Tentative Contract for Hiring Consultant                                      |
| 30 May  | ASBA - Emergent Resolution for SGM                                            |
| 30 May  | ASBA - Spring General Meeting information and forms                           |
| 30 May  | ASBA - Press Release - AI Committee formed                                    |
| 31 May  | Invitation to St. Joseph Grade Nine Farewell                                  |
| 31 May  | Invitation to St. Francis Closing Mass                                        |
| 1 June  | St. Mary's Newsletter                                                         |
| 4 June  | ASBA - Spring Conference update                                               |
| 4 June  | St. Mike's BI - teaching positions update from principal                      |
| 4 June  | St. Paul Newsletter                                                           |
| 4 June  | CSM Newsletter                                                                |
| 4 June  | ASBA - Highlights of speech from Minister of Education                        |
| 4 June  | Connections Newsletter                                                        |
| 4 June  | June Saints Newsletter                                                        |
| 7 June  | St. Mike's BI Newsletter                                                      |
| 7 June  | St. Catherine Newsletter - a bussing issue needs to be addressed              |
| 7 June  | Transportation update notification                                            |
| 8 June  | Notification of St. Francis VP, Notification of St. Pat's principal           |
| 13 June | ACSTA Fall Convention Information                                             |
| 13 June | Invitation to St. Mike's Bow Island graduation ceremony                       |
| 13 June | Letter from interested CUPE member                                            |
| 17 June | Letter from NLPS board chair regarding transportation concerns                |
| 17 June | ASBA PD Survey                                                                |

**REPORT NO: E.2**

**June 26, 2024**

# **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.

# **ACSTA REPORT FOR JUNE 26, 2024**

***“Celebrate, Preserve, Promote, Enhance Catholic Education”***

**[admin@acsta.ab.ca](mailto:admin@acsta.ab.ca)**

## **KEY MESSAGES:**

- May 24, 2024 ,Board of Directors passed the following motion: That the Board of Directors supports celebrating Catholic Education Sunday on the third Sunday of October followed directly thereafter by Catholic Education Week, 2024 inclusive.
  - Theme this year is, ***“Testify! Share the Reason for your Hope.”***
  - Materials for schools and parishes will be shared.
- Code of Conduct: The draft code of conduct for directors passed first reading. Second reading scheduled for September ACSTA Board of Directors Meeting
- ACSTA received a clean audit
- Speakers Series: That the Board of Directors approve the Speaker Series proposal ***“Catholic Ed Talks”*** will begin this fall with the first one on September 11, 2024 at 7:30 with Archbishop Michael Miller speaking on ***“Evaluating the Catholic Identity of our Schools”***.

- In summary, the professional development sessions will feature a short talk on zoom once a month relating to Catholic education from a prominent speaker from the Catholic community followed by Q&A. They will be a maximum of one hour in length and held on the second Wednesday of each month from 7:30-8:30.
- The draft position statement on Parents as Primary Educators approved by the Board to go forward to ACSTA AGM this fall.
- ACSTA 2024 Annual General Meeting and Convention will be held Friday, November 15 - Sunday, November 17 at the Westin in Edmonton.
- The Board of Directors Resolutions Committee invites Boards to submit provincial issues for consideration at the AGM. We need to forward issues in writing to ACSTA office at [admin@acsta.ab.ca](mailto:admin@acsta.ab.ca) by September 17, 2024.
- **AWARDS:** We are invited to submit nominations for following:
  - 1) Honorary Life Membership
  - 2) Long Service Award
  - 3) Meritorious Service
  - 4) Appreciation



Newly created nomination form available on the website.  
Deadline is August 29, 2024

- Catholic Education Symposium: February 21-22, 2025 at Corpus Christi Parish Hall.
  - Theme is:  
***“Answering the call with a Servant’s Heart.”***
  - Scripture passage:  
*“Then I heard the voice of the Lord saying, “Whom shall I send, and who will go for us?” and I said, “Here I am; send me!”(Isaiah 6:8)*
  - Dr. Kent Donlevy is confirmed as a speaker on the legal powers that trustees had versus what they have now. In the process of confirming the other potential speakers.

**REPORT NO: E.3**

**June 26, 2024**

# **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.

## ASBA Zone 6 General Meeting Agenda-June 19, 2024, 10:30 a.m.

| #   | Item                                                                                                                                                                             | Speaker                                                                | Action |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------|
| 1   | Call to order                                                                                                                                                                    | Chair                                                                  | N/A    |
| 2.  | Land Acknowledgment                                                                                                                                                              | Vice Chair                                                             | I      |
| 3.  | Introductions                                                                                                                                                                    | Chair                                                                  |        |
| 4.  | Approval of Agenda                                                                                                                                                               | Chair                                                                  | A      |
| 5.  | Approval of Minutes <ul style="list-style-type: none"> <li>May 15, 2024 General Mtg Minutes <a href="#">attachment</a></li> </ul>                                                | Chair                                                                  | A      |
| 6.  | Zone Banking                                                                                                                                                                     | Roisin Gibb<br>Dr. Vivian Abboud                                       | A      |
| 7.  | ASBA Reports <ul style="list-style-type: none"> <li>ASBA President</li> <li>ASBA Vice President</li> <li>ASBA CEO</li> <li>Zone 6 Director <a href="#">attachment</a></li> </ul> | Marilyn Dennis<br>Shali Bizuik<br>Dr. Vivian Abboud<br>Allison Purcell | I      |
| 8.  | Reports <ul style="list-style-type: none"> <li>Zone 6 Chair Report</li> <li>Labour Relations Coordinator Report</li> <li>SAPDC - <a href="#">attachment</a></li> </ul>           | Roisin Gibb<br>Craig Whitehead<br>Lorelei Bexte                        | I      |
| 9.  | Financial Report <ul style="list-style-type: none"> <li>Monthly financial update <a href="#">attachment</a></li> </ul>                                                           | Pam Boyson                                                             | I/A    |
| 10. | Audited Financial Statement - <a href="#">attachment</a>                                                                                                                         | Roisin Gibb<br>Rhian Schroeder<br>(1:15pm)                             | A      |
| 11. | Trustee Governance Program Recognition                                                                                                                                           | Allison Purcell                                                        | I      |

|     |                                                                                                                                                        |                                |     |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|
| 12. | CSBA 2024                                                                                                                                              | Christine Light                | I   |
| 13. | FGM Position Statements <ul style="list-style-type: none"> <li>• Bandwidth</li> <li>• Full Time Kindergarten - <a href="#">attachment</a></li> </ul>   | Mike Oliver<br>Christine Light | I/A |
| 14. | Advocacy <ul style="list-style-type: none"> <li>• Letter Writing Update – Funding</li> </ul>                                                           | Roisin Gibb                    | I   |
| 15. | Round Table Discussion <ul style="list-style-type: none"> <li>• Cell Phone Policies</li> </ul>                                                         | Allison Purcell                | I   |
| 16. | Adjourn<br>Next meeting September 18, 2024 HYBRID Meeting Lethbridge School Division<br>AGM October 16, 2024 HYBRID Meeting Lethbridge School Division |                                | I   |

*\*Actions: A=Approval, I= Information, D=Discussion*

**REPORT NO: E.4**

**June 26, 2024**

# **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.

## GrACE Report for June 26, 2024

[www.facebook.com/GrACE4cathed](http://www.facebook.com/GrACE4cathed)

*INSPIRE INVIGORATE. EMBOLDEN CATHOLIC EDUCATION TO:*

*Unite, Educate, Communicate with one voice the value and gift of Catholic education.*

### **ACTIVITIES:**

- Continue to promote GrACE with school councils, parents, newsletters, parishes.
- June 19, 2024 GrACE planning meeting next steps for 24/25 school year with Aaron Skretting, Linda Ellefson and Tricia Doherty.
- Catholic Education week will now be held October 19-25 with the theme  
**Testify - Share the reason for the hope!** Scripture reference 1 Peter 3:15 “but in your hearts reverence Christ as Lord. Always be prepared to make a defense to anyone who calls you to account for the hope that is in you.”
- The GrACE summit will be held in Calgary St Michael’s Parish on Oct 25, 2024. We would like to take around 12 people to the summit in October.
- The GrACE newsletter will be streamlined going forward and coordinated with GrACE social media.

### **For Catholic Education:-**

- *That our Catholic schools may reveal the glory of God in all that they do, we pray to the Lord.*
- *That our Catholic schools always attract faith-filled teachers, we pray to the Lord.*
- *That our Catholic schools celebrate the richness of our Catholic faith, we pray to the Lord.*
- *That our Catholic schools may be a source of hope for the young, we pray to the Lord.*

**REPORT NO: E.5**

**June 26, 2024**

# **BOARD AGENDA REPORT**

**TO:** Board of Trustees

**FROM:** Bob Spitzig, Board Representative

**SUBJECT:** Pincher Creek Community Early Learning Centre Report

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## **BACKGROUND**

1. Trustee 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  
May 28th, 2021 @ 7:00 pm**

- 1) **Call to Order** *meeting called to order at 6:55pm*
- 2) **Approval of Agenda** *David Green motions to approve agenda as presented. Motion carried*
- 3) **Approval of Minutes of April 23, 2024:** [PCCELC Meeting Minutes April 23, 2024.docx](#)  
*Mark Barber motions to approve minutes of April 23, 2024 as presented. Motion carried*
- 4) **Operations Update**
  - a) Current status:
    - i) Sage operations:
      - 1) Sage Operations Report:
      - 2) Sage Financial Report: [Sage - April 2024.pdf](#)  
*Don Anderberg motions to accept May 2024 Sage operations report and April 2024 Sage financial report as presented. Motion carried.*
    - ii) Canyon Creek operations:
      - 1) Operations Report:
      - 2) Canyon financial report: [Canyon Creek - April 2024.pdf](#)  
*Caitlin McKenzie motions to accept May 2024 Canyon Creek Operations Report and April 2024 Canyon Creek financial report as presented. Motion carried.*
- 5) **Approvals**
  - a) Record of Email Approvals
    - i) Motion on books: Ola (ED) requested a short term loan for an employee to purchase textbooks. Motion was carried by the board. The loan has since been repaid when the employee received student loan funds.
    - ii) Motion on HR: Christy Gustavison motions to request approval for further HR supports. Motion carried.
  - b) Approval of Year End Financial Statements
    - i) [Financial statements DRAFT.pdf](#)  
*Don Anderberg moves to approve year end financial statements as presented. Motion carried*
  - c) Approval for Trinus quote for laptops/desktops
    - i) [Trinus Technologies Inc..000867.v1.16.pdf](#)  
*Christy Gustavison motions to approve the purchase of 2 desktop computers, 1 laptop, and three external hard drives for a maximum of \$6500.00 for total purchase. Motion carried.*
- 6) **New and unfinished business**
  - a) Attendance at the next MD/Town of PC joint council meeting  
*Unfinished business*
  - b) Employee Engagement Survey  
*As information*
  - c) Town of Pincher Creek Open House - June 12, 2024  
*For Information.*
  - d) Advocacy  
*As information*



## 7) Follow Up's (CLOSED SESSION)

*Mark Barber Motions to move into closed session at 8:10pm.*

- a) Town of Pincher Creek Follow up
  - i) Meeting minutes transparency
  - ii) Board letter to Wendy
    - (a) [Town of PC motion](#)
  - iii) Lease renewal  
*As information*
  - iv) Rent for 2024  
*As information*
  - v) Use of surplus funds
- b) HR Follow Up's
  - i) Executive Director Goals for 2024/2025
  - ii) Executive Director Compensation
  - iii) Relocation Policy
  - iv) Workplace Policy review  
*For information*
  - v) HR supports  
*For information*

*-Christy Gustavison motions for \$58512.91 in outstanding amounts owing to the town of PC to be waived. Motion carried*

*-Christy Gustavison motions to request that any surplus amounts from PCCELC will be retained in an operating reserve fund at the end of the year. Motion carried*

*-Caitlin McKenzie motions to approve ED salary increase based on performance, retroactive to March 4th, 2024. Motion carried*

*-Caitlin McKenzie motions to accept the performance review. Motion carried.*

*-Christy Gustavison motions that relocation assistance will be considered on a case by case basis. Motion carried*

*Mark Barber moves to exit closed session at 8:47pm*

## 8) Board Recruitment

- a) For discussion: Parents with children in care on PCCELC board of directors  
*Deferred to next meeting*

### **Closed Session**

*9:05pm Caitlin McKenzie recused herself from meeting and left discussion*

*9:06pm David Green motions to enter closed session*

*9:15pm Christy Gustavison motions to leave closed session.*

- i) Current parent and summer care (parent will recuse during discussion)  
*Gustavison made a motion that upon receipt of a formal written request, the parent can attend July and August meetings as recording secretary, and that the child can be accommodated in July and August as there is currently capacity to do so. Motion carried.*

**9) Date for next meeting : June 24, 2024**

**10) Adjournment**

**REPORT NO: E.6**

**June 26, 2024**

# **BOARD AGENDA REPORT**

**TO:** Board of Trustees

**FROM:** Tricia Doherty and Roisin Gibb, Board Representatives along  
with Deputy Superintendent Anthea Boras

**SUBJECT:** Team Lethbridge Report

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## **BACKGROUND**

1. Trustees Tricia Doherty and Roisin Gibb, along with Deputy Superintendent Anthea Boras, delegates to Team Lethbridge, will provide a report to the Board regarding the recent business, events, and activities.

## Team Lethbridge Planning Meeting May 31, 2024

Team Lethbridge is a group of community leaders interested in raising awareness of how the city of Lethbridge contributes to the province and how we can work with our government representatives to support long-term success for Alberta.

As individual organizations and as a group, Team Lethbridge believes our city has a lot to offer the province, the country and the world. Our vision and commitment is to foster a community, province and nation that is not only ready to seize the opportunities of today but also the possibilities of tomorrow.

Visits to Edmonton in October 2008, November 2010, October 2012, November 2015, November 2017, November 2019 and December 2022 were a success in terms of building relationships and understanding.

The next Team Lethbridge mission is planned for November 5-7/24.

Holy Spirit's representatives to Team Lethbridge for the Nov 2024 mission are:

Tricia Doherty (Trustee), Roisin Gibb (Trustee), Anthea Boras (Deputy Superintendent)

Learn more about the upcoming mission here:

<https://choosethbridge.ca/team-lethbridge>

**ADVOCACY NO: F.1**

**June 26, 2024**

## **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 June 26, 2024.



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:    | School and Key Discussions: |
|----------|-----------------------------|
| 10/06/24 | SMT School Council          |
|          |                             |
|          |                             |
|          |                             |
|          |                             |

## PARISH COMMITMENTS:

| Date:    | Key Discussions:              |
|----------|-------------------------------|
|          | Attend weekly Mass            |
| 18/06/24 | St Augustine's Parish Council |
| 28/06/24 | Helped Kof C with Seniors BBQ |
|          |                               |
|          |                               |
|          |                               |

## PROVINCIAL MEETINGS:

| Date:    | Name and Key Discussions:                           |
|----------|-----------------------------------------------------|
| 02/06/24 | Alberta School Boards Association Spring Convention |
| 03/06/24 | ASBA Spring Convention                              |
| 04/06/24 | ASBA Spring Convention                              |
|          |                                                     |
|          |                                                     |
|          |                                                     |

## OTHER MEETINGS AND ADVOCACY:

| Date:    | Name and Key Discussions:               |
|----------|-----------------------------------------|
| 05/06/24 | Special Board Meeting                   |
| 13/06/24 | Meeting with Parish Priests and Deacons |
| 17/06/24 | Agenda setting meeting                  |
| 21/06/24 | SMBI Graduation                         |
| 28/06/24 | SMT Graduation                          |
| 26/06/24 | June Board Meeting                      |
|          |                                         |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:         | School and Key Discussions:             |
|---------------|-----------------------------------------|
| May 23, 2024  | Theatre at St Joseph School             |
| June 6, 2024  | St Joseph School Grade 9 Farewell       |
| June 13, 2024 | St Joseph School Council Meeting        |
| June 13, 2024 | Year - End School Mass                  |
| June 10, 2024 | Stop by for gift of gratitude for staff |
| June 14, 2024 | Long Service Awards                     |

## PARISH COMMITMENTS:

| Date:         | Key Discussions:                                                   |
|---------------|--------------------------------------------------------------------|
| June          | Attendance at Weekly Mass, ongoing conversation with Parish Priest |
| June 13, 2024 | Meeting with Parish Priests                                        |
|               |                                                                    |
|               |                                                                    |
|               |                                                                    |
|               |                                                                    |

## PROVINCIAL MEETINGS:

| Date: | Name and Key Discussions: |
|-------|---------------------------|
|       |                           |
|       |                           |
|       |                           |
|       |                           |

## OTHER AND ADVOCACY:

| Date:         | Name and Key Discussions: |
|---------------|---------------------------|
| June 26, 2024 | COW/Board Meeting         |
|               |                           |
|               |                           |
|               |                           |
|               |                           |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:         | School and Key Discussions:                 |
|---------------|---------------------------------------------|
| May 31, 2024  | Blackfoot naming St Paul School             |
| June 5, 2024  | CCH Sweet Treats and Song Concert           |
| June 6, 2024  | SFJH Grade 9 Farewell                       |
| June 10, 2024 | SFJH Bluebird Cafe Year End Concert         |
| June 12, 2024 | CCH School Council                          |
| Jun 14, 2024  | ESM Staff Appreciation Booster Juice        |
| June 17, 2024 | St Paul Staff Appreciation                  |
| June 17, 2024 | St Paul Long Service Awards                 |
| June 17, 2024 | SFJH School Council                         |
| June 19, 2024 | SFJH Long Service/Fine Arts/Athletic Awards |
| June 21, 2024 | St Paul Grade 6 Farewell                    |

## PARISH COMMITMENTS:

| Date:         | Key Discussions:                   |
|---------------|------------------------------------|
| Ongoing       | Weekly Mass at St Martha's Parish  |
| June 5, 2024  | CCH Year End Mass                  |
| June 6, 2024  | Coffee with Fr Kevin               |
| June 12, 2024 | SFJH Year End Mass                 |
| June 18, 2024 | St Paul Year End Mass              |
| June 25, 2024 | ESM Year End Mass/Grade 6 Farewell |

## PROVINCIAL MEETINGS:

| Date:         | Name and Key Discussions:                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------|
| June 2, 2024  | ASBA SGM - Ministerial Panel                                                                                  |
| June 3, 2024  | ASBA SGM - Business Session                                                                                   |
| June 4, 2024  | ASBA SGM - PD - Moving Ourselves Forward Through Culturally Responsive Governance and Keynote - Shawn Kanungo |
| June 19, 2024 | ASBA Zone 6                                                                                                   |

## OTHER MEETINGS AND ADVOCACY:

| Date:        | Name and Key Discussions: |
|--------------|---------------------------|
| May 27, 2024 | Spiritual Development Day |
| May 28, 2024 | IMR STC                   |
| May 29, 2024 | IMR Trinity               |
| May 30, 2024 | Special meeting           |





# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty  
BOARD MEETING DATE: June 26, 2024

| Date:         | Name and Key Discussions:                       |
|---------------|-------------------------------------------------|
| May 31, 2024  | Team Lethbridge Planning                        |
| June 5, 2024  | Special meeting of the board                    |
| June 7, 2024  | Meeting with MP Rachel Thomas                   |
| June 10, 2024 | IMR ESM                                         |
| June 11, 2024 | Retirement Banquet                              |
| June 13, 2024 | IMR CSM                                         |
| June 13, 2024 | Board meeting with Priests                      |
| June 14, 2024 | IMR SPFA                                        |
| June 18, 2024 | IMR FLVT                                        |
| June 18, 2024 | Staff appreciation Booster Juice Early Learning |
| June 19,2024  | Economic Development Lethbridge                 |
| June 19, 2024 | GrACE Meeting                                   |
| June 24, 2024 | Farewell gathering for Ken                      |
| June 26, 2024 | Board Meeting                                   |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date: | School and Key Discussions: |
|-------|-----------------------------|
|       |                             |

## PARISH COMMITMENTS:

| Date: | Key Discussions:           |
|-------|----------------------------|
|       |                            |
|       | Regular attendance at Mass |
|       |                            |

## PROVINCIAL MEETINGS:

| Date:      | Name and Key Discussions:              |
|------------|----------------------------------------|
|            |                                        |
| June 2/24  | ASBA Spring General Meeting in Calgary |
| June 19/24 | ASBA Zone 6 Meeting                    |
|            |                                        |
|            |                                        |
|            |                                        |

## OTHER MEETINGS AND ADVOCACY:

| Date:      | Name and Key Discussions:                 |
|------------|-------------------------------------------|
|            |                                           |
| June 5/24  | Special Board Meeting                     |
| June 6/24  | Parent Meeting SMBI                       |
| June 11/24 | Retirement Banquet                        |
| June 13/24 | Meet the Clergy Day                       |
| June 26/24 | Lunch Meeting with Interim Superintendent |
| June 26/24 | COW/Board Meeting                         |
|            |                                           |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:         | School and Key Discussions:                                       |
|---------------|-------------------------------------------------------------------|
| June 11, 2024 | FLVT School Council (did not attend as we had Retirement Banquet) |

## PARISH COMMITMENTS:

| Date:        | Key Discussions:                             |
|--------------|----------------------------------------------|
| June         | Regular Mass attendance, hospitality, lector |
| June 4, 2024 | Liturgy in Edmonton                          |
|              | Prayers of Faithful at Corpus Christi        |
|              | Fill out Diocesan survey                     |

## PROVINCIAL MEETINGS:

| Date:         | Name and Key Discussions:                            |
|---------------|------------------------------------------------------|
| June 2-4      | ASBA in Calgary                                      |
| June 6, 2024  | GrACE Provincial Zoom Meeting , Special Meeting      |
| June 10, 2024 | Catholic Education Working Committee Virtual Meeting |
| June 18, 2024 | ACSTA Virtual Advocacy Committee                     |
| June 24, 2024 | Faith Formation of ACSTA Virtual Meeting             |
| June 27, 2024 | ACSTA Special Board of Directors                     |
| May 23-24     | Board of Directors ACSTA in Edmonton                 |

## OTHER MEETINGS AND ADVOCACY:

| Date:         | Name and Key Discussions:                       |
|---------------|-------------------------------------------------|
| May 27, 2024  | Spiritual Development Day                       |
| May 28, 2024  | IMR St. Teresa                                  |
| May 29, 2024  | Help Supervise Grade 4, ESM at Helen Schuler    |
| May 29, 2024  | Feather Blessing at St. Michael's Pincher Creek |
| May 30, 2024  | Divisional Barbecue at FLVT                     |
| June 6, 2024  | St. Francis Grade 9 Farewell                    |
| June 7, 2024  | Meeting with MP Rachel Thomas                   |
| June 10, 2024 | IMR at ESM                                      |
| June 11, 2024 | Retirement Banquet at Sandman Signature         |
| June 12, 2024 | St. Francis Year End Mass                       |
| June 13, 2024 | IMR at CSM                                      |
| June 13, 2024 | Meeting with Parish Priests and Deacons         |
| June 14, 2024 | IMR St. Patrick Fine Arts                       |



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# INDIVIDUAL TRUSTEE ADVOCACY REPORT

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TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: June 26, 2024

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| Date:         | Name and Key Discussions:                                                               |
|---------------|-----------------------------------------------------------------------------------------|
| June 17, 2024 | OLA Long Service Presentation and Staff Appreciation                                    |
| June 17, 2024 | Staff Appreciation to FLVT                                                              |
| June 18, 2024 | IMR at FLVT                                                                             |
| June 19, 2024 | St. Francis Long Service Awards                                                         |
| June 19, 2024 | GrACE: Local with Aaron Skretting and Tricia Doherty                                    |
| June 20, 2024 | FLVT Grade 9 Farewell                                                                   |
| June 21, 2024 | Grade 6 Farewell at St. Paul's                                                          |
| June 25, 2024 | ESM Year End Mass at Assumption                                                         |
| June          | Read all ASBA and ACSTA and GrACE Bulletins                                             |
| June          | Read Julianne Stanz "Braving the Thin Places" Celtic wisdom to create a space for Grace |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:   | School and Key Discussions:                                      |
|---------|------------------------------------------------------------------|
| June 12 | CCH School Council - staffing update, transportation, timetables |

## PARISH COMMITMENTS:

| Date:   | Key Discussions:                              |
|---------|-----------------------------------------------|
| June 23 | Sacristan 9am St. Martha's Parish             |
| June 8  | Confirmation St. Martha's Parish - Reader One |
| 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:                                 |
|------------|-----------------------------------------------------------|
| May 31     | Team Lethbridge Planning Meeting                          |
| June 2,3,4 | ASBA Spring General Meeting                               |
| June 7     | Meeting with MP Rachael Thomas                            |
| June 19    | ASBA Zone 6 Meeting at Lethbridge School Division - Chair |

## OTHER MEETINGS AND ADVOCACY:

| Date:     | Name and Key Discussions:                                   |
|-----------|-------------------------------------------------------------|
| May 21    | Budget Engagement Session                                   |
| May 22    | Public Board Meeting and COW                                |
| June 2    | UofC Governance Course COR 574 - 002 Digital Transformation |
| June 3,17 | Hiring Committee Meetings                                   |
| June 4    | Special meeting of the Board                                |
| June 5    | Sweet Treats CCH Music Night                                |
| June 6    | SFJH Grade 9 Farewell - brought greetings from the Board    |
| June 10   | CSM Booster Juice Appreciation                              |
| June 11   | Retirement Banquet                                          |
| June 13   | IMR CSM Meeting                                             |
| June 13   | Meeting with Priests and Clergy                             |
| June 19   | Booster Juice Appreciation SFJH and Long Service Awards     |
| June 25   | ESM Closing Mass and Grade 6 Farewell                       |
| June 25   | CSM Closing Mass and Grade 6 Farewell                       |
| June 25   | Public Board Meeting and COW                                |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:  | School and Key Discussions:          |
|--------|--------------------------------------|
| May 30 | School Council Meeting (rescheduled) |

## PARISH COMMITMENTS:

| Date: | Key Discussions:          |
|-------|---------------------------|
|       | Mass St. Catherine Parish |

## PROVINCIAL MEETINGS:

| Date:   | Name and Key Discussions:                                                                                   |
|---------|-------------------------------------------------------------------------------------------------------------|
|         | Alberta School Board Trustee Association Daily Briefs                                                       |
| June 2  | Alberta School Board Trustee Association Ministerial Engagement                                             |
| June 3  | Alberta School Board Trustee Association Spring General Meeting                                             |
| June 4  | Alberta School Board Trustee Association: Moving Ourselves Forward through Culturally Responsive Governance |
|         | Alberta Catholic School Trustee Association Weekly Summaries                                                |
| June 19 | Alberta School Board Trustee Association Zone 6 Meeting                                                     |

## OTHER MEETINGS AND ADVOCACY:

| Date:   | Name and Key Discussions:                                                     |
|---------|-------------------------------------------------------------------------------|
| May 4   | St. Catherine's School Winnie the Pooh Performance                            |
| May 15  | CCH West IMR Visit                                                            |
| May 21  | Public Budget Presentation                                                    |
| May 27  | Spiritual Development Day                                                     |
| June 6  | St Catherine Guitar House                                                     |
| June 7  | Meeting with MP Rachel Thomas                                                 |
| June 12 | St. Catherine Staff Appreciation Booster Juice delivery                       |
| June 13 | St. Catherine Grade 9 farewell Mass & Celebration                             |
| June 19 | St. Catherine Final School Mass, Christian Living Awards, Long Service Awards |
| June 11 | Retirement Celebration                                                        |
| June 26 | Board Meeting: Committee of the Whole                                         |
| June 26 | Board Meeting: Public General Meeting                                         |



# INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: June 26, 2024

## SCHOOL COUNCIL MEETINGS:

| Date:   | School and Key Discussions:  |
|---------|------------------------------|
| May 29  | SMPC Feather Blessing        |
| May 31  | SMPC Graduation Mass         |
| June 5  | CCH Year-end Mass            |
| June 6  | SFJH Grade 9 Farewell        |
| June 13 | STC Year-end Mass            |
| June 13 | SCPB Grade 9 Farewell Mass   |
| June 17 | St Teresa Staff Appreciation |
| June 17 | St. Paul's Long Service      |
| June 18 | St. Paul's Year End Mass     |
| June 18 | St. Teresa School Council    |
|         |                              |

## PARISH COMMITMENTS:

| Date:   | Key Discussions:                               |
|---------|------------------------------------------------|
| June    | All Saints - ongoing Mass ministries           |
| May 23  | All Saints - Corpus Christi Procession Meeting |
| June 2  | All Saints - Corpus Christi Procession         |
| June 12 | All Saints - PPC                               |
| June 20 | All Saints - PPC                               |
|         |                                                |

## PROVINCIAL MEETINGS:

| Date: | Name and Key Discussions: |
|-------|---------------------------|
|       |                           |

## OTHER MEETINGS AND ADVOCACY:

| Date:  | Name and Key Discussions: |
|--------|---------------------------|
| May 22 | Board Meeting             |
| May 27 | Spiritual Development Day |
| May 28 | PCCELC                    |
| June 5 | CCH Sweet Treats and Song |
|        |                           |

**ADVOCACY NO: F.2**

**June 26, 2024**

# **BOARD AGENDA ADVOCACY**

**TO:** Board of Trustees

**FROM:** Board of Trustees

**SUBJECT:** School Council Advocacy

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## **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**

**June 26, 2024**

## **BOARD AGENDA ADVOCACY**

**TO:** Board of Trustees

**FROM:** Tom Machacek, Vice Chair

**SUBJECT:** Meeting with Local Parish Priests

**ORIGINATOR:** Tom Machacek, Vice Chair

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### **BACKGROUND**

1. The Board hosted a meeting with local Parish Priests on June 13, 2024.  
The items discussed included:
  - Overview of the Faith Plan – Year Three
  - Sacramental Preparation
  - Role of Priests / Deacons in the Schools
  - Ministry Training in Schools for Students and Staff
  - Support for Diocesan Renewal in Schools
  - GrACE Advocacy in Parishes
2. Vice Chair Tom Machacek will speak to this item.

INFORMATION NO: G.1

June 24, 2024

## BOARD AGENDA INFORMATION ITEM

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Acting Secretary-Treasurer

**SUBJECT:** Third Quarter Financial Report with Year End Projections

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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### **BACKGROUND:**

1. Attached for Board review is the 2023/2024 Third Quarter Financial Report with Year End Projections.



**Holy Spirit**  
CATHOLIC SCHOOL DIVISION

# FISCAL ACCOUNTABILITY REPORT

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THIRD QUARTER  
September 1, 2023 – May 31, 2024

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#### SOURCE DOCUMENT:

Board Policy No. 2 – Role of the Board Section 10.9 states that one of the roles of the Board is to:

*“Monitor fiscal management and internal controls of the division”.*

## Background Information

To assist the Board in monitoring the fiscal management of the Holy Spirit Roman Catholic Separate School Division, accountability reports are prepared by Senior Administration for Board information. This report provides consolidated financial information for the period September 1, 2023, to May 31, 2024, a review of variances, and highlights key points. The status of operating and capital reserves will also be reviewed. The Statement of Operations has been prepared in the Public Sector Accounting Standards format.

The third quarterly financial report provides the results of operations recorded from September 1, 2023, to May 31, 2024, representing 9 months of the fiscal year. As there are 9 months expended by the end of the 3<sup>rd</sup> quarter, the standard benchmark for comparison is 75% (9/12) months. For some revenue and expenditure categories, up to 90% (9/10 months) is used as benchmark.

The 2023/2024 Operating Budget of \$68.6 million was approved by the Board of Trustees at the May 24, 2023 meeting of the Board. This includes the use of \$947,000 of reserves. Sufficient reserves are available to meet the shortfall in funding and increased operating costs.

The funding and assurance model that was introduced for the 2020/2021 school year, has the goal of providing flexible, stable, and predictable funding to enable local planning and decision-making. Enrolment is funded based on a weighted moving average formula. There are 15 operating grants and several targeted and one-time grants to respond to such matters as new curriculum implementation, dual credit enhancement, the teacher salary settlement, and the rising cost of fuel for transportation.

## Educational Priorities

The 2023/2024 Operating Budget was developed in a fiscally constrained environment, committed to addressing the educational priorities of the Board. The Board set the following strategic priorities for 2023-2026:

### Strengthening Our Catholic Faith

- We foster a Catholic worldview of reflection, service and sacramentality.
- Our staff and students demonstrate knowledge of faith and commit to faith development.
- We create Communities of Accompaniment in our schools and school division.

*"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven."* (Matthew 5:16)

### Living Truth and Reconciliation

- Our First Nations, Métis and Inuit students will continue to see increasing success rates.
- We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past.
- We will deepen our understanding of our collective responsibilities as Treaty People.

*"These are the things that you shall do: Speak the truth to one another, render in your gates judgments that are true and make for peace."* (Zechariah 8:16)

### Belonging In Our Diverse Community

- We will assist students in navigating various pathways of support.
- We provide programming and support for student and staff well-being.
- We celebrate and respect all cultures and ethnicities in our schools.

*"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope."* (Jeremiah 29:11)

### Learning Through Quality Teaching

- We prepare students for career pathways.
- All students demonstrate growth in literacy and numeracy.
- Schools reflect collaborative teaching and learning environments.

*"May my teaching drop like the rain, my speech condense like the dew; like gentle rain on grass, like showers on new growth."* (Deuteronomy 32:2)



## Statement of Revenue and Expense

### Consolidated Budget Vs. Actual Variance

|                                            | 2023 / 2024<br>Budget | Prorated<br>Budget (75%) | YTD Actual          | YTD Budget            | % Budget       | MGMT           |
|--------------------------------------------|-----------------------|--------------------------|---------------------|-----------------------|----------------|----------------|
|                                            | Approved May<br>2023  | For Q1                   |                     | Variance - Q1         | Rec'd/Use<br>d | Benchmark<br>% |
| <b>Revenue</b>                             |                       |                          |                     |                       |                |                |
| Alberta Education / Infrastructure         | \$ 61,399,777         | \$ 46,049,833            | \$46,577,705        | 527,872               | 76%            | 75%            |
| Other - Government of Alberta              | 370,175               | \$ -                     | 203,170             | 203,170               | 55%            | 75%            |
| Federal Government / First Nation          | 1,338,400             | \$ 1,003,800             | 1,771,190           | 767,390               | 132%           | 90%            |
| Fees                                       | 2,041,891             | \$ 1,531,418             | 923,825             | (607,593)             | 45%            | 90%            |
| Other Revenue                              | 1,867,400             | \$ 1,400,550             | 1,890,126           | 489,576               | 101%           | 75%            |
| <b>Total Revenue</b>                       | <b>\$ 67,017,643</b>  | <b>\$ 49,985,601</b>     | <b>\$51,366,016</b> | <b>1,380,415</b>      | <b>77%</b>     | <b>81%</b>     |
|                                            |                       |                          |                     |                       |                |                |
| <b>Expense</b>                             |                       |                          |                     |                       |                |                |
| Certificated Salaries & Benefits           | \$ 35,699,764         | \$ 26,774,823            | \$27,074,605        | (299,782)             | 76%            | 75%            |
| Non-Certificated Salaries & Benefits       | 15,222,790            | 11,417,093               | 11,512,749          | (95,656)              | 76%            | 77%            |
| <i>Subtotal</i>                            | 50,922,554            | 38,191,916               | 38,587,354          | (395,438)             | 76%            | 76%            |
| Services, Contracts & Supplies             | 13,099,389            | 9,824,542                | 10,322,506          | (497,964)             | 79%            | 75%            |
| Amortization                               | 4,519,105             | 3,389,329                | 3,546,279           | (156,950)             | 78%            | 75%            |
| Bank charges                               | 27,000                | 20,250                   | 10,152              | 10,098                | 38%            | 75%            |
| <b>Total Expense</b>                       | <b>\$ 68,568,048</b>  | <b>\$ 51,426,037</b>     | <b>\$52,466,291</b> | <b>\$ (1,040,254)</b> | <b>77%</b>     | <b>75%</b>     |
| <b>Surplus/(Deficit)</b>                   | <b>(1,550,405)</b>    | <b>(1,440,436)</b>       | <b>(1,100,275)</b>  |                       |                |                |
|                                            |                       |                          |                     |                       |                |                |
| <b>Positive/(Negative) Budget Variance</b> |                       |                          |                     | <b>\$ 340,161</b>     |                |                |

The Statement of Revenue and Expense: *Budget vs. Actual Variance* Report for the third quarter is a consolidation of all program operations including School Generated Funds, Instruction, Plant Operations and Maintenance, Transportation, and Board and System Administration. The following explains the revenue categories:

1. Alberta Education/Infrastructure

- This includes all revenue from Alberta Education and Alberta Infrastructure for operations as well as the recognition of capital revenue for supported capital assets. Capital revenue is recognized over the life of the supported asset. For example, a new school funded by the Alberta Government, is amortized over 50 years. As such, the revenue is also recognized over 50 years.

2. Other - Government of Alberta

- This includes all revenue sourced from other Government of Alberta Ministries such as the Mental Health Capacity Building Grant that is provided by Alberta Health Services.

3. Federal Government and First Nations

- Federal government payments related to tuition fees for first nations students are classified here.

4. Fees

- This is revenue received from parents and students representing incremental costs of providing additional educational services in accordance with Section 57(1) of the *Education Act*, and the School Fees and Cost Regulation. Offsetting expenses are disclosed in services, contracts, and supplies.

5. Other Revenue

- *Sales of services and products* – this represents revenues generated at the school level other than the direct provision of education services to qualifying funded students and includes early learning program fees, field trips and extracurricular programs,
- *Investment income* – This is interest earned on operating bank accounts. Capital interest revenue is recorded as deferred revenue and expended for capital purposes.
- *Gifts and Donations* - As a registered charity, the school division receives donations for various purposes.
- *Rental of Facilities* – This is rental income received from unrelated third parties.



- *Fundraising* – This revenue is gross revenue received for activities such as school dances, fine arts performances, etc. An activity constitutes fundraising if the proceeds are directed for a specific outcome. For example, the total amount of money raised by a school that hosts a spaghetti dinner to help fund a new playground is fundraising revenue.

The following explains the expense categories:

1. Certificated Salaries and Benefits

- This expense line includes all salaries paid for those employees who require and possess a valid Alberta Teaching Certificate or equivalent to fulfill their responsibilities of employment. This includes teachers, principals, associate principals, teacher coordinators, teacher consultants, directors, deputy superintendent, and superintendent.
- Certificated benefits include the employer share of amounts paid on behalf of certificated staff, including pension contributions, medical and insurance benefits, and mandatory employment-related costs such as employment insurance, Canada Pension Plan contributions, and WCB premiums for those certificated staff who qualify.

2. Non-Certificated Salaries and Benefits

- This expense line includes all salaries paid for those employees who do not require an Alberta Teaching Certificate to fulfill their responsibilities of employment. This includes all unionized and non-unionized *support* staff including education assistants, clerical staff, caretakers and maintenance staff, support workers, business services staff, human resources staff, technology staff, coordinators and managers, director of finance, secretary treasurer, and trustees.
- Non-certificated benefits include the employer share of amounts paid on behalf of non-certificated staff, including pension contributions, medical and insurance benefits, and mandatory employment-related costs such as employment insurance, Canada Pension Plan contributions, and WCB premiums.

### 3. Services, Contracts, and Supplies

- The cost of supplies, materials, and services rendered are included on this line, including expenses related to contracts, agreements, dues, fees, travel, and professional development.

### 4. Amortization

- This expense line includes amortization expense for both supported and unsupported assets.

### 5. Bank Charges

- Bank Charges include all finance-related charges including monthly bank account fees and merchant credit card fees.

The third quarter financial report shows a positive budget variance of \$340,161. This is mainly due to the receipt of additional grants that were previously not budgeted. These grants are listed below. Based on benchmarking, we would expect to have a third quarter deficit of approximately \$1,440,436, we are currently sitting at 1,100,275 (this includes unsupported amortization). Salaries and benefits are on target with the expected benchmark. Services, contracts and supplies are slightly higher than the expected benchmark. This is not unusual as many of the school's purchases happen throughout the first 10 months of the year when students are in school. There are also some expected capital purchases that remain part of services, contracts and supplies, but will be moved into capital during the preparation of the year-end financial statements.

The following is a year-to-date labour cost comparison with the same period last fiscal year. As expected, certificated salaries and benefits are higher due to wages and benefits increases.

### Year to Date Labour Cost Comparison

|                                   | Current YTD   | Prior YTD     |            |          |
|-----------------------------------|---------------|---------------|------------|----------|
| Labour Cost Comparison            | 2023/2024     | 2022/2023     | Change     | % Change |
| Certificated Salaries             | \$ 21,933,596 | \$ 21,581,806 | \$ 351,790 | 1.60%    |
| Certificated Benefits             | 5,141,009     | 4,989,499     | \$ 151,510 | 2.95%    |
| Non-Certificated Salaries & wages | 8,675,874     | 8,492,249     | \$ 183,625 | 2.12%    |
| Non-Certificated Benefits         | 2,836,875     | 2,669,591     | \$ 167,284 | 5.90%    |
|                                   | \$ 38,587,354 | \$ 37,733,145 | \$ 854,209 | 2.21%    |

The school division concluded the 3rd quarter of the fiscal year on a positive note, aligning well with our budget expectations and benchmarks. To ensure continued success and address any potential challenges proactively, it is beneficial to examine the revenue and expenses for each program area closely. This detailed review will highlight opportunities for optimization and help us maintain our positive trajectory.

### Grants not reflected in Budget

Since the approval of the 2023/2024 Operating Budget in May 2023, the School Division has received approval for the following additional grants.

|                                      |                     |
|--------------------------------------|---------------------|
| Jordan's Principle - St. Paul School | \$ 197,474          |
| Jordan's Principle - Division        | 1,726,736           |
| Low Incident Support                 | 39,220              |
| Calgary Youth Foundation             | 140,000             |
| Supplemental Enrolment Growth        | 351,000             |
|                                      | <u>\$ 2,454,430</u> |
|                                      |                     |

Apart from the Supplemental Enrolment Growth, all grants above are targeted and the funds must be spent according to the requirements of each grant. Unspent funds will be carried forward to the next fiscal year. The Supplemental Enrolment Growth Grant provides additional per-student funding for enrolment growth based on either incremental growth or enrolment thresholds, whichever is greater. There are no plans to spend the supplemental enrolment growth funding as it will serve to reduce the current year's planned deficit.

## Revenue and Expense by Program

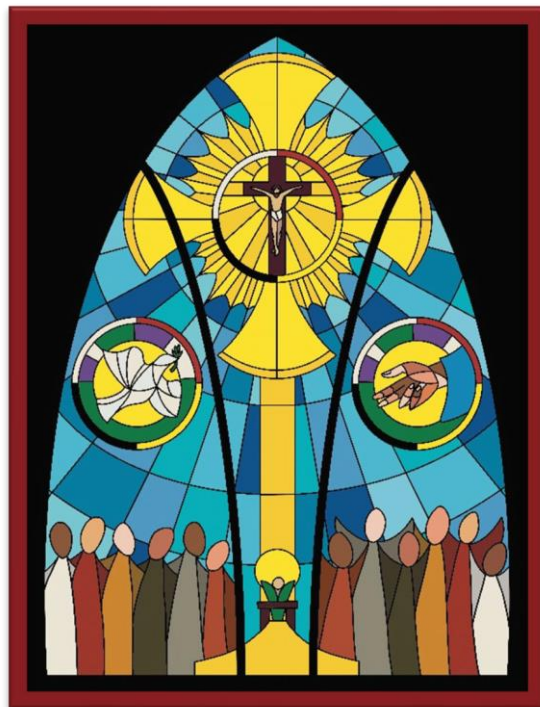
|                                     | SCHOOL<br>GENERATED FUNDS | EARLY LEARNING      | INSTRUCTION<br>GRADE K - 12 | PLANT OPERATIONS<br>AND MAINTENANCE | TRANSPORTATION      | BOARD & SYSTEM<br>ADMINISTRATION | Total                | % Budget<br>Rec'd/Used | MGMT<br>Benchmark<br>% |
|-------------------------------------|---------------------------|---------------------|-----------------------------|-------------------------------------|---------------------|----------------------------------|----------------------|------------------------|------------------------|
| <b>Revenue</b>                      |                           |                     |                             |                                     |                     |                                  |                      |                        |                        |
| ALBERTA EDUCATION/INFRASTRUCTURE    |                           | 2,335,764.00        | 33,016,146.00               | 7,557,409.00                        | 1,869,680.00        | 1,798,706.00                     | 46,577,705.00        | 76%                    | 75%                    |
| OTHER - GOVERNMENT OF ALBERTA       |                           | -                   | 203,170.00                  | -                                   |                     | -                                | 203,170.00           | 55%                    | 75%                    |
| FEDERAL GOVERNMENT AND FIRST NATION |                           | -                   | 1,771,190.00                | -                                   |                     | -                                | 1,771,190.00         | 132%                   | 90%                    |
| FEES                                | 710,734.00                | -                   | 210,344.00                  | -                                   | 2,747.00            | -                                | 923,825.00           | 45%                    | 90%                    |
| OTHER SALES AND SERVICES            | 184,570.00                | 156,024.00          | 290,694.00                  | -                                   |                     | -                                | 631,288.00           | 34%                    | 75%                    |
| INVESTMENT INCOME                   |                           | -                   | 373,667.00                  | -                                   |                     |                                  | 373,667.00           | 93%                    | 75%                    |
| GIFTS AND DONATION                  | 176,441.00                | -                   | 157,920.00                  | -                                   |                     | -                                | 334,361.00           | 186%                   | 90%                    |
| RENTAL OF FACILITIES                |                           | -                   | -                           | 82,640.00                           |                     | -                                | 82,640.00            | 110%                   | 75%                    |
| FUNDRAISING                         | 376,392.00                | -                   | -                           | -                                   |                     | -                                | 376,392.00           | 151%                   | 90%                    |
| GAIN ON DISPOSAL OF CAPITAL ASSETS  |                           | -                   | -                           | 4,500.00                            |                     |                                  | 4,500.00             |                        |                        |
| OTHER REVENUE                       |                           | -                   | 87,278.00                   | -                                   |                     | -                                | 87,278.00            | 4.67%                  | 75%                    |
| Total revenue                       | <b>1,448,137.00</b>       | <b>2,491,788.00</b> | <b>36,110,409.00</b>        | <b>7,644,549.00</b>                 | <b>1,872,427.00</b> | <b>1,798,706.00</b>              | <b>51,366,016.00</b> |                        |                        |
| <b>Expense</b>                      |                           |                     |                             |                                     |                     |                                  |                      |                        |                        |
| CERTIFICATED SALARIES & WAGES       |                           | 982,588.00          | 20,587,342.00               | -                                   |                     | 363,666.00                       | 21,933,596.00        | 79%                    | 75%                    |
| CERTIFICATED BENEFITS               |                           | 150,839.00          | 4,939,813.00                | -                                   |                     | 50,357.00                        | 5,141,009.00         | 74%                    | 75%                    |
| NON-CERTIFICATED SALARY & WAGES     |                           | 768,734.00          | 5,782,491.00                | 1,328,629.00                        | 58,370.00           | 737,650.00                       | 8,675,874.00         | 78%                    | 75%                    |
| NON-CERTIFICATED BENEFITS           |                           | 297,380.00          | 1,909,590.00                | 399,004.00                          | 16,121.00           | 214,780.00                       | 2,836,875.00         | 78%                    | 75%                    |
|                                     | -                         | 2,199,541.00        | 33,219,236.00               | 1,727,633.00                        | 74,491.00           | 1,366,453.00                     | 38,587,354.00        |                        |                        |
| SERVICES, CONTRACTS AND<br>SUPPLIES | 1,158,490.00              | 43,865.00           | 3,089,902.00                | 3,044,363.00                        | 2,411,982.00        | 573,904.00                       | 10,322,506.00        | 79%                    | 75%                    |
| AMORTIZATION EXPENSE- unsupported   |                           | -                   | -                           | 3,546,279.00                        |                     | -                                | 3,546,279.00         | 78%                    | 75%                    |
| BANK CHARGES                        |                           | -                   | 8,603.00                    | -                                   |                     | 1,549.00                         | 10,152.00            | 38%                    | 75%                    |
| Total Expenses                      | <b>1,158,490.00</b>       | <b>2,243,406.00</b> | <b>36,317,741.00</b>        | <b>8,318,275.00</b>                 | <b>2,486,473.00</b> | <b>1,941,906.00</b>              | <b>52,466,291.00</b> |                        |                        |
|                                     |                           |                     |                             |                                     |                     |                                  | -                    |                        |                        |
|                                     | 289,647.00                | 248,382.00          | (207,332.00)                | (673,726.00)                        | (614,046.00)        | (143,200.00)                     | (1,100,275.00)       |                        |                        |

## Instruction

| REVENUE                            | Approved May<br>2023    | YTD Actual            | Budget<br>Remaining  | % Budget<br>Rec'd/Used | MGMT<br>Benchmark % |
|------------------------------------|-------------------------|-----------------------|----------------------|------------------------|---------------------|
| Alberta Education / Infrastructure | \$ 46,528,473           | \$ 35,351,910         | \$ 11,176,563        | 76%                    | 75%                 |
| Other Government of Alberta        | 370,175                 | 203,170               | 167,005              | 55%                    | 75%                 |
| Federal Government / First Nations | 1,338,400               | 1,771,190             | (432,790)            | 132%                   | 90%                 |
| Fees                               | 2,041,891               | 921,078               | 1,120,813            | 45%                    | 90%                 |
| Other Sales and Services           | 598,400                 | 631,288               | (32,888)             | 105%                   | 90%                 |
| Investment Income                  | 400,000                 | 373,667               | 26,333               | 93%                    | 75%                 |
| Gifts and Donations                | 180,000                 | 334,361               | (154,361)            | 186%                   | 90%                 |
| Fundraising                        | 250,000                 | 376,392               | (126,392)            | 151%                   | 90%                 |
| Other Revenue                      | <u>264,000</u>          | <u>87,278</u>         | <u>176,722</u>       | <u>33%</u>             | <u>75%</u>          |
| <b>TOTAL REVENUE</b>               | <b>51,971,339</b>       | <b>40,050,334</b>     | <b>11,921,005</b>    | <b>77%</b>             | <b>84%</b>          |
| <b>EXPENSE</b>                     |                         |                       |                      |                        |                     |
| Certificated Salaries              | \$ 28,163,702           | \$ 21,569,930         | \$ 6,593,772         | 77%                    | 75%                 |
| Certificate Benefits               | 7,076,621               | 5,090,652             | 1,985,969            | 72%                    | 75%                 |
| Non-certificated Salaries          | 8,215,619               | 6,551,225             | 1,664,394            | 80%                    | 77%                 |
| Non-certificated Benefits          | <u>2,936,984</u>        | <u>2,206,970</u>      | <u>730,014</u>       | <u>75%</u>             | <u>75%</u>          |
| <i>Subtotal</i>                    | <b>46,392,926</b>       | <b>35,418,777</b>     | <b>10,974,149</b>    | <b>76%</b>             | <b>76%</b>          |
| Services, contracts and supplies   | 6,456,471               | 4,292,257             | 2,164,214            | 66%                    | 75%                 |
| Bank charges                       | <u>25,000</u>           | <u>8,603</u>          | <u>16,397</u>        | <u>34%</u>             | <u>75%</u>          |
| <b>TOTAL EXPENSE</b>               | <b>\$ 52,874,397</b>    | <b>\$ 39,719,637</b>  | <b>\$ 13,154,760</b> | <b>75%</b>             | <b>75%</b>          |
| Positive/(Negative) Variance       | <u><u>(903,058)</u></u> | <u><u>330,697</u></u> |                      |                        |                     |

The 2023/2024 Instruction Budget includes the use of operating reserves to cover the shortfall in funding.

| Comparison to Prior Year       | Current YTD<br><u>2023/2024</u> | Prior YTD<br><u>2022/2023</u> | <u>Change</u>       | <u>% Change</u> |
|--------------------------------|---------------------------------|-------------------------------|---------------------|-----------------|
| Certificated Wages             | \$ 21,569,930                   | \$ 21,296,141                 | \$ 273,789          | 1.29%           |
| Certificated Benefits          | 5,090,652                       | 4,948,929                     | 141,723             | 2.86%           |
| Non-Certificated Salaries      | 6,551,225                       | 6,491,572                     | 59,653              | 0.92%           |
| Non-Certificated Benefits      | 2,206,970                       | 2,093,559                     | 113,411             | 5.42%           |
| <i>Subtotal</i>                | <b>35,418,777</b>               | <b>34,830,201</b>             | <b>588,576</b>      | 1.69%           |
| Services, Contracts & Supplies | 4,292,257                       | 3,735,576                     | 556,681             | 14.90%          |
| Bank Charges                   | 8,603                           | 17,863                        | (9,260)             | -51.84%         |
| <b>Total Expense</b>           | <b>\$ 39,719,637</b>            | <b>\$ 38,583,640</b>          | <b>\$ 1,135,997</b> | 2.94%           |



## Plant Operations & Maintenance

|                                    | Budget            | YTD Actual       | Budget Remaining | % Budget Rec'd/Used | MGMT Benchmark % |
|------------------------------------|-------------------|------------------|------------------|---------------------|------------------|
| <b>REVENUE</b>                     |                   |                  |                  |                     |                  |
| Alberta Education / Infrastructure | \$ 9,810,210      | \$ 7,557,409     | \$ 2,252,801     | 77%                 | 75%              |
| Rental of Facilities               | 75,000            | 82,640           | \$ (7,640)       | 110%                | 90%              |
| Other                              | 100,000           | 79,500           | \$ 20,500        | 80%                 | 75%              |
| <b>TOTAL REVENUE</b>               | <b>9,985,210</b>  | <b>7,719,549</b> | <b>2,265,661</b> | 77%                 | 75%              |
| <b>EXPENSE</b>                     |                   |                  |                  |                     |                  |
| Non-certificated Salaries          | \$ 2,045,979      | \$ 1,328,629     | \$ 717,350       | 65%                 | 75%              |
| Non-certificated Benefits          | 611,107           | 399,004          | 212,103          | 65%                 | 75%              |
| <i>Subtotal</i>                    | <b>2,657,086</b>  | <b>1,727,633</b> | <b>929,453</b>   | 65%                 | 75%              |
| Services, contracts and supplies   | 3,412,424         | 3,044,363        | 368,061          | 89%                 | 75%              |
| Amortization                       | 4,519,105         | 3,546,279        | 972,826          | 78%                 | 75%              |
| <b>TOTAL EXPENSE</b>               | <b>10,588,615</b> | <b>8,318,275</b> | 2,270,340        | 79%                 | 75%              |
| Positive/(Negative) Variance       | <b>(603,405)</b>  | <b>(598,726)</b> |                  |                     |                  |

| Comparison to Prior Year          | Current YTD<br>2023/2024 | Prior YTD<br>2022/2023 | Change            | % change |
|-----------------------------------|--------------------------|------------------------|-------------------|----------|
| Non-Certificated Salaries & wages | \$ 1,328,629             | \$ 1,220,697           | \$ 107,932        | 9%       |
| Non-Certificated Benefits         | \$ 399,004               | 356,513                | 42,491            | 12%      |
| <i>Subtotal</i>                   | <b>1,727,633</b>         | <b>1,577,210</b>       | <b>150,423</b>    | 10%      |
| Services, Contracts & Supplies    | \$ 3,044,363             | \$ 2,719,108           | \$ 325,255        | 12%      |
| Amortization                      | 3,546,279                | 3,330,525              | 215,754           | 6%       |
| <b>Total Expense</b>              | <b>\$ 8,318,275</b>      | <b>\$ 7,626,843</b>    | <b>\$ 691,432</b> | 9%       |

The approved deficit in Plant Operations and Maintenance includes amortization of unsupported capital assets and amortization of unsupported asset retirement obligations. These expenditures do not affect operating reserves.

Although improving, currently the labour shortage in the Maintenance Department continues, which is reflected in the lower-than-expected wages and benefits for the third quarter. Contracted services were used to cover off caretaking shortages. These costs are reflected in services, contracts, and supplies.

Increased costs to utilities, insurance and supplies contributed to a higher than targeted benchmark. IMR projects have been undertaken throughout the year as needed. Projects will continue into the summer when the schools are closed.

## Transportation

|                                         | 2023 / 2024<br>Approved May<br>2023 | YTD Actual            | Budget<br>Remaining      | % Budget<br>Rec'd/Used | MGMT<br>Benchmark % |
|-----------------------------------------|-------------------------------------|-----------------------|--------------------------|------------------------|---------------------|
| <b>REVENUE</b>                          |                                     |                       |                          |                        |                     |
| Alberta Education / Infrastructure Fees | \$ 2,662,499<br>-                   | \$ 1,869,680<br>2,747 | \$ 792,819<br>\$ (2,747) | 70%<br>0%              | 75%<br>0%           |
| <b>TOTAL REVENUE</b>                    | <b>2,662,499</b>                    | <b>1,872,427</b>      | <b>790,072</b>           | 70%                    | 75%                 |
| <b>EXPENSE</b>                          |                                     |                       |                          |                        |                     |
| Non-certificated Salaries               | \$ 74,494                           | \$ 58,370             | \$ 16,124                | 78%                    | 75%                 |
| Non-certificated Benefits               | 21,976                              | 16,121                | \$ 5,855                 | 73%                    | 75%                 |
| <i>Subtotal</i>                         | <b>96,470</b>                       | <b>74,491</b>         | <b>21,979</b>            | 0%                     | 75%                 |
| Services, contracts and supplies        | 2,566,029                           | 2,411,982             | 154,047                  | 94%                    | 90%                 |
| <b>TOTAL EXPENSE</b>                    | <b>2,662,499</b>                    | <b>2,486,473</b>      | 176,026                  | 93%                    | 29%                 |
| Positive/(Negative) Variance            | -                                   | <b>(614,046)</b>      |                          |                        |                     |



## Transportation (continued)

Transportation is currently running a deficit. The reason for this is two-fold. Funding is received over a twelve-month period, yet expenses are incurred over ten months. The school division ended the 2022/2023 fiscal year with a deficit of \$258,130. Furthermore, funding for 2023/2024 will be \$212,831 less than Alberta Education estimated it would be. The deficit in Transportation for 2023/2024 could be as high as \$400,000.

The shuttle service providing transportation for students at Catholic Central High School between campuses has been an invaluable part of the school's operations, ensuring students can easily move between locations. Initially, with an annual cost of \$26,000 for a single shuttle, the program was quite manageable. However, as the school's needs and the number of shuttles have grown—to four shuttles in 2021/2022 at a cost of \$152,000, and to \$181,000 for the same number of shuttles in 2022/2023—so too have the operational expenses. In the current 2023/2024 fiscal year, we are operating five shuttles, with projected costs reaching \$300,000.

It is important to note that the School Division has been covering these costs without specific funding for this service, reflecting our commitment to maintaining this critical support for our students. As we continue to adapt to the growing needs of our school community, we will need to explore various strategies to manage these increasing costs effectively while ensuring our students' transportation needs are met efficiently and sustainably.

## Administration

| REVENUE                            | Budget           | YTD Actual       | Budget Remaining | % Budget Rec'd/Used | MGMT Benchmark % |
|------------------------------------|------------------|------------------|------------------|---------------------|------------------|
| Alberta Education / Infrastructure | \$ 2,398,595     | \$ 1,798,706     | \$ 599,889       | 75%                 | 75%              |
| <b>TOTAL REVENUE</b>               | <b>2,398,595</b> | <b>1,798,706</b> | <b>599,889</b>   | <b>75%</b>          | <b>75%</b>       |
| <b>EXPENSE</b>                     |                  |                  |                  |                     |                  |
| Certificated Salaries              | \$ 373,529       | \$ 363,666       | \$ 9,863         | 97%                 | 75%              |
| Certificate Benefits               | 85,912           | 50,357           | 35,555           | 59%                 | 75%              |
| Non-certificated Salaries          | 1,019,623        | 737,650          | 281,973          | 72%                 | 75%              |
| Non-certificated Benefits          | 297,008          | 214,780          | 82,228           | 72%                 | 75%              |
| <i>Subtotal</i>                    | <b>1,776,072</b> | <b>1,366,453</b> | <b>409,619</b>   | <b>77%</b>          | <b>75%</b>       |
| Services, contracts and supplies   | 664,465          | 573,904          | 90,561           | 86%                 | 75%              |
| Bank charges                       | 2,000            | 1,549            | 451              | 77%                 | 75%              |
| <b>TOTAL EXPENSE</b>               | <b>2,442,537</b> | <b>1,941,906</b> | <b>500,631</b>   | <b>80%</b>          | <b>75%</b>       |
| Positive/(Negative) Variance       | <b>(43,942)</b>  | <b>(143,200)</b> |                  |                     |                  |

| Comparison to Prior Year       | Current YTD<br>2023/2024 | Prior YTD<br>2022/2023 | Change            | % Change |
|--------------------------------|--------------------------|------------------------|-------------------|----------|
| Certificated Wages             | \$ 363,666               | \$ 285,665             | \$ 78,001         | 27%      |
| Certificated Benefits          | 50,357                   | 40,570                 | 9,787             | 24%      |
| Non-Certificated Salaries      | 737,650                  | 758,292                | (20,642)          | -3%      |
| Non-Certificated Benefits      | 214,780                  | 213,473                | 1,307             | 1%       |
| <i>Subtotal</i>                | <b>1,366,453</b>         | <b>1,298,000</b>       | <b>68,453</b>     | 5%       |
| Services, Contracts & Supplies | 573,904                  | 472,154                | \$ 101,750        | 22%      |
| Bank Charges                   | 1,549                    | 1,520                  | \$ 29             | 2%       |
| <b>Total Expense</b>           | <b>\$ 1,941,906</b>      | <b>\$ 1,771,674</b>    | <b>\$ 170,232</b> | 10%      |

The 2023/2024 Budget includes the use of administrative reserves to cover the funding shortfall. Due to the overlapping of Deputy Superintendent wages, as well as costs for bargaining agents and legal, the Administration spending will realize a larger deficit than originally budgeted.

## Status of Operating and Capital Reserves

Alberta Education has established indicators of financial health to assist school divisions in monitoring their operations. The short-term indicators include a strong budget process that allows a Board to determine and prioritize its needs, set clear budget assumptions, and ensure the fiscal plan is realistic and balanced.

Operating reserves for the year ending August 31, 2023, were \$3,185,824 [2022 - \$4,039,289]. This includes \$801,072 [2022 - \$673,598] that is directly attributable to and restricted for activities generated by our schools.

In March 2022, Alberta Education announced that effective August 31, 2023, school jurisdictions will have mandated minimum and maximum operating reserve balances. The minimum reserve balance will be 1% and the maximum operating reserve balance will be between 3.15% and 4.95%. For Holy Spirit School Division, our reserve maximum, as confirmed by Alberta Education, is 3.69%. Using our 2023/2024 operating budget, this means the School Division's minimum reserve balance is \$685,680 and its maximum reserve balance of approximately \$2,500,000.

|                                      | Unrestricted<br>Net Assets | Operating           | Capital             | Total               |
|--------------------------------------|----------------------------|---------------------|---------------------|---------------------|
| Opening Balance, September 1, 2023   | \$ 84,805                  | \$ 3,101,016        | \$ 2,597,924        | \$ 5,783,745        |
| Estimated operating deficit          | (1,550,405)                |                     |                     | (1,550,405)         |
| Estimated amortization expense       | 4,519,105                  |                     |                     | 4,519,105           |
| Estimated capital revenue recognized | (3,915,700)                |                     |                     | (3,915,700)         |
| Estimated net reserve transfers      | 947,000                    | (847,000)           | (100,000)           | -                   |
| Board funded capital asset additions |                            | -                   | (783,000)           | (783,000)           |
| Estimated balance, August 31, 2024   | <u>\$ 84,805</u>           | <u>\$ 2,254,016</u> | <u>\$ 1,714,924</u> | <u>\$ 4,053,745</u> |

|                                                  | Unrestricted<br>Net Assets | SGF               | Instr               | POM                 | Trans       | Admin             | Total               |
|--------------------------------------------------|----------------------------|-------------------|---------------------|---------------------|-------------|-------------------|---------------------|
| Opening Balance, September 1, 2023               | \$ 84,805                  | \$ 801,072        | \$ 629,900          | \$ 1,284,265        | \$ -        | \$ 385,779        | \$ 3,185,821        |
| Estimated use of operating reserves              |                            | -                 | (903,058)           |                     | -           | (43,942)          | \$ (947,000)        |
| Estimated use of Capital Reserves for operations |                            |                   |                     | 100,000             |             |                   | \$ 100,000          |
| Estimated Balance, August 31, 2024               | <u>\$ 84,405</u>           | <u>\$ 801,072</u> | <u>\$ (273,158)</u> | <u>\$ 1,384,265</u> | <u>\$ -</u> | <u>\$ 341,837</u> | <u>\$ 2,338,821</u> |

## Board Funded Capital Expenditures

Previously approved Board Funded Capital Expenditures include:

| Maintenance Department                                                                                                             | Board & System Administration                                                          | Support Services                                                                                              | Technology                                                                                                                                                                                | Instruction                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• 2 maintenance vehicles</li><li>• Life-cycle replacement of maintenance equipment</li></ul> | <ul style="list-style-type: none"><li>• Security cameras for St. Basil's CEC</li></ul> | <ul style="list-style-type: none"><li>• Natural playground enhancement to the Early Learning Centre</li></ul> | <ul style="list-style-type: none"><li>• Student Technology Evergreening</li><li>• PD Centre technology upgrade</li><li>• School Technology modernizations (previously approved)</li></ul> | <ul style="list-style-type: none"><li>• Automated sub call-out system</li></ul> |

|                               |                   |
|-------------------------------|-------------------|
| Maintenance Department        | \$ 240,000        |
| Board & System Administration | 40,000            |
| Support Services              | 10,000            |
| Technology                    | 425,000           |
| Schools                       | <u>68,000</u>     |
|                               | <u>\$ 783,000</u> |

**INFORMATION NO: G.2**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Aaron Skretting, Director of Religious Education

**SUBJECT:** Holy Spirit School Division's Opening Mass 2024/2025

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **BACKGROUND:**

1. Holy Spirit Catholic School Division's Opening Mass will be held Wednesday, August 28, 2024 at 9:00 a.m., at Catholic Central High School East Campus, celebrated by His Excellency Bishop William McGrattan.
2. Attached for Board information is the poster for the Division Opening Mass.





Holy Spirit Catholic School Division



# Opening Mass



# ARISE!



# BUILD!



# PROCLAIM!



## Pilgrims of Hope

Wednesday  
**August**  
**28<sup>th</sup>**

**Catholic Central  
High School**

**405-18 Street S. (East Campus)**

*Join us as we embark on the third year  
of our three-year faith plan!*

**9:00am Mass**

**Officiated by Bishop William McGrattan**  
**"Share the Mission" Award**  
**followed by Lunch**

**INFORMATION NO: G.3**

**June 26, 2024**

## **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Ken Sampson, Superintendent of Schools

**SUBJECT:** Diocese of Calgary Personnel Update

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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### **BACKGROUND:**

1. Attached for Board information is a personnel announcement from the Diocese of Calgary.



ROMAN CATHOLIC  
**DIOCESE**  
*of Calgary*

## PERSONNEL ANNOUNCEMENT

June 6, 2024

### RETIREMENT

- **Rev. Robert Dielissen**, currently Pastor of St. Paul's Parish, Airdrie, has been granted early retirement for health reasons effective August 1, 2024.
- **Rev. Julian Studden**, currently Associate Pastor of St. Mary's Cathedral, Calgary, will retire effective August 1, 2024. Fr. Julian will continue in his appointment as the Vicar for the Permanent Diaconate.

The Diocese of Calgary is grateful for their many years of dedicated priestly service, and I wish them our prayers and best wishes.

Yours in Christ,

✠William T. McGrattan  
Bishop of Calgary

### PRIESTS ARRIVING IN THE DIOCESE

- **Rev. Lawrence Manolache**, currently on leave from the Diocese and serving in the Diocese of Concordia-Pordenone, Italy, will be returning to the Diocese and has been appointed Associate Pastor of St. Bonaventure Parish, Calgary, effective October 1, 2024.
- **Rev. Tadeusz Jordan, SDS**, currently Pastor of St. Clare of Assisi Parish, Coquitlam BC, has been appointed Pastor of St. Joseph Parish, Calgary, effective August 1, 2024.
- **Rev. Kevin Gillis, LC**, currently at the Legionaries of Christ Novitiate & College of Humanities, Cheshire, Connecticut, has been appointed Associate Pastor of Ascension Parish, Calgary, effective July 31, 2024.
- **Rev. Kelvin Chukwurah**, on loan from the Diocese of Aba, Nigeria, and who has been providing Mass coverage to a few parishes in Calgary since April 2024, has



been appointed Associate Pastor of St. Michael's Parish, Calgary, effective August 1, 2024.

### **PRIEST PASTORAL ASSIGNMENTS**

- **Rev. Vijaya Bathineni**, currently Administrator of St. James Parish, Okotoks, has been appointed Pastor of the parish effective August 1, 2024.
- **Rev. Cristino Bouvette**, currently Administrator of Sacred Heart Parish, Strathmore, has been appointed Pastor of the parish effective August 1, 2024. Fr. Cristino will continue to be Vocations Director for the priesthood.
- **Rev. Troy Nguyen**, currently Associate Pastor of St. Bonaventure Parish, Calgary, has been appointed Vicar for Young Adults and Chaplain to the St. Francis Xavier Chaplaincy effective August 1, 2024. Fr. Troy will reside at the rectory of St. Bonaventure Parish and will continue in his capacity as the Chaplain to St. Mary's University.
- **Rev. Thomas Vadassery**, currently Associate Pastor of St. Paul's Parish, Airdrie, has been appointed Administrator of the Parish effective August 1, 2024.
- **Rev. Pawel Andrasz**, currently Pastor of Immaculate Conception Parish, Standoff, has been appointed Pastor of St. Peter's Parish, Milk River, effective August 1, 2024.
- **Rev. Jose Bustalino**, currently Associate Pastor of St. Michael's Parish, Calgary, has been appointed Administrator of Immaculate Conception Parish, Standoff, effective August 1, 2024.
- **Rev. Valentine Suum**, currently Associate Pastor of St. Patrick's Parish, Calgary, has been appointed Associate Pastor of St. James Parish, Okotoks, effective August 1, 2024.
- **Rev. Vincent Ha Tuan**, currently in the Medicine Hat Hospital Chaplaincy, has been appointed Associate Pastor of St. Patrick's Parish, Calgary, effective August 1, 2024.
- **Rev. Myles Gaffney** currently Pastor of St. Michael's Parish, Pincher Creek, has been appointed to the Medicine Hat Hospital Chaplaincy effective August 1, 2024.
- **Rev. Marino Infante**, currently Pastor of St. Mary's Parish, Brooks, has been appointed Pastor of St. Michael's Parish, Pincher Creek, effective August 1, 2024.
- **Rev. Eligio Canete**, currently Pastor of St. James Parish, Calgary, has been appointed Pastor of St. Mary's Parish, Brooks, effective August 1, 2024.
- **Rev. Domingo Bongalos**, currently Associate Pastor of St. James Parish, Okotoks, has been appointed Pastor of St. James Parish, Calgary, effective August 1, 2024.

## SEMINARIANS

- **Bennet Chacko**, having completed his second year of theology at St. Joseph Seminary, has been assigned to Holy Spirit Parish, Calgary, for his pastoral year of internship under the supervision of Rev. David Meadows effective August 1, 2024.
- **Peter An**, having completed his theological studies at St. Joseph Seminary, has been assigned to St. Mary's Cathedral, Calgary, for his vocational synthesis phase of formation under the supervision of Rev. Avinash Colaco effective August 1, 2024.

**INFORMATION NO: G.4**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Sean Marks, Communications Coordinator

**SUBJECT:** Holy Spirit Social Media Analytics Report

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **BACKGROUND**

1. Attached for Board information is a Holy Spirit Social Media Analytics Report from January 1, 2024 to May 31, 2024. The data and metrics provides details on the division's recent social media activities and performance through Facebook and Instagram.



## HOLY SPIRIT CATHOLIC SCHOOL DIVISION

# Social Media Analytics

January 1, 2024 to May 31, 2024

### Facebook & Instagram Review

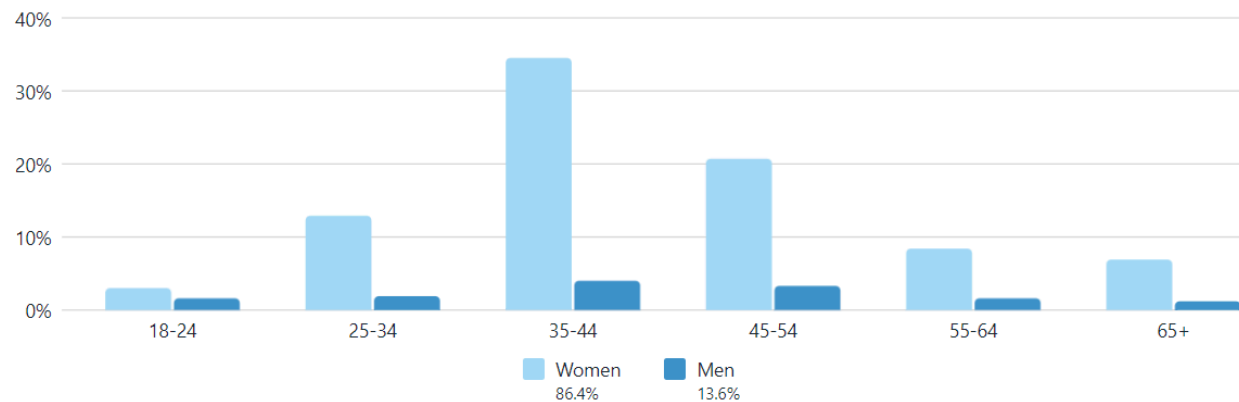
Audience (June 17, 2024)



**Followers:** 921 (+162 - 21.3% Increase)

**Last Report:** 759

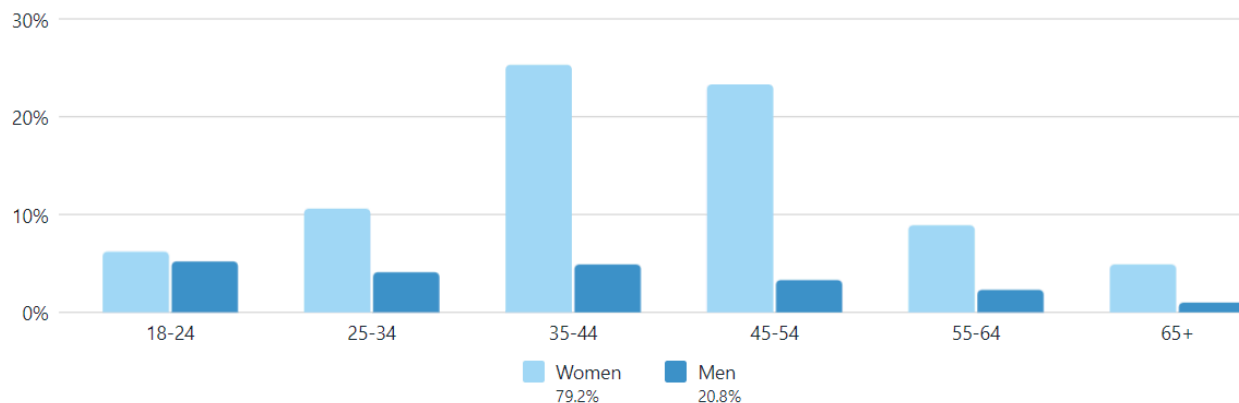
Age & gender ⓘ



**Followers:** 732 (+107 - 17.1% Increase)

**Last Report:** 625

Age & gender ⓘ



We have seen a large increase in followers from the last report which shows our division social media channels are more active and are also attracting more parents to follow our channels as opposed to just their school channels.

In addition, the above demographics show that the majority of our followers are female and primarily between the ages of 35-55.

January 2024

Monthly posts with the highest “Reach”

| Title                                                                                                                                                                                                                                                 | Date published ↑↓ |                     | Reach ⓘ ↓      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|----------------|
|  <div>Southland Transportation Ltd. has informed us buses ...<br/>Holy Spirit Catholic School Division, Southern Alberta</div>                                       | <div>Boost</div>  | Thu Jan 11, 2:50pm  | 10.3K<br>Reach |
|  <div>Attention Holy Spirit Catholic School Division families...<br/>Holy Spirit Catholic School Division, Southern Alberta</div>                                    | <div>Boost</div>  | Sun Jan 14, 4:22pm  | 4.2K<br>Reach  |
|  <div>Tickets are available for St. Francis Junior High School...<br/>Holy Spirit Catholic School Division, Southern Alberta</div>                                   | <div>Boost</div>  | Wed Jan 17, 12:00pm | 3.8K<br>Reach  |
|  <div>The Holy Spirit Catholic School Division is able to pro...<br/>Holy Spirit Catholic School Division, Southern Alberta</div>                                    | <div>Boost</div>  | Fri Jan 12, 1:55pm  | 2.8K<br>Reach  |
|  <div>Tune into CTV Lethbridge tonight at 5:00 for "Dory's ...<br/>Holy Spirit Catholic School Division, Southern Alberta</div>                                      | <div>Boost</div>  | Thu Jan 25, 11:00am | 1.9K<br>Reach  |
| <div><div>Posts/Shares/Stories: 70</div><div>Posts/Shares/Stories: 56</div></div> |                   |                     |                |

Monthly Reach, Visits and Follows Vs. January 2023

|                                                       |                                                               |
|-------------------------------------------------------|---------------------------------------------------------------|
| <div>Facebook reach ⓘ</div> <div>18K ↑ 18.5%</div>    | <div>Instagram reach ⓘ</div> <div>1.5K ↑ 153.7%</div>         |
| <div>Facebook visits ⓘ</div> <div>4.9K ↑ 406.4%</div> | <div>Instagram profile visits ⓘ</div> <div>775 ↑ 434.5%</div> |
| <div>Facebook follows ⓘ</div> <div>90 ↑ 462.5%</div>  | <div>Instagram follows ⓘ</div> <div>54</div>                  |

Our overall growth via social media has jumped tremendously from January 2024 compared to January 2023. We experienced huge growth in visits particularly, which shows that more people are visiting our pages more often to see what is happening division wide. Our followership also increased, with 90 new follows on our Facebook page and 54 on Instagram. A contributing factor in this is likely due to the extreme cold and snow days we saw in January and families wanting to stay as up-to-date as possible.

## February 2024

### Monthly posts with the highest "Reach"

| Title                                                                                                                                                                                                   |       |  | Date published ↑↓   | Reach ⓘ ↓     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|---------------------|---------------|
|  Get ready to head over the rainbow and take a stroll ...<br>Holy Spirit Catholic School Division, Southern Alberta    | Boost |  | Wed Feb 21, 10:50am | 2.5K<br>Reach |
|  Students, staff and guests were at Children of St. Mar...<br>Holy Spirit Catholic School Division, Southern Alberta   | Boost |  | Fri Feb 16, 12:01pm | 1.6K<br>Reach |
|  Despite the cold and snow we got today, the student...<br>Holy Spirit Catholic School Division, Southern Alberta      | Boost |  | Tue Feb 13, 2:02pm  | 1.6K<br>Reach |
|  It's nearly time for the 2024 St. Francis Junior High Sc...<br>Holy Spirit Catholic School Division, Southern Alberta | Boost |  | Thu Feb 22, 9:34am  | 1.6K<br>Reach |
|  It was a blessed ceremony this morning at St. Martha'...<br>Holy Spirit Catholic School Division, Southern Alberta    | Boost |  | Wed Feb 14, 10:22am | 1.4K<br>Reach |



Posts/Shares/Stories: 66



Posts/Shares/Stories: 41

### Monthly Reach, Visits and Follows Vs. February 2023

Facebook reach ⓘ

9.9K ↓ 36.6%

Facebook visits ⓘ

2K ↑ 43.9%

Facebook follows ⓘ

12 ↓ 40%

Instagram reach ⓘ

1.4K ↑ 88.5%

Instagram profile visits ⓘ

447 ↑ 194.1%

Instagram follows ⓘ

28

We saw a slight decline in our reach and new follows in February 2024 compared to 2023. This is not overly surprising as we saw incredibly high numbers this year for January. Instagram remains on the rise year-over-year while visits to our Facebook page still saw an increase.

March 2024

Monthly posts with the highest “Reach”

| Title                                                                             |                                                                                                                      | Date published ↑↓ |                      | Reach ⓘ ↓     |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------|----------------------|---------------|
|  | Get ready to take a trip to Madagascar with Alex, Mar...<br>Holy Spirit Catholic School Division, Southern Alberta   | Boost             | Wed Mar 27, 12:42... | 2.6K<br>Reach |
|  | St. Francis Junior High School is ready to take you on ...<br>Holy Spirit Catholic School Division, Southern Alberta | Boost             | Tue Mar 12, 10:36am  | 1.9K<br>Reach |
|  | Be sure to tune in to 94.1 CJOC Afternoons with Mike...<br>Holy Spirit Catholic School Division, Southern Alberta    | Boost             | Mon Mar 11, 12:52... | 1.7K<br>Reach |
|  | Green Shirt Day is on Sunday, April 7, 2024, and the ...<br>Holy Spirit Catholic School Division, Southern Alberta   | Boost             | Wed Mar 27, 8:57am   | 1.4K<br>Reach |
|  | The @stchs4 school choir sang “O Canad...<br>holyspiritcsd                                                           | Boost unavailable | Fri Mar 15, 7:19pm   | 1.4K<br>Reach |

 Posts/Shares/Stories: 84

 Posts/Shares/Stories: 69

Monthly Reach, Visits and Follows Vs. March 2023

Facebook reach ⓘ

12.9K ↓ 3.7%

Facebook visits ⓘ

3.1K ↑ 66.1%

Facebook follows ⓘ

41 ↑ 46.4%

Instagram reach ⓘ

2.1K ↑ 91.7%

Instagram profile visits ⓘ

679 ↑ 99.1%

Instagram follows ⓘ

35

In March 2024, we saw a slight decrease in reach compared to 2023. However, being only 3.7% less year-over-year, the numbers can be looked at as near identical. We saw increases across the board on Instagram as well as an increase in Facebook visits and follows.

April 2024

**Monthly posts with the highest "Reach"**

| Title                                                                                                                                                                                                                                                                                     |       | Date published ↑↓   | Reach ⓘ ↓                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------|--------------------------------------|
|  On Monday, April 8, 2024, a partial solar eclipse will b...<br> Holy Spirit Catholic School Division, Southern Alberta | Boost | Thu Apr 4, 1:44pm   | 4.1K<br>Reach <div><div></div></div> |
|  It was all about Mr. Kast at @sfleth this morning whe...<br> Holy Spirit Catholic School Division, Southern Alberta    | Boost | Tue Apr 16, 11:36am | 1.6K<br>Reach <div><div></div></div> |
|  With #GreenShirtDay falling on the weekend, the Hol...<br> Holy Spirit Catholic School Division, Southern Alberta      | Boost | Mon Apr 8, 10:30am  | 1.4K<br>Reach <div><div></div></div> |
|  Holy Spirit Catholic School Division is proud to anno...<br> Holy Spirit Catholic School Division, Southern Alberta    | Boost | Mon Apr 8, 8:48am   | 1.3K<br>Reach <div><div></div></div> |
|  A quick reminder that a partial solar eclipse will be vi...<br> Holy Spirit Catholic School Division, Southern Alberta | Boost | Mon Apr 8, 7:30am   | 1.3K<br>Reach <div><div></div></div> |



Posts/Shares/Stories: 97



Posts/Shares/Stories: 55

**April Reach, Visits and Follows Vs. April 2023**

Facebook reach ⓘ

11.5K ↑ 94.8%

Facebook visits ⓘ

2.4K ↑ 105.4%

Facebook follows ⓘ

25 ↑ 108.3%

Instagram reach ⓘ

1.5K ↑ 81%

Instagram profile visits ⓘ

522 ↑ 98.5%

Instagram follows ⓘ

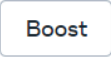
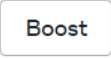
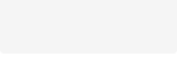
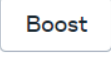
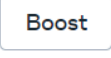
12

As we head into the last three months of the 2023/2024 school year, we are seeing our social media activity rise across the board. Not only are we getting more posts out, we're reaching a wider audience while gaining more visits and follows. With many things happening across our school division, we are trying to get as much out to the public as possible and they appear, analytically, to be extremely responsive.



May 2024

Monthly posts with the highest “Reach”

| Title                                                                                                                                                                                                                                                                                      |                                                                                   |  | Date published ↑↓    | Reach ⓘ ↓                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--|----------------------|--------------------------------------|
|  Ladies and Gentlemen, it is our honor to present to y...<br> Holy Spirit Catholic School Division, Southern Alberta     |  |  | Fri May 10, 1:51pm   | 8.5K<br>Reach <div><div></div></div> |
|  Please join the Holy Spirit Catholic School Division in ...<br> Holy Spirit Catholic School Division, Southern Alberta  |  |  | Wed May 22, 8:58am   | 4K<br>Reach <div><div></div></div>   |
|  Please join the Holy Spirit Catholic School Divi...<br> Holy Spirit Catholic School Division, Southern Alb...           |  |  | Wed May 15, 10:48... | 3.3K<br>Reach <div><div></div></div> |
|  CCH Soccer is excited to be holding their first of its ki...<br> Holy Spirit Catholic School Division, Southern Alberta |  |  | Thu May 30, 7:51am   | 1.6K<br>Reach <div><div></div></div> |
|  Yesterday evening, the Holy Spirit Catholic School Div...<br> Holy Spirit Catholic School Division, Southern Alberta    |  |  | Thu May 16, 9:30am   | 1.6K<br>Reach <div><div></div></div> |



Posts/Shares/Stories: 122



Posts/Shares/Stories: 101

May Reach, Visits and Follows Vs. May 2023

Facebook reach ⓘ

21.9K ↑ 125.9%

Facebook visits ⓘ

6.6K ↑ 333.9%

Facebook follows ⓘ

65 ↑ 282.4%

Instagram reach ⓘ

3.1K ↑ 123.5%

Instagram profile visits ⓘ

1.4K ↑ 330.6%

Instagram follows ⓘ

43

May 2024 saw our largest combined increase in analytics on both Facebook and Instagram. Our reach, visits and follows have more than doubled at the smallest level and tripled at the largest. Parents, families and the community have been extremely active on our social media channels, likely due to an increase in posts highlighting students and staff including graduations, athletics, fine arts, FNMI and long service.

## X (Twitter) Review

*Note: Twitter is currently changing the analytics dashboard. Efforts have been made to find similar, comparative information to that shared for Facebook and Instagram accounts.*

Audience (June 17, 2024)



**Followers:** 2,434 (-7 - 0.28% Decrease)

**Last Report:** 2,441

Following Twitter's change over to X, analytics are now a premium service and no longer available to basic accounts. Therefore, analytics are no longer available for this platform.

**INFORMATION NO: G.5**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Ken Sampson, Superintendent of Schools

**SUBJECT:** Annual First Ride Event 2024

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **BACKGROUND:**

1. Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. This event provides students an opportunity to experience riding a bus and learning safety rules and protocols prior to their first day of school.
2. The event will be held Saturday, August 17, 2024 from 11:00 a.m. to 3:00 p.m. at The Children of St. Martha School.
3. Attached for Board information is the poster for the fourth annual First Ride event.

SOUTHLAND TRANSPORTATION LTD.



SATURDAY, AUG. 17 - 11 A.M.-2 P.M.

Fourth Annual First Ride  
hosted by Lethbridge School Division,  
Holy Spirit Catholic School Division  
and Southland Transportation  
Saturday, Aug. 17, 2024

11 a.m. to 2 p.m.

Hotdogs, hamburgers, chips, coffee  
and ice cream treats will be available.  
The event will include fun activities  
for the kids and a bus ride too!

FOOD AND REFRESHMENTS  
WILL BE AVAILABLE ON SITE



THE CHILDREN OF ST. MARTHA'S SCHOOL  
206 MCMASTER BLVD. W., LETHBRIDGE

**INFORMATION NO: G.6**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Carmen Larsen, Director of Learning

**SUBJECT:** Director of Learning Update

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **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

*...where children are cherished and achieve their potential*

Director of Learning  
Board Report - June 2024

## **Board Strategic Priority: Learning Through Quality Teaching**

### **All students demonstrate growth in literacy & numeracy.**

- Many teachers/schools participated in Field Testing for the Grade 6 Math and English Language Arts & Literature provincial assessments this Spring. This was an opportunity for students and teachers to familiarize themselves with the new digital assessment platform, Vretta, as well, get a sense of what next year's PATs may look like given the new curriculum.
  - On Wednesday, June 5 Learning Services hosted a collaborative marking day for Grade 6 teachers to evaluate Part A (Written Response) of the EL&L Field Tests. All who participated indicated how rich the experience was to be able to analyze student work against the provincial rubric, and the opportunity to converse with colleagues about grade-level expectations.
  - The group hopes to continue the collaboration using this year's writing samples as exemplars and to co-create sample exam prompts to help students develop their writing skills.

### **Schools reflect collaborative teaching and learning environments.**

- Twenty-seven teachers, representing Grades 1-6 from eight different elementary schools have volunteered to pilot the new Social Studies Curriculum for 2024/25. The feedback these teachers will be able to provide to both the Ministry and our Division will be invaluable as we plan for full implementation.
  - Alberta Education is funding piloting teachers with up to 5 release days for professional learning, collaboration, planning, and feedback opportunities throughout the year.
  - Learning Services will work to support teachers in coordinating collaboration and professional learning opportunities to ensure piloting is as successful as possible.

### **We prepare students for career pathways.**

- At a recent PPSA (Pathways Partnership of Southern Alberta) meeting, information was shared regarding the Grades 7-9 programming that will be available to schools in southern Alberta, starting in the Fall of 2024.
- E3, a part of the Southern Alberta Collegiate Institute (SACI) career pathways program, will provide hands-on exploratory experiences in the Trades, Agriculture, and Health Care career pathways
  - During the pilot phase, each school division within the SACI partnership will have one class attend each of the six pilot workshops.
  - Teachers will be provided with all of the necessary resources to prepare students for the workshop and follow-up activities based on the career pathways explored.
  - Programming and transportation are included at no additional cost for all Divisions that are part of SACI.
  - More information about E3 can be found on the [SACI webpage](#).

**INFORMATION NO: G.7**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Aaron Skretting, Director of Religious Education

**SUBJECT:** Director of Religious Education Update

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **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  
June 2024**

*Board Strategic Priority - Strengthening Our Catholic Faith*

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

- **Spiritual Development Day** - We have collated our feedback on our recent Spiritual Development Day with ValLimar Jansen. Some brief highlights include:
  - 113 total responses, with many positive comments about ValLimar's message
  - 83.1% felt that her presentation helped them connect to this year's theme (3 or 4 on 4-point scale).
  - 88.5% felt that they would recommend her presentation to other divisions.
  - 74.3% appreciated the afternoon small group/school sharing session
- **Build! Pilgrims of Hope Feedback** - We have also collated our feedback on this year's faith plan theme and experiences. Some brief highlights include:
  - 93.8% felt that this year's theme inspired some or significant impact on their own faith growth.
  - 90.4% of respondents felt that the Catholic identity of their school grew in relation to the faith plan theme this year.
  - More detailed summaries of the above items have been attached to this report.
- **Year Three - Proclaim! Pilgrims of Hope** - I have presented an overview of next year's faith plan theme to our LLT and clergy this spring. I have also recorded a video, and have shared presentation slides (with notes), new imagery and benchmarks for use with staff.
- **Division Opening Mass** - Division Opening Mass will be held at Catholic Central High School (East Campus) on Wednesday, August 28th, 2024 at 9:00 a.m. Bishop McGrattan will be the celebrant for this Mass. I anticipate that Mass will be followed with our Share the Mission award celebration and a meal to follow. Posters advertising this information have been distributed prior to the end of the school year. St. Paul is our host for this year.

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

- **GIFGIC Kindergarten** - The materials for the new GIFGIC Kindergarten program have been ordered and have already arrived. An inservice and planning time was offered on the morning of June 19 for our Kindergarten teachers, in preparation for a fall implementation.

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

- **Catholic Education Sunday and Week 2024-2025** - After receiving ACSTA support, the CCSSA Board is pleased to confirm that Catholic Education Sunday will take place on the third Sunday in October (20th) with Catholic Education Week to follow. Catholic Education Sunday may also be celebrated at the evening Mass on Saturday, October 19. Thus, this coming year's dates are Saturday, October 19 - Friday, October 25. We will work with provincially distributed messaging to create Holy Spirit resources for the fall.





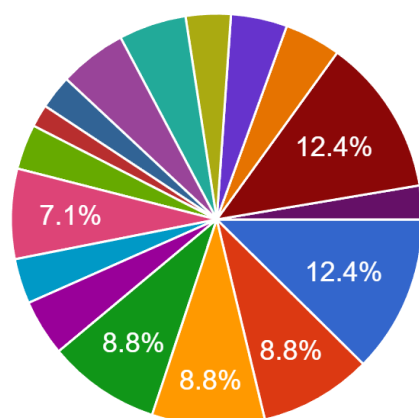
## Spiritual Development Day

May 27, 2024

### Build! Pilgrims of Hope – ValLimar Jansen

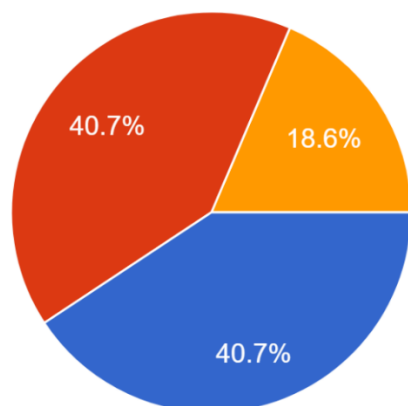
(113 Responses)

#### Your School:



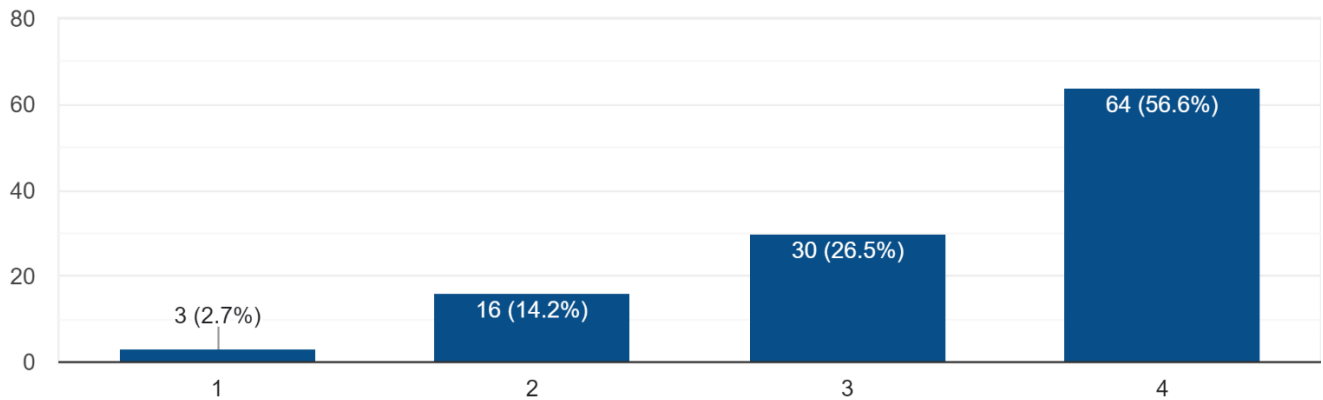
- Catholic Central High
- Children of St. Martha
- Ecole St. Mary
- Father Leonard Van Tighem
- Our Lady of the Assumption
- St. Catherine
- St. Francis Junior High
- St. Joseph
- St. Mary
- St. Michael's Bow Island
- St. Michael's Pincher Creek
- St. Patrick Fine Arts
- St. Patrick Taber
- St. Paul
- St. Teresa of Calcutta
- St. Basil CEC
- Trinity/E-Learning

#### Your Position:



- Support Staff
- Teacher
- Administrator
- Trustee

### To what extent did ValLimar Jansen's presentation help you to connect with our faith plan theme - Build! Pilgrims of Hope? (113 responses)



I couldn't make any connection (1)

→ I made many connections (4)

### What message from ValLimar Jansen resonated with you? (113 responses)



*“That God is calling each of us to participation, and that we are called to our vocation. That we are called to build outside the walls of the Church and the school, and that faith makes our relationships a work of art.”*

- Teacher, The Children of St. Martha

*“Her message of teaching being a calling and that when we accept a calling we are given what we need to succeed. It wasn't a “we all have our crosses to bear” and “this is a calling” in the context of doing more with less. It was really refreshing.”*

- Teacher, Catholic Central High

*“We are the primary choir, we all have talents to share. Each day we can share these talents and support student growth.”*

- Teacher, St. Michael's Pincher Creek

*“God puts meaning into our actions, when we answer His call.”*

- Teacher, The Children of St. Martha

*“Many find and remember joy and share that light with others, build within our calling at school but also beyond those walls, true friendship, put one foot forward in the darkness in faith.”*

- Teacher, École St. Mary

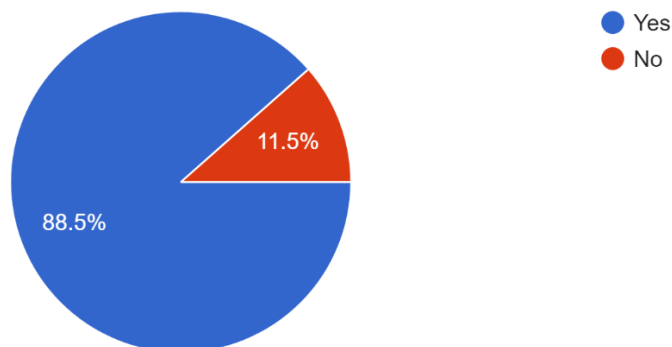
*“The point where she said "what is God saying to you?". I heard God's voice at that point and it gave me rest.”*

- Support Staff, Trinity E-Learning

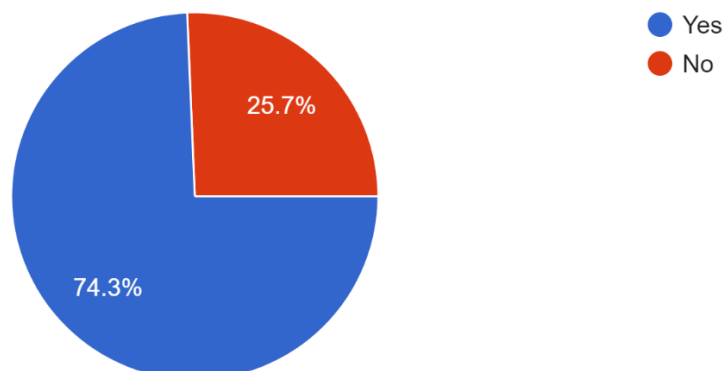
*“To be genuine and deliberate about our Catholic routines not just go through the motions. No ‘Drive by Peacing!’”*

- Support Staff, St. Patrick

### Would you suggest ValLimar's presentation be recommended to other school districts for their Spiritual Development Day? (113 responses)



### Did you find the afternoon small group session beneficial? (113 responses)





| Impact Category     | Percentage |
|---------------------|------------|
| Significant impact  | 29.2%      |
| Some impact         | 64.6%      |
| Little or no impact | 6.2%       |

- Teacher, École St. Mary

*“Building starts with a firm foundation. I found myself retreating and strengthening my own foundation at times in order to then go and help others more effectively.”*

- Teacher, Our Lady of the Assumption

*“The small school groupings were well received and individuals appeared to feel comfortable sharing what was written on their cubes. It allowed me to feel connected with the staff.”*

- Teacher, St. Joseph

*“I appreciated the reminders that scripture brought regarding our mission of forming community with one another.”*

- Administrator, St. Catherine

*“This year in my class we focused a lot on prayer. Students requested a variety of prayers and we were able to write a few of our own. This helped our relationship with our faith and with others grow so much!”*

- Teacher, St. Michael's Pincher Creek

*“‘Building’ is an ongoing process, not a one-and-done one. The metaphor has helped me to have more patience and a broader scope of vision for what could be.”*

- Support Staff, The Children of St. Martha

*“Pilgrims of Hope- I was held in love by my staff/faith community this year and they did not let me despair – we walked together with them leading the way for me when my path wasn't clear.”*

- Teacher, Ecole St. Mary

*“The entire Faith Theme has resonated with me and has been impactful. As we come to the conclusion of our second year, Build, I am able to reflect on how our work in Catholic schools emphasizes the care and understanding of all people we encounter in our daily lives. Being able to approach experiences through the lens of our Catholic Social teachings and Corporal Works of Mercy allows us to look outward in building our community with empathy, grace and hope. A reminder to me that every person is a child of God and every person has a story. We are called to be committed to the common good. This is not a change for me but a deeper understanding while allowing me to stay true to how I was brought up as a faith filled person.”*

- Administrator, Father Leonard Van Tighem

*“I have truly stepped into my faith this year - whether it was through my own actions or the way that I could bring it into the classroom, I feel (finally) like I have the purpose that God has given me.”*

- Teacher, Catholic Central High

*“Just a deeper appreciation of the gifts and contributions that are made daily by each person.”*

- Administrator, St. Paul

*“I find the idea of build to be a very relatable part of my faith life. Organizing fundraisers at school for St. Odilia helped me reflect on how our beliefs should be reflected in our actions. Putting our faith into action is very important to me.”*

- Administrator, St. Joseph

*“As a Catholic school educator my faith is always growing. Rooting my planning in our faith plan is beneficial in a way that it brings a cohesiveness to all my ideas and the direction our school is going in.”*

- Administrator, St. Patrick

*“In the scripture reference, there is no talk of committee meetings, or endless lists. When called to build, I tend to over-complicate things, and I have been learning on just taking the next step that I'm called to. Let's start building - just start the work.”*

- Teacher, Catholic Central High

*“I noticed the communal nature of building our faith in the school. I attended multiple meetings and connected with staff to see who was interested in helping out. The relationships that I built helped me develop my own faith.”*

- Administrator, St. Francis Junior High

*“I loved the idea of building a church/learning place with physical materials (St. Odilia project was a great tie in) but also building a church with people. We built together in our school in many ways.”*

- Administrator, St. Michael's Bow Island

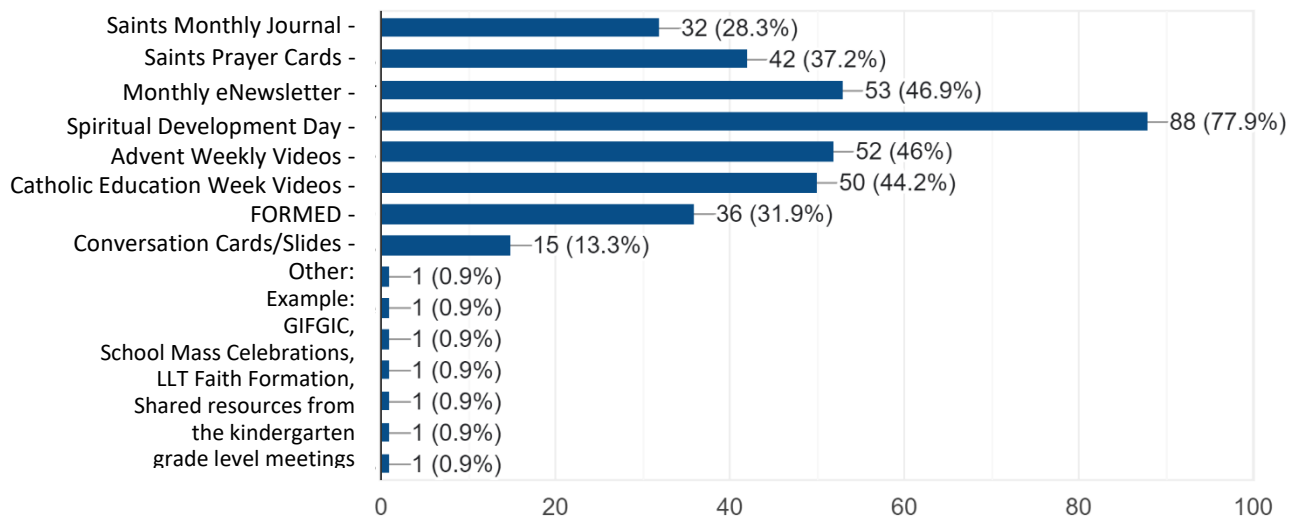
*“We as a school participated in a couple of fundraisers with our kids in supporting St. Odilia’s school. The ideas and energy that the kids put into our fundraising efforts provided a real sense of hope. Showing that when we come together in faith for a common good, we can succeed. Odilia's project allowed our students to have a real tangible opportunity to be missionaries. Seeds of mission have been planted.”*

- Support Staff, St. Joseph

*“I appreciate the focus on what aspects of ourselves we can bring to the overall process. I think everyone has special gifts, traits and qualities that are necessary to building stronger, more hopeful and faithful school communities. Watching everyone insert their building block was a powerful visual example of this process.”*

- Support Staff, Father Leonard Van Tighem

## We created or shared resources for you to access to help you and/or your students grow in our faith this year. Please check all that you used this year. (113 responses)



## Please describe how these were helpful to you. (113 responses)

*“The Saints monthly journal and saint cards provided a focus for the month that could be referenced throughout the month. The videos, although not shared in class, were support for me knowing that we are surrounded by exceptional Catholic educators and faith opportunities for our students in our division. Formed provides excellent resources to develop concepts with students and celebrate different times in the liturgical year. Our Spiritual Development Day was so life giving for staff, and gave us the renewal we need to continue our important work pointing our students towards eternity.”*

- Teacher, The Children of St. Martha

*“The Spiritual Development day was a breath of fresh air and helped to reignite a joy that has been missing in religious experiences recently.”*

- Teacher, The Children of St. Martha

*“It is always affirming to see how our children are the building blocks of our faith and to be witness to how they proclaim their beliefs.”*

- Support Staff, St. Basil Catholic Education Centre

*“To be together with a big group and to see everyone growing their faith gave me more confidence about my faith.”*

- Support Staff, St. Basil Catholic Education Centre

*“It is nice to have a divisional day dedicated to reflection and growth around elements of our faith individually, as a school-based team and divisionally.”*

- Support Staff, Father Leonard Van Tighem

**Please describe any other tools, resources, or strategies that you found helpful in your work to intentionally respond to the elements in the Faith Plan. (113 responses)**

*“As a school we did good deed bricks to have students help build God's kingdom.”*

- Teacher, Our Lady of the Assumption Education Centre

*“I liked the block idea. I had it on my desk all year and it was a good reminder that I was supposed to be part of building our Church.”*

- Teacher, St. Patrick Fine Arts

*“Involving the students and using their ideas in terms of our faith plan and the theme of build. The students came up with the idea of building a school of kindness and the activities we did based around this idea.”*

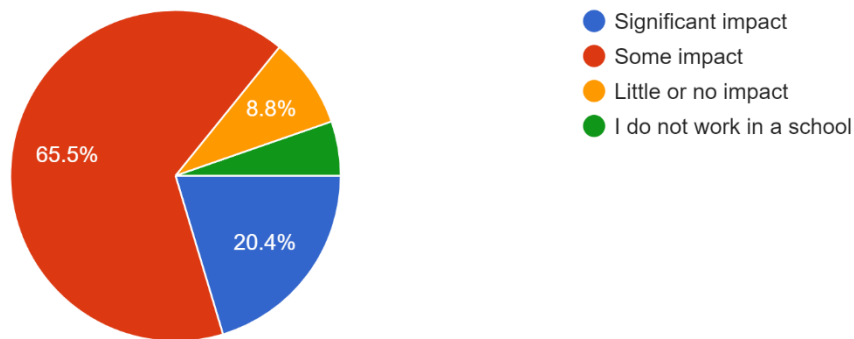
- Administrator, St. Joseph

*“We used the theme of "building" to provide focus and meaning for our class mission project as well as at all of our assemblies and Gospel study sessions.”*

- Teacher, St. Patrick Fine Arts



## How did the Catholic identity of your school/site grow in relation to the Faith Plan this year? (113 responses)



## Please share an example of a positive change that you saw in your school/site in this regard. What helped your school/site make this change? (113 responses)

*“Students behaviour and involvements during our retreat day make me proud to be involved with Catholic education.”*

- Administrator, St. Francis Junior High

*“We connected build to some of the growth and changes that are taking place at the school. I can already see connections for next year’s theme.”*

- Administrator, Our Lady of the Assumption

*“Our school is incorporating the language of CST into the culture of our school, so that it will become familiar in every facet of the life of the school - from lessons, to behaviour/discipline plans, to how we communicate and connect with each other.”*

- Teacher, The Children of St. Martha

*“Recognizing students with “builder awards” when they helped to build our faith community.”*

- Teacher, The Children of St. Martha

*“We had some school wide projects which helped the whole school “build” community together. Each of these projects were organized by staff who had a passion for the topic and planned it for the school.”*

- Teacher, The Children of St. Martha

*“The culture of the school improved and became more Christ centred. People used their gifts for the common good. Professional learning, religious celebrations, junior high gospel, masses, adoration, the alpha course, guest speakers and service projects helped build a positive school culture dedicated to Christian principles.”*

- Administrator, Father Leonard Van Tighem

*“Saint of the Month...3 per month (one for each division). This was a neat way to recognize students who might not often be recognized in other ways, and helped to introduce students to many Saints.”*

- Teacher, St. Catherine



*“Building community through school wide events that had our parents and families in our building. I think that we are back on track following covid – and people are once again comfortable with contributing and participating in events.”*

- Administrator, St. Paul

*“There was a strong focus on "Build" that extended into our TPGP plans, which made everyone accountable. It was a great addition to our school's continued Faith formation.”*

- Teacher, Catholic Central High

*“I saw students and staff working together to understand each other and staff working so hard to teach student’s skills to solve problems and misunderstandings with their peers.”*

- Support Staff, St. Patrick

*“Our school-wide retreat was something we built from scratch and was a huge success!”*

- Teacher, Catholic Central High

*“The Faith Plan played an important role in the running of our Student Retreat. The activities were around the theme of "Build" and allowed students to build faith, community and relationships with others. I really thought the school community came together that day through our shared connection with God.”*

- Administrator, St. Francis Junior High

*“We have an amazing staff that is constantly working as a family to support each other and the students and families of our school. Students are encouraged to be all that God has created them to be, they are held accountable for their actions and are called to be good stewards of their gifts.”*

- Support Staff, St. Joseph

*“I was pleased to find out that some of our students initiated their own Prayer group over the lunch hour.”*

- Support Staff, St. Francis Junior High

*“There was an increased focus on religious celebrations and reflection time in our school, particularly for our Jr. High Students during an added Gospel block. I believe this inclusion has supported a stronger Catholic identity for our students and school.”*

- Support Staff, Father Leonard Van Tighem

*“Our school did ‘Build Each Other Up’ where students nominated others based on their words and actions that reflected Christ’s love.”*

- Teacher, St. Patrick

*“We really worked to grow our builders of faith encouraging students to embrace service and how each of them has a gift to share. Our Friday liturgy focus increased student understanding and sparked joy in practicing proclaiming our faith.”*

Support Staff, The Children of St. Martha

- Teacher, St. Patrick

*“I believe we were able to use the "build" faith plan to scaffold our spiritual curriculum in creative ways that fostered fellowship and empathy among our staff and students.”*

- Teacher, St. Patrick Fine Arts

**INFORMATION NO: G.8**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Crystal Lothian, Director of Support Services

**SUBJECT:** Director of Support Services Update

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **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  
June 2024

## Board Strategic Priority: Belonging in our Diverse Community

### We will assist students in navigating various pathways of support

**Donation to Ready, Set, Go:** Longtime supporters of Ready Set Go, Knights of Columbus and Community Foundation of Lethbridge and Southwest Lethbridge recently donated \$5700 to support the Holy Spirit Catholic School Division's Ready Set Go program. This donation will be used to support both rural and urban schools. We are blessed!

**Ready, Set, Go Back to School Event:** Once again, Holy Spirit Catholic School Division, Lethbridge School Division, Interfaith and Lethbridge Food Banks, YMCA of Lethbridge, and Lethbridge Family Services have partnered with My City Care to expand the distribution of back-to-school supplies. Registration is now open to families that could use a little support when it comes to basic school supplies for the 2024-2025 school year. The Mental Health Capacity Building (MHCB) Team, Student Wellness Guides, as well as Family School Liaison Counsellor and potential other Wellness Team Staff will be on site both days with some engagement activities.

- Families can register with MyCityCare using the link [lethbridgeymca.ca/ready-set-go](https://lethbridgeymca.ca/ready-set-go)
- The two day event will run at the following locations :
  - August 21, 2024 YMCA (#140-74 Mauretania Road West, Lethbridge)
  - August 22, 2024 CASA (230 8th St. South, Lethbridge)

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

**Mental Health Capacity Building Team Summer Programming:** The Mental Health Capacity Building (MHCB) team will once again provide 9 weeks of free summer programming throughout the months of July and August for divisional students and families.

- Our Holy Spirit MHCB team will partner with the Lethbridge School Division MHCB team, The Public Library, Building Brains Together, and the Family Centre to deliver "Family Outdoor Play Events" in community parks around the City of Lethbridge.
- The MHCB team will be handing out vouchers for additional events at our Tuesday and Wednesday Family Outdoor Play events.
- In addition to these local city events, our MHCB team is also offering free family activities on Thursdays in our Holy Spirit Catholic School Division rural communities.

We encourage everyone to come out for a visit and keep an eye out for our Holy Spirit Catholic School Division tent this summer!

**INFORMATION NO: G.9**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Aaron Skretting, Director of Religious Education

**SUBJECT:** First Nations, Métis and Inuit Education Update

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **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**  
**June 2024**

*Board Strategic Priority: Living Truth and Reconciliation*

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

- **Feather Blessings** - Congratulations to all of our First Nations, Métis and Inuit students who were recently honoured at school awards evenings and graduation ceremonies. We are pleased to recognize in particular 30 students at Catholic Central High School and 7 students at St. Michael's (Pincher Creek) who received a blessed Eagle feather or Métis sash at their recent Feather Blessing ceremonies.
- **Jordan's Principle** - In early May, we received confirmation of our approval and carryover of funds for Jordan's Principle in the 2024-2025 school year. We are grateful for this approval to be able to both continue with promising work in this area, as well as to operationalize in a more timely fashion for the next school year. Two notable areas of new funding are for additional Graduation Coach funding and the addition of two Indigenous Family School Liaison Counselors.
  - Here are some brief summary notes from our draft year-end reporting (all numbers are accurate as of early June as we aggregate our final numbers):
  - Elders - With the funds allocated, we have been able to provide 135 unique active students with recorded access to Elders in some fashion. It should be noted that many of these students have received multiple access to services. Between December 18th and June, we were able to offer 52 events with elders in 105 instructional days; examples of the services provided include: ongoing beading classes and clubs, teachings around smudging, winter counts, conservation and fossils, meeting with students and bestowing Blackfoot names upon them, ongoing groups for the creation of shawls and ribbon skirts, ongoing drumming and dancing classes and clubs, and the creation of materials to support students with special needs (for example sign language), in addition to informal meetings and mentorship with students.
  - Itinerant Facilitator - Annette Bad Eagle has recorded services to 30 unique active students at her assigned schools in Coaldale, Taber, Lethbridge, and Picture Butte.
  - Blackfoot Language Teacher/Instructor - Over 73 unique active students were able to access this service with Ken Fox. For these students, these were ongoing experiences and instruction with the Blackfoot Language, not one-time events.
  - Educational Assistants - As a result of the grant funding, we have been able to provide 169 unique active students (representing 44% of active unique students) with recorded access to increased levels of direct support.

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

- **Divisional Family Gathering - May 30, 2024** - Our Divisional Picnic at the Pond on May 30, 2024 was very well attended by staff and community members. We will likely offer a similar gathering next year.

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

- **Week of Truth and Reconciliation** - We will again coordinate curated resources for use by schools for the period around September 30, 2024. Given that this is a Monday and a non-operational day, the resources will likely be targeted at September 23-27, 2024.

**INFORMATION NO: G.10**

**June 26, 2024**

# **BOARD AGENDA INFORMATION ITEM**

**TO:** Board of Trustees

**FROM:** Ken Sampson, Superintendent of Schools

**SUBJECT:** Holy Spirit Stars

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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## **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



*June 2024*

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

| NAME                | SCHOOL                           | ACHIEVEMENT                                                                                                       |
|---------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Devon Tail Feathers | Father Leonard Van Tighem School | Received the Jr. High/Middle School Award of Merit at the 2024 Art's Alive and Well in Schools Exhibition.        |
| Lina Prince         | Catholic Central High School     | Received the Art 30 3D Award of Merit at the 2024 Art's Alive and Well in Schools Exhibition.                     |
| Eva Gatner          | Catholic Central High School     | Received the Curator's Pick Award at the 2024 Art's Alive and Well in Schools Exhibition.                         |
| Lia Barbour         | Catholic Central High School     | Received the runner up for the Curator's Pick Award at the 2024 Art's Alive and Well in Schools Exhibition.       |
| Alicia Holstein     | Father Leonard Van Tighem School | Received the Elementary Award at the 2024 Virtually Installed Art's Alive and Well in Schools Exhibition.         |
| Olivia Kang         | Father Leonard Van Tighem School | Received the Coordinator's Pick Award at the 2024 Virtually Installed Art's Alive and Well in Schools Exhibition. |
| Cecille Lee         | St. Francis Junior High School   | Earned her Canada Cord in Pathfinders with the Girl Guides of Canada.                                             |
| Haylie Motycka      | École St. Mary                   | Earned her Lady Baden Powell award in Guides with the Girl Guides of Canada.                                      |
| Callie Rodzinyak    | École St. Mary                   | Earned her Lady Baden Powell award in Guides with the Girl Guides of Canada.                                      |
| Morgan Bruce        | St. Mary School, Taber           | Won silver in relays at the Lifesaving Society Nationals held in Victoria, BC.                                    |

| <b><i>NAME</i></b>                                          | <b><i>SCHOOL</i></b>                                                                                                                   | <b><i>ACHIEVEMENT</i></b>                                                                                                                                                                       |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emmit Bomhof                                                | St. Patrick Fine Arts Elementary School                                                                                                | Won first place among 250 competitors in the Little Souls Marathon with a 2 km time of 8:11 minutes.                                                                                            |
| Layla Husch<br>Allison Hoffart<br>Liv Pyne<br>Chloe Macklin | Catholic Central High School<br>Father Leonard Van Tighem School<br>Father Leonard Van Tighem School<br>St. Francis Junior High School | Their Ace of Clubs team won gold in Tier 10 at Volleyball Canada's U15 Nationals in Edmonton, AB.                                                                                               |
| Carter Moore                                                | Father Leonard Van Tighem School                                                                                                       | Won bronze for the 8 metre Line Throw Relay, and gold in both the 25 metre Manikin Relay and the 50 metre Medley Relay in the 2024 AB/NWT Pool Lifesaving Junior Games.                         |
| Caprice Robertson                                           | Father Leonard Van Tighem School                                                                                                       | Placed second in the 80 metre Hurdles at the Zones Track and Field Competition.                                                                                                                 |
| Claire Peake                                                | Father Leonard Van Tighem School                                                                                                       | Placed third in the 800 metre at the Zones Track and Field Competition.<br>Won a bronze medal with the Youth 12 Pursuit Team at the Canadian Youth Long Track Championships in Quebec City, QC. |
| Charlie McDonald                                            | Father Leonard Van Tighem School                                                                                                       | Placed second in the 400 metre at the Zones Track and Field Competition.                                                                                                                        |
| Jordan Neufeld                                              | Father Leonard Van Tighem School                                                                                                       | Placed first in the 300 metre at the Zones Track and Field Competition.                                                                                                                         |
| Tucker Tillsley                                             | Father Leonard Van Tighem School                                                                                                       | Won the U12 Boys Aggregate for the City of Lethbridge for receiving the most points in all his track and field events.                                                                          |
| Nolan Pilsner                                               | Father Leonard Van Tighem School                                                                                                       | Has been drafted to the Western Hockey League with the Swift Current Broncos.                                                                                                                   |
| Jana Boschee                                                | Associate Principal at Children of St. Martha School                                                                                   | Recently attained her Doctor of Philosophy in Educational Research in Language and Literacy.                                                                                                    |



| <b>NAME</b>                                                                                                                                                                                                                    | <b>SCHOOL</b>                           | <b>ACHIEVEMENT</b>                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------|
| Reed Campbell<br>Ethan Ausmus<br>Liam Beckie<br>Barrett Kuryvial<br>Antonio De Anda Guazman<br>Oliver Michielsen<br>Joey Teasedale<br>Molly Van Uden                                                                           | St. Patrick School, Taber               | Received their Sacrament of First Communion. |
| Weston Blinco<br>Beckett Brunner<br>Alexander Dela Cruz<br>Milena Muire<br>Viktor Mykolaichuk<br>Volodymyr Mykolaichuk<br>Emefua Nkemka<br>Anyi-Nkong Nkemka<br>Koen Parr<br>Ashley Thomas<br>Lucas Villamil<br>Thatcher Zaina | Father Leonard Van Tighem School        | Received their Sacrament of First Communion. |
| Xavier Ananwune<br>Roby Campos<br>Kashlyn Carpenter<br>Grace Comstock<br>Kayla Escobar<br>Gabriel Hinger<br>Amaya Kinyua<br>Luise Koppert<br>Brielle Lillington<br>Vince Machacek<br>Ruby Meyer<br>Ruby Purushothaman          | St. Patrick Fine Arts Elementary School | Received their Sacrament of First Communion. |
| William Blackwater<br>Emelia McMillan<br>Paisley Njoroge<br>Diego Uwagbanjo                                                                                                                                                    | Children of St. Martha School           | Received their Sacrament of First Communion. |
| Danika Erikson Aguilar<br>Alan Nwankwo<br>Caleb Rosen<br>Callum Ward                                                                                                                                                           | École St. Mary                          | Received their Sacrament of First Communion. |

| <b>NAME</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>SCHOOL</b>                           | <b>ACHIEVEMENT</b>                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------|
| Jackson Boutland<br>Symon Bukatka<br>Hayden Charlesworth<br>Aryanna Cortez<br>Ahlia Dela Cruz<br>Leo Driver<br>Alexis Dziendzielowski<br>Joy Elendemhinlin<br>Gunner Fox<br>Emilo Gonzalez<br>Jovan Hoytos<br>Ashton Janzen<br>Natalie Kudilek<br>Mikko Lupango<br>Maria Macias Guzman<br>Mateo Mangone<br>Jase Milne<br>Bowen New<br>Patricia Saguin<br>Tate Thompson<br>Akele Uwaesu<br>Ryder Van Nielstrooy | Father Leonard Van Tighem School        | Received their Sacrament of Confirmation. |
| Alexander Ananwune<br>Leanne Dayon<br>Penny Fines<br>Ivy Gatner<br>Quinton Kinyua<br>Jaxon Kraemer<br>Kate Machacek<br>Stella Marischuk<br>Jace Meyer<br>Crystal Nguyen<br>Mila Takasaki<br>Teagan Thompson                                                                                                                                                                                                    | St. Patrick Fine Arts Elementary School | Received their Sacrament of Confirmation. |
| Chidiadi Aneke<br>Nigel De Castro<br>Faith Elendemhinlin<br>Keni Fox<br>Riley Paradis                                                                                                                                                                                                                                                                                                                          | Children of St. Martha School           | Received their Sacrament of Confirmation. |
| Jonah Gibb<br>Brianna Lopez<br>Callie Rodzinyak<br>Holt Walker                                                                                                                                                                                                                                                                                                                                                 | École St. Mary                          | Received their Sacrament of Confirmation. |

| <i>NAME</i>                     | <i>SCHOOL</i>                  | <i>ACHIEVEMENT</i>                        |
|---------------------------------|--------------------------------|-------------------------------------------|
| Grace Fines<br>Magdalena Hinger | St. Francis Junior High School | Received their Sacrament of Confirmation. |
| Praise Elendemhinlin            | Catholic Central High School   | Received their Sacrament of Confirmation. |

INFORMATION NO: G.11

June 26, 2024

## BOARD AGENDA INFORMATION ITEM

**TO:** Board of Trustees

**FROM:** Ken Sampson, Superintendent of Schools

**SUBJECT:** Enrolment Data Update

**ORIGINATOR:** Ken Sampson, Superintendent of Schools

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### **BACKGROUND**

1. Attached for Board information is the May 2024 enrolment report.

| INTERNATIONAL EXCHANGE |      |      |   |      |           |       |   |   |       |           |       |
|------------------------|------|------|---|------|-----------|-------|---|---|-------|-----------|-------|
| SCHOOL                 |      |      |   | Gr 9 | SUB Total |       |   |   | Gr 12 | SUB Total | Total |
|                        | Gr 7 | Gr 8 |   |      | Gr 10     | Gr 11 |   |   |       |           |       |
| CCHS                   |      |      |   | 0    |           |       |   | 1 | 1     | 1         |       |
| SMT                    |      |      |   | 0    |           |       |   |   | 0     | 0         |       |
| SMPC                   |      |      |   | 0    |           |       |   |   | 0     | 0         |       |
| Total                  | 0    | 0    | 0 |      | 0         | 0     | 0 | 1 | 1     | 1         |       |