

JANUARY PRAYER

*by Elody Weatherhead, Grade 12
St. Michael's School, Bow Island*

*Dear heavenly Father, we pray to you today for love and
patience going into the New Year.*

*We ask that this year we can be filled with humility and
persistence as we face struggles.*

*Let us have mercy for times we may lose our patience and
grant us forgiveness for how we may act under pressure.
Every day is a new day and we pray that you will help us to
make each day better than the last.*

*Let us care for those we might not normally care for and
show empathy as we never know what others may be going
through.*

*Oh Lord, we pray to you in asking that you can help us
improve ourselves this year, through kindness, compassion,
patience, and forgiveness.*

*We ask all this through Christ our Lord,
Amen.*

Holy Spirit Catholic School Division

Board Meeting
St. Basil Catholic Education Centre
Wednesday, January 22, 2025
3:00 p.m.

AGENDA

*The public is welcome to join the Board of Trustees Regular Meeting in person
at St. Basil Catholic Education Centre.*

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (St. Michael's School, Bow Island) – Trustee Thomas Machacek

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) December 18, 2024 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes

- B.1 Staff Appreciation
- B.2 New School Modularity

C. POLICY REVIEW

- C.1 Policy 18: Board Governance and Operations
- C.2 Policy 9: Role of the Superintendent
- C.3 Policy 10: Board Delegation of Authority
- C.4 Policy 11: Staff Code of Conduct

D. ADMINISTRATIVE REPORTS

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

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 PCCELC Report
- E.6 Economic Development Report

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Correspondence from the Minister of Education
- G.3 Enrolment Projections
- G.4 Blueprints and SPICE Conferences
- G.5 Holy Spirit Social Media Analytics Report
- G.6 Holy Spirit Stars
- G.7 Enrolment Data Update

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER		MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, DECEMBER 18, 2024, COMMENCING AT 3:09 P.M. Present BOARD Board Chair Carmen Mombourquette Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Thomas Machacek Trustee Cheralan O'Donnell Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Acting Secretary-Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Board Chair Carmen Mombourquette called the December 18, 2024 Regular Board Meeting to order at 3:09 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Blake Dolan led the Board in reciting the opening prayer provided by students from St. Michael's School, Pincher Creek.
Approval of Agenda	10678/1224 Blake Dolan	M/C That the agenda for the December 18, 2024 Board Meeting be approved, as presented.
Previous Minutes	10679/1224 Bob Spitzig	M/C That the minutes of the November 27, 2024 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes		There was no business arising from the minutes.
<u>ACTION ITEMS</u>		
Board Faith Retreat	B.1	As part of the Board's Work Plan, an annual Faith Retreat is scheduled to enhance Trustee faith formation.
Three Year Faith Plan Trustee Representation	10680/1224 Tricia Doherty	M/C That the Board of Trustees schedules the Board Faith Retreat for Friday, January 24, 2025 from 9:00 a.m. to 12:00 p.m. Director of Religious Education Aaron Skretting will facilitate the retreat.
Three Year Faith Plan Trustee Representation	B.2	Trustee representation is sought for a committee being established to develop the division's new 2025-2028 Three Year Faith Plan.
Appointment of the Returning Officers for the 2025 Trustee Elections	10681/1224 Cheralan O'Donnell	M/C That Vice Chair Linda Ellefson and Trustee Bob Spitzig be selected to serve as the Board's representatives in developing the division's 2025 - 2028 Faith Plan.
Appointment of the Returning Officers for the 2025 Trustee Elections	B.3	School Board Elections, which coincide with Municipal Elections, are scheduled to take place on October 20, 2025. In preparation, a Returning Officer must be appointed to organize and run the upcoming elections. It is recommended that a Deputy Returning Officer and a Substitute Returning Officer be appointed as well.
	10682/1224 Roisin Gibb	M/C That the Board of Trustees appoint Amanda Lindemann, Acting Secretary Treasurer, as Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections;

December 18/24: page 2			AND FURTHER, that the Board of Trustees appoint Cassandra Paul, Executive Assistant to the Secretary Treasurer, as a Substitute Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections; AND FURTHER, that the Board of Trustees appoint Bonnie Hilford, City Clerk of the City of Lethbridge, as the Deputy Returning Officer, for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections.
<u>POLICY REVIEW</u>			
	C.1		The Board's next review of policy is scheduled for the January 22, 2025, Regular Meeting of the Board of Trustees.
<u>ADMINISTRATIVE REPORTS</u>			
Superintendent's Report	D.1		The Board reviewed the Superintendent's December 18, 2024 Report.
	10683/1224	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Acting Secretary Treasurer, Directors of Learning, Religious Education, Support Services, and First Nations, Metis and Inuit Reports for December 18, 2024.
	Linda Ellefson		
Deputy Superintendent's Report	D.2		The Board reviewed the Deputy Superintendent's December 18, 2024 Report.
Secretary Treasurer's Report	D.3		The Board reviewed the Secretary Treasurer's December 18, 2024 Report.
Director of Learning Update	D.4		Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	D.5		Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	D.6		Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Metis, and Inuit Education Update	D.7		Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.
<u>BOARD REPORTS</u>			
Board Chair's Report	E.1		Board Chair Carmen Mombourquette provided a report about recent correspondence, planning, events, and activities.
	10684/1224	M/C	That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Reports for December 18, 2024.
	Tricia Doherty		
ACSTA Report	E.2		Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events and activities.
ASBA Report	E.3		Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events and activities.
GrACE Report	E.4		Trustee Linda Ellefson and Tricia Doherty, Board representatives to the GrACE committee, provided a report to the Board regarding recent GrACE business, events and activities.
PCCELC Report	E.5		Trustee Bob Spitzig, Board representative to the PCCELC committee, provided a report to the Board regarding recent PCCELC business, events and activities.

ACTION NO: B.1

January 22, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Staff Appreciation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. It has been the past practice of the Board to provide an annual Staff Appreciation Lunch at all schools within the division, as well as the St. Basil Catholic Education Centre.
2. Due to the COVID the Board of Trustees chose to show their appreciation of all the staff members in the division in an alternative manner that adhered to health guidelines.
3. Going forward, the Board of Trustees will decide annually the manner in which the Board will show their appreciation to staff.

RECOMMENDATION

That the Board of Trustees provides a token of their appreciation for all staff within the division during the 2024/2025 school year;

AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to coordinate and schedule the Staff Appreciation.

ACTION NO: B.2

January 22, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: New School Modulares

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. In March of 2023, Alberta Education approved the new build of a division elementary school in Lethbridge. Holy Spirit Catholic School Division has completed the planning process and has started the procuring of tenders from construction companies.
2. Included in Holy Spirit Catholic School Division's application for a new Lethbridge school was the inclusion of portables at the time of construction.

RECOMMENDATION

That the Board of Trustees pen a letter to the Minister of Education and the Minister of Infrastructure reaffirming the division's request for portables to be included with the new West Lethbridge school build.

PR NO: C.1

January 22, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 18: Board Governance and Operations

ORIGINATOR: Board of Trustees

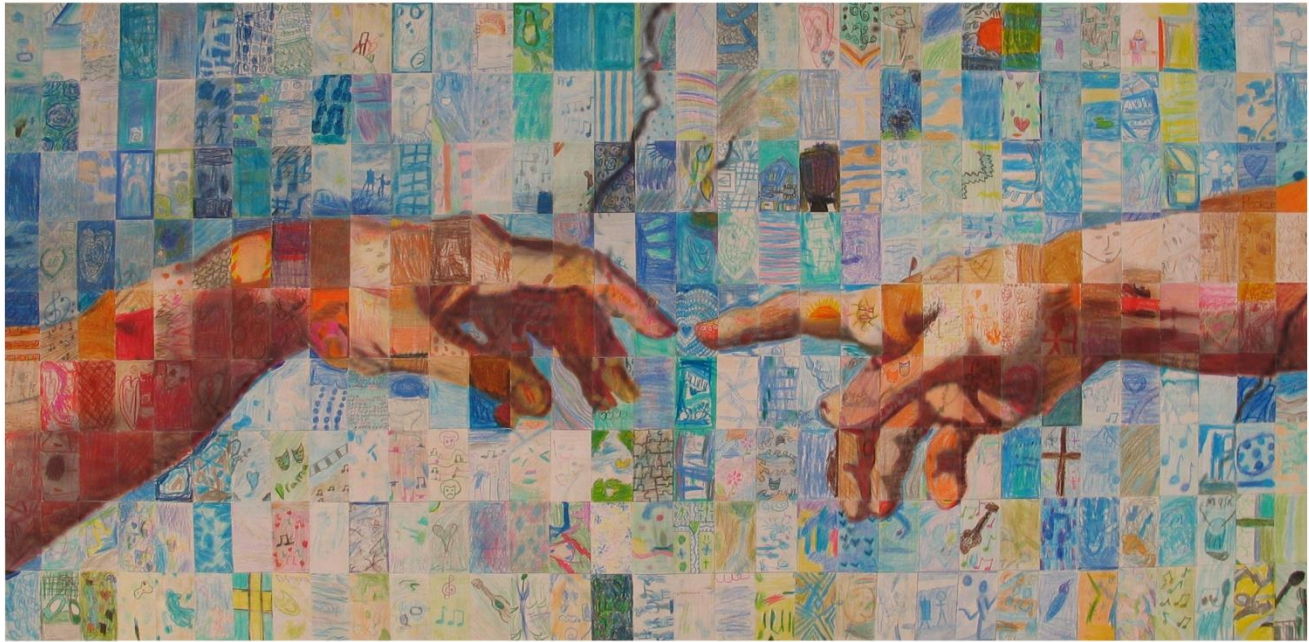
BACKGROUND

1. *Policy 18: Board Governance and Operations*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 18: Board Governance and Operations*, 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.

BOARD GOVERNANCE AND OPERATIONS

The Board's fundamental obligation is to preserve and enhance the public trust in Catholic education and in the affairs of its operations in particular. Sections 64 to 69 of the *Education Act* identifies Board procedures. These Board governance and operations procedures have been prepared and accepted by the Board in order that the business of the Board can be conducted in an orderly and efficient manner.

Application

1. The Board shall conduct itself in accordance with the Education Act, provincial and federal legislation and regulations, and the procedures outlined in this policy.
2. These procedures shall apply to:
 - 2.1 All regular and special meetings of the Board.
 - 2.2 All activities and actions of the Board.

Definitions

Board, or, the Board	the Board of Trustees of the Holy Spirit Roman Catholic Separate School Division Chair, or,
Board Chair	the Chairperson of the Division
Chairperson	the Chair of a Board committee
Division, or, the division	the Holy Spirit Roman Catholic Separate School Division
Holy Spirit Catholic Schools	the popular, or common, name of the division
In private	term used in the act to describe a closed or Committee of the Whole meeting.
Quorum	a majority of the number of trustees specified by the minister to be elected to the Board.
Education Act, or, the Act	the Education Act, Statutes of Alberta, Chapter E-0.3, of the province of Alberta.
Superintendent	the Superintendent of Schools

1. Board Meetings

1.1 Organizational Meeting

- 1.1.1 The organizational meeting shall be held in either June or September in non-election years and in October in the year of an election in accordance with Board Procedures Regulation 82/2019.
- 1.1.2 The Secretary-Treasurer will call the meeting to order and preside as chair until a Board Chair is elected, at which time the meeting will be turned over to the newly elected Board Chair.
- 1.1.3 The agenda for the organizational meeting shall include, but not be restricted to, the following:
 - 1.1.3.1 Election of Board Chair.
 - 1.1.3.2 Election of Vice Chair.
 - 1.1.3.3 Review and / or create standing or ad hoc committees of the Board, as deemed appropriate.
 - 1.1.3.4. Appoint Board representatives to the various committees.
 - 1.1.3.5 Review the schedule for regular meetings, and any additional meetings.
 - 1.1.3.6 Review Board members conflict of interest stipulations and determine any disclosure information requirements.
 - 1.1.3.7 Other organizational items as required.
- 1.1.4 All votes for the position of Board Chair and Vice Chair shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands.

1.2 Regular Meetings of the Board

- 1.2.1 All regular meetings will be held in accordance with Board Procedures Regulation 82/2019.
- 1.2.2 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.
- 1.2.3 The date of a regular meeting can only be changed at a regular or special meeting by a resolution passed by a simple majority of trustees in attendance.
- 1.2.4 Unless explicitly stated by the Education Act, meeting procedures will be held in accordance with Roberts' Rules of Order.
- 1.2.5 Any trustee may submit a Notice of Motion to be presented at the next regular meeting of the Board. The Notice of Motion shall include in writing the wording of the motion, or the intent of the motion, and any supporting documentation. The actual wording of the motion must appear in the agenda package of the next regular meeting.
- 1.2.6 When there is a recommendation to add to the agenda without notice, a vote will be taken, regarding the addition of the item(s).
- 1.2.7 All meetings of the Board shall be held in public unless a majority of the trustees present are of the opinion that it is in the public interest to hold the meeting, or part of the meeting, in private.

1.3 Special Meetings of the Board

- 1.3.1 Occasionally, unanticipated or emergent issues require the immediate attention of the Board. In such cases a special meeting of the Board will be held to deal with emergent issues in accordance with Alberta Regulation 82/2019.
- 1.3.2 Special meetings will normally be held with the Superintendent and Secretary-Treasurer in attendance.
- 1.3.3 The Executive Assistant or the Board Chair will ensure that the appropriate notice is given or alternatively ensure that every trustee waives the requirement of notice.

1.4 In-Private Meetings of the Board (Committee of the Whole)

- 1.4.1 The Board may hold a meeting, or part of a meeting in private, to discuss sensitive issues where a majority of the trustees are of the opinion that it is best to do so. An in-private meeting will be held in accordance with Board Procedures Regulation 82/2019.
- 1.4.2 The Board does not have authority to pass by-laws or resolutions while in private with the exception to return to the public meeting. The resolution shall be recorded in the minutes of the Board.
- 1.4.3 Meetings held in private will generally be held to discuss sensitive matters pertaining to:
 - 1.4.3.1 Individual students.
 - 1.4.3.2 Individual Board employees.
 - 1.4.3.3 Collective bargaining/contract negotiations.
 - 1.4.3.4 Acquisition or disposal of real property.
 - 1.4.3.5 Litigation brought before or against the Board.
 - 1.4.3.6 To review and consider legal advice, client — solicitor privilege.
 - 1.4.3.7 Other matters that the majority of the trustees feel would be best discussed in private.
- 1.4.4 Trustees and other persons attending a private meeting of the Board shall not discuss the details of the meeting. All discussion is, and shall be, confidential.
- 1.4.5 The Board may invite staff members or any other to attend an in private meeting at its discretion.

1.5 Delegations to Board Meetings

- 1.5.1 Individuals or groups wishing to make a formal presentation to the Board must provide a written request along with supporting documentation to the Superintendent not later than eight calendar days prior to the meeting at which the presentation is to be made.
- 1.5.2 The written request must identify the spokesperson and provide the terms of reference for the presentation.
- 1.5.3 Individuals or groups wishing to make a presentation to the Board shall be advised that a maximum of fifteen minutes will be provided. The Superintendent will inform the designated spokesperson of the time and place of the meeting and provide a copy of the Board's procedures regarding presentations.
- 1.5.4 The Board will not debate or make a decision on a matter presented to it at the meeting, unless it is deemed critical by the majority of the Board.

- 1.5.4.1 Questions of clarification directed through the Board Chair may be asked of the spokesperson or of the Superintendent. The Superintendent may refer the question to the appropriate senior administrator.
- 1.5.4.2 For matters requiring further Board deliberation, the Superintendent will be required to prepare a recommendation for the consideration of the Board at the next regular meeting.
- 1.5.4.3 The Superintendent shall be responsible for informing the spokesperson of the decision of the Board regarding items raised in the presentation.

1.6 Petitions and Public Notices

- 1.6.1 The Board will receive any petitions as specified in the Petitions and Public Notices in accordance with Board Procedures Regulation 91/2019.

2. Agenda, Minutes and Records

2.1 Agenda

- 2.1.1 The Superintendent, in consultation with the Board Chair and Vice Chair, shall develop the agenda for all Board and committee meetings. The Board may amend the Board agenda by majority vote.
- 2.1.2 Board members wishing to have an item placed on the agenda must inform the Board Chair not later than eight working days prior to the meeting.
- 2.1.3 The Superintendent shall prepare and include supporting material and, when appropriate, provide an administrative recommendation for each action item on the agenda.
- 2.1.4 The Superintendent shall ensure that the agenda, and supporting material, is prepared and available to all trustees on the Friday prior to the regular Board meeting.
- 2.1.5 Copies of the agenda will be distributed in advance of the Board meetings to each school principal, school council, news media and relevant stakeholders.

2.2 Minutes

- 2.2.1 A record of all proceedings of the Board and of Board meetings shall be taken and maintained by the Executive Assistant.
- 2.2.2 The Secretary-Treasurer shall ensure that the minutes are maintained in a safe and secure manner and appropriate back up procedures are undertaken.
- 2.2.3 The draft minutes shall be provided, along with the agenda, to each trustee for adoption at the next regular meeting.
- 2.2.4 The Board Chair shall sign the minutes upon their adoption and the Secretary-Treasurer shall initial every page prior to signing and filing them in the official minute book.
- 2.2.5 The Executive Assistant to the Superintendent shall arrange for all copies of the adopted minutes to be made available, via the division web page, to all school principals, news media, and relevant stakeholders.
- 2.2.6 The Office of the Superintendent shall ensure a summary known as "Board Meeting Briefs" within two weeks of the Board meeting for distribution to school communities.

3. Pre-Orientation of Trustees

- 3.1 In the interim between the election date and the actual assumption of office, newly elected trustees will be:

3.3.1 Invited to attend all meetings and functions of the Board, including study sessions.

3.3.1.1 Provided access to the secure Board trustee section of the division's website to review materials such as:

3.3.1.2 Board policy manual.

3.3.1.3 Information about policy development.

3.3.1.4 Annual report of the division.

3.3.1.5 Pertinent sections of provincial legislation.

3.3.1.6 Pertinent financial records, including the current budget.

3.3.1.7 Organizational chart of the division.

4 Board Member Orientation

- 4.1 The Board Chair and the Superintendent will organize an orientation workshop for newly elected trustees that will provide information that is itemized in *Policy 3: Role of the Trustee*.

5. Governance Budget

- 5.1 The Board Governance budget will be set by the Board of Trustees and reviewed and approved during the annual budget process subject to the following considerations:

5.1.1 Trustee Remuneration

5.1.1.1 The Education Act allows for the remuneration of honoraria, per diem, and expenses to Trustees. Trustees are to be reasonably compensated for the time contributed at a rate that acknowledges the time and effort Trustees must devote to their duties, and expenses are to be reimbursed on a fair and reasonable basis. Trustee honorarium and per diem must strike an appropriate balance that provides recognition for the valuable work that is done by each individual Trustee. Trustee compensation details are found in Policy 18: Appendix A.

6. Hospitality

- 6.1 Hospitality is the provision of food, beverage (alcohol) and other amenities at public expense for the work of the Division.
- 6.2 Hospitality is generally provided when the event involves participants from outside the division.
- 6.3 Hospitality may be extended in an economical and consistent manner when:

- 6.3.1 It can facilitate Division business.
- 6.3.2 It is considered desirable as a matter of courtesy or protocol.
- 6.3.3 Honoring staff for long service.
- 6.3.4 Conducting business with members of government, community or private sector.
- 6.3.5 Other hospitality functions as approved by the Superintendent of Schools or designate, providing they conform to the rules listed above.
- 6.4 Prior written approval from the Superintendent of Schools or designate is required for all hospitality events where alcohol is served.
- 6.5 If alcohol is provided at a hospitality event, it should be provided in a responsible manner, e.g., food must always be served when alcohol is available.

7. Signing Officers of the Board

- 7.1 The Board Chair, the Vice Chair, the Superintendent, and the Secretary- Treasurer shall be the cheque-signing officers.
- 7.2 The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
- 7.3 The use of an approved cheque-signer with the signature of the Board Chair and Secretary-Treasurer shall be authorized for all financial documents.
- 7.4 The Superintendent and the Secretary-Treasurer shall be permitted to sign manual cheques for:
 - 7.4.1 Salary.
 - 7.4.2 Substitute teacher salary.
 - 7.4.3 Receiver General.
 - 7.4.4 Staff benefits.
 - 7.4.5 Those expenditures required when the Board Chair and Vice Chair are not available.
- 7.5 All other manual cheques will be signed by the Secretary-Treasurer and either the Board Chair or the Vice Chair.
- 7.6 The Superintendent and the Secretary-Treasurer shall have signing authority to the safety deposit box.

References

Section 33, *Education Act*
Part 4: *Board Powers and Elections (Sections 51-96, *Education Act*)*
Sections 247-249, *Board Procedures Regulation 82/2019*
Petitions and Public Notices Regulation, Alberta Regulation 91/2019

PR NO:

C.2

January 22, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 9: Role of the Superintendent

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 9: Role of the Superintendent*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

RECOMMENDATION

That the Board of Trustees accepts *Policy 9: The Role of the Superintendent* as presented.

ROLE OF THE SUPERINTENDENT

The Superintendent of Schools as referred to in the *Education Act*, is accountable for the demonstration of all of the competencies identified within the Superintendent Leadership Quality Standard. The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct, management, operations, and leadership within the division. All Board authority delegated to the staff of the division is delegated through the Superintendent.

Specific areas of responsibility for the Superintendent are designated within faith leadership and managerial responsibilities. The Superintendent's professional practice is regulated by the Superintendent Leadership Quality Standard (SLQS). The Superintendent is expected to meet this standard through practice within the division. In any given context, reasoned professional judgement must be used to determine whether the SLQS is being met. Indicators are deemed to be the methods taken to ensure that competencies are addressed.

The Superintendent is designated as the FOIP Head under the Freedom of Information and Protection of Privacy Act.

1. Faith Leadership

The Superintendent shall:

- 1.1 Model involvement in a Catholic faith community and ensure students and staff are provided opportunities for spiritual development within the division.
- 1.2 Promote collaboration and communication between the schools, the parishes, and the diocese.

2. SLQS

Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

Definitions

Definitions as they apply to the attainment of the SLQS are as follows:

- a) **"board"**, in this document, means the governing body of a separate school authority;
- b) **"competency"** means an interrelated set of knowledge, skills, and attitudes developed overtime and drawn upon and applied to a particular leadership context in order to support quality leadership, teaching and optimum learning as required by the Superintendent *Leadership Quality Standard*;

- c) **“indicators”** means actions that are likely to lead to the achievement of the competency and which, together with the competency, are measurable and observable;
- d) **“local community”** means community members residing in or near the school authority who have an interest in education and school authority operations, including neighbouring Métis settlements, First Nations and other members of the public;
- e) **“principal”** means, for the purposes of this standard, principal as defined in the *Education Act*, assistant principal, associate principal, or vice principal;
- f) **“reconciliation”** means the process and goal of creating societal change through a fundamental shift in thinking and attitudes, increasing inter-cultural understanding to build a better society through learning about First Nations, Métis and Inuit perspectives and experiences, including residential schools and treaties;
- g) **“school authority”** means separate school board.
- h) **“school community”** means the staff of the school authority, along with students, parents/guardians and school council members;
- i) **“school council”** means a school council established under the *Education Act*;
- j) **“school jurisdiction leader”** means a central office staff member in a school authority, other than the superintendent, required by their leadership position to hold an Alberta teaching certificate;
- k) **“staff”** means all certificated and non-certificated persons whose role in the school authority is to provide educational and support services to students;
- l) **“student”** means, for the purposes of this standard, an individual enrolled in a school or required by law to attend, and includes a child younger than 6 years of age who is enrolled in an early childhood services program;
- m) **“superintendent”** means a superintendent appointed by a board pursuant to the *Education Act* as referred to in the *Teaching Profession Act*; and,
- n) **“teacher”** means an individual who holds a certificate of qualification as a teacher issued under the *Education Act*.

3.1. Competencies

In fulfillment of the SLQS, the Superintendent shall demonstrate competent practice in the following areas as defined:

3.1.1. Building Effective Relationships

A superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community.

3.1.2. Modeling Commitment to Professional Learning

A superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.

3.1.3. Visionary Leadership

A superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

3.1.4. Leading Learning

A superintendent establishes and sustains a learning culture in the school

community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

3.1.5. Ensuring First Nations, Metis and Inuit Education for All Students

A superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Metis and Inuit for the benefit of all students.

3.1.6. School Authority Operations and Resources

A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

3.1.7. Supporting Effective Governance

A superintendent of schools as referred to in the *Education Act*, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the *Education Act* and other provincial legislation.

3.2. Indicators

Achievement of these competencies is demonstrated by indicators such as:

3.2.1. Building Effective Relationships

- a) collaborating with community and provincial agencies to address the needs of students and their families;
- b) employing team-building strategies and using solution-focused processes to resolve challenges;
- c) building and sustaining relationships with First Nations, Métis and Inuit parents/guardians, Elders, local leaders and community members;
- d) modeling ethical leadership practices, based on integrity and objectivity;
- e) establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and
- f) facilitating the meaningful participation of members of the school community and local community in decision-making.

3.2.2. Modeling Commitment to Professional Learning

- a) communicating a philosophy of education that is student-centered and based on sound principles of effective teaching and leadership;
- b) collaborating with teachers, principals, school jurisdiction leaders and other superintendents to build professional capacities and expertise;
- c) actively seeking out feedback and information from a variety of sources to enhance leadership practice;
- d) seeking and critically-reviewing educational research and applying it to decisions and practices, as appropriate;
- e) providing leadership to support school authority research initiatives, where appropriate; and

- f) engaging teachers, principals, school jurisdiction leaders, school community and local community members to establish a shared understanding of current trends and priorities in the education system.

3.2.3. Visionary Leadership

- a) ensuring that the vision is informed by research on effective learning, teaching and leadership;
- b) promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration;
- c) promoting in the school community a common understanding of and support for the school authority's goals, priorities, and strategic initiatives; and
- d) ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation, and incorporates the school community's perspectives.

3.2.4. Leading Learning

- a) fostering in the school community equality and respect with regard to rights as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms;
- b) providing learning opportunities, based on research-informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles;
- c) ensuring that all instruction in the school authority addresses learning outcomes outlined in programs of study;
- d) promoting collegial relations, collaboration, critical thinking and innovation in the school community;
- e) ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students;
- f) building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices; and
- g) ensuring school authority student assessment and evaluation procedures are fair, appropriate, evidence-informed and used to enhance learning, teaching and leadership.

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

- a) supporting staff in accessing the professional learning and capacity-building needed to meet the learning needs of First Nations, Métis, Inuit and all other students;
- b) engaging and collaborating with neighbouring First Nations and Métis leaders, organizations and communities to optimize learning success and development of First Nations, Métis, Inuit and all other students;
- c) understanding historical, social, economic, and political implications of:
 - treaties and agreements with First Nations;
 - legislation and agreements negotiated with Métis; and
 - residential schools and their legacy;

- d) aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement; and
- e) pursuing opportunities and engaging in practices to facilitate reconciliation within the school community.

3.2.6. School Authority Operations and Resources

- a) providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
- b) ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan;
- c) delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness;
- d) providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- e) establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts;
- f) respecting cultural diversity and appreciating differing perspectives expressed in the school community;
- g) recognizing student and staff accomplishments; and
- h) implementing programs and procedures for the effective management of human resources in support of mentorship, capacity-building and succession planning.

3.2.7. Supporting Effective Governance

- a) establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;
- b) ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- c) ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education;
- d) ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
- e) ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements;
- f) supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
- g) implementing board policies and supporting the regular review and evaluation of their impact;
- h) ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- i) facilitating collaboration among the board, staff and First Nations, Métis and Inuit leaders, organizations and communities to establish strategic policy directions in support of First Nations, Métis and Inuit student achievement and development;
- j) building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and

- k) crisis management, and to political, social, economic, legal and cultural contexts and trends;
- l) supporting the board in its engagement with the school community to develop a vision of a preferred future for student success;
- m) facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities; and
- n) promoting constructive relations between the board and staff, as well as provincial authorities, post-secondary institutions and education stakeholder organizations.

References

**Section 14, 33, 222, 224, *Education Act*,
Superintendent Leadership Quality Standard, 2018
Alberta Regulation 98/2019**

PR NO: C.3

January 22, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 10: Board Delegation of Authority

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 10: Board Delegation of Authority*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

RECOMMENDATION

That the Board of Trustees accepts *Policy 10: Board Delegation of Authority* as presented.

BOARD DELEGATION OF AUTHORITY

The *Education Act* allows for the Board to delegate certain responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- Any authority or responsibility set out in the *Education Act* and Regulations as well as authority or responsibility set out in other legislation or regulations;
- The ability to enact Administrative Procedures, practices or regulations in alignment with Board policies required to carry out this authority; and also
- The ability to sub-delegate this authority and responsibility as required.

The Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

The Superintendent of Schools is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the *Education Act*.

Specifically:

1. The Superintendent is authorized to suspend from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *Education Act*, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with the *Education Act*, Regulations and Alberta Education policies and procedures regarding the following areas:
 - 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses, and to advise the Board accordingly
 - 3.2 French as a Second Language and French Immersion
 - 3.3 Inclusive Education
 - 3.4 Services for Students and Children

- 3.5 Home Education
- 3.6 Early Childhood Services
- 3.7 Outreach Programs
- 3.8 Knowledge and Employability Programs
- 3.9 Off-Campus Education
- 3.10 English as a Second Language
- 3.11 Guidance and Counselling
- 3.12 Student Evaluation
- 3.13 Teacher Growth, Supervision and Evaluation
- 4. The Superintendent is delegated the authority to act in the absence of Board policy in cases where an emergency action must be taken in accordance with the following:
 - 4.1 The action must be taken with regard to the tenor of the Board's philosophy.
 - 4.2 The Superintendent must inform the Board promptly of such emergency action.
 - 4.3 The Superintendent shall inform the Board of the need of a policy in the event of future occurrences.
- 5. The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
- 6. The Superintendent is delegated the authority to deal with appeals under Section 42 of the *Education Act*.
- 7. Without restricting, in any way, the general authority of the Board of Trustees, the Superintendent has been delegated the management of the school division.
- 8. Notwithstanding, the Superintendent may be delegated other duties, as assigned by the Board of Trustees.

References

Sections 33, 42, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222, *Education Act*

PR NO: C.4

January 22, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 11: Staff Code of Conduct

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 11: Staff Code of Conduct*, is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

RECOMMENDATION

That the Board of Trustees accepts *Policy 11: Staff Code of Conduct* as presented.

STAFF CODE OF CONDUCT

As per Section 33(1) of the *Education Act*, Holy Spirit Catholic School Division Board of Trustees affirms the rights of staff to be provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Further, Section 196 of the *Education Act*, states the responsibilities of teachers while providing instruction or supervision and that teachers must; subject to any applicable collective agreement and the teacher's contract of employment carry out those duties that are assigned to the teacher by the Principal or the Board.

Catholic schools are mandated to provide to their students a fully- permeated Catholic education that is Christ-centred, an instrument of the Catholic Church, dedicated to the development of the students as a whole person, mentally, physically, and spiritually. Catholic schools exist to affirm the growth and worth of people, and model for students' social and human relationships that will fulfill this outcome.

As Pope John Paul II reminds us:

Community is at the heart of all Catholic education, not simply as a concept to be taught, but a reality to be lived. (To Teach as Jesus Did, 1972, #23)

All staff within the Holy Spirit Catholic School Division have the responsibility to:

1. Support achieving the mission and educational goals established by the division and the school.
2. Convey through word and action respect for the legitimate actions and responsibilities of students, parents, teachers, support staff, trustees, administrators, and all other employees.
3. Understand the organizational structure of the school division, the rationale for inherent authority within this structure, and communication and actions that are necessary to preserve its purpose.
4. Act within the school division's Communication Protocol (See Policy 3, Appendix B).
5. Exhibit professional behaviour by showing positive examples of preparedness, communication, punctuality, attendance, language, and appearance.
6. Maintain a safe and caring learning environment for all, free from all types of harassment, intimidation, bullying, substance abuse, physical violence, mental or emotional abuse, and/or any other forms of inappropriate conduct.
7. Ensure actions and language are free from bias or discrimination towards (but not limited to) race, religious beliefs, colour, gender, sexual orientation or identity, physical or mental limitations, ancestry / place of origin, marital status of parents or family circumstances.

8. Act within the employment standards prescribed by legislation, contracts of employment, affiliated professional associations, and the divisional policy / administrative procedure framework.
9. Conduct oneself so as to sustain a positive and hopeful view of the work of others, so as to further the greater objective of employees being unencumbered in the pursuit of their goals, roles, and responsibilities.

References *Sections 33, 196, 198, 201, 218, Education Act*
 ATA Code of Conduct
 Employment Standards Code
 Section 23, Teaching Profession Act
 Canadian Charter of Rights and Freedoms
 Supporting Safe, Secure and Caring Schools in Alberta (1999)

REPORT NO: D.1

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for January 22, 2025.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer, Directors of Learning, Religious Education, Support Services, Facilities and First Nations, Métis and Inuit Reports for January 22, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

January 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Attended Christmas Eve/Christmas Day Mass at home parish, St. Dominic Parish, and filled ministries
- Led daily prayer at CEC (Dec 9- 13)
- Attending daily prayer at CEC when present
- Led prayer at meetings
- Monthly lunch meeting with Fr. Kevin
- Attended St. Teresa of Calcutta's Advent Mass
- Invitation sent for, "Day with Leadership" with Bishop McGrattan
- Faith reflections in, "Superintendent Sunday"

It is important to me that my students, staff, and Trustees see me as a faith leader. I believe that leading a Catholic school division inherently involves being a leader of my faith. Therefore, it is essential that any communication I share with the divisional leadership team incorporates elements of faith. It is not that I believe I have an exalted role or understanding, rather, I feel that it is in showing everything that I have to learn is how I can truly connect staff who are experiencing their own relationships with Christ. This is where authentic leadership is born and sustained.

Building Effective Relationships

- Began sharing weekly, "Superintendent Sunday" communications with LLT, SALT and Trustees
- Met with SPS and toured, 'Principals for a Day'
- Attended and served SPS Turkey Dinner
- 1:1 school visits/classroom walkthroughs (SPT, SMT, SPFA, FLVT)
- School visits for Pre-K/K (STC, SPS)
- Enrolment meetings with all Principals/Acting Secretary Treasurer
- Supported a school with parent meeting
- Attended SACI Trades Luncheon with Vice-Chair Ellefson

The Holy Spirit Roman Catholic Separate School Division

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

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

- Met with SMBI Administration, Acting Secretary Treasurer, Deputy Superintendent and Director of Support Services re: programming and staffing
- Hosted first SALT Talk at SPFA
- Met with representatives from YMCA re: Alternative Suspension Program
- Introduction Meeting with Chief of Police, Shahin Mehdizadeh
- Attended CCH Christmas Concert
- Attended CEC Staff Christmas Retreat
- Attended SACI Trades Luncheon with Vice-Chair Ellefson
- Supported communication to Board Trustees, Administration and SALT regarding the passing of a HSCSD student

I believe that activities like weekly Superintendent Sunday communications, school visits, enrollment meetings, and classroom walkthroughs fosters open communication and strengthens relationships with staff, administrators, and Trustees. Additionally, attending community-focused events, such as turkey dinners, Christmas concerts, and staff retreats, builds trust and camaraderie. Truly this is the greatest blessing and responsibility of my role. Collaborative meetings with organizations like the YMCA and Chief of Police, along with intentional support and collaboration for sensitive matters such as student loss, demonstrate a commitment to holistic community well-being.

Visionary Leadership

- Met with Principals and Acting Secretary Treasurer: re: Enrolment projections
- Weekly SALT meeting
- Finance Committee Meeting
- Board Policy Committee Meeting
- Begun sharing weekly, "Superintendent Sunday" communications with LLT, SALT and Trustees
- Early Learning/ Pre-K meeting (Deputy Superintendent, Acting Secretary Treasurer, Director of Support Services, Early Learning Supervisor)
- CASA Classroom initial meeting with CASA Services
- International Students meeting with Director of Learning and French and International Education Consultant
- Continue to learn the structures of Holy Spirit Catholic School Division
- Hosted 'OurSchool' presentation at SALT re: Stakeholder surveys
- Communications meeting with Communications Officer and Executive Secretary re: HSCSD Communications Plan
- Actively engaging Deputy Superintendent to support DRAFT Contingency Plan and communications

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I believe that this work is critical in advancing key initiatives and fostering collaboration as I continue learning the role of Superintendent. I met with principals and the Acting Secretary-Treasurer to discuss enrolment projections, to help ensure our planning aligns with future needs. To enhance communication and transparency, I began sharing weekly “Superintendent Sunday” updates with LLT, SALT, and Trustees. Collaborative meetings focused on early learning and Pre-K, involving key leaders, and an initial CASA Classroom meeting with CASA Services, emphasized our commitment to student success. Additionally, discussions on international education and stakeholder surveys highlighted the importance of engagement and growth opportunities. A presentation at SALT on the ‘OurSchool’ initiative reinforced our dedication to stakeholder feedback. My ongoing collaboration with the Deputy Superintendent on the DRAFT Contingency Plan and communications ensures readiness and resilience, while the development of the HSCSD Communications Plan supports our mission to communicate effectively with all stakeholders.

Modeling a Commitment to Professional Learning

- Weekly meetings CASS Mentor, Dr. Andrea Holowka (ONGOING)
- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee

Establishing a mentor-mentee partnership with Dr. Andrea Holowka has been excellent in facilitating ongoing reflection and development in my leadership practices. Engaging in discussions regarding administrative procedures, board policies, and curriculum implementation further illustrates my continuous effort to enhance my professional knowledge in alignment with organizational goals. I continuously look to involve the Directors, Acting Secretary Treasurer, and Deputy Superintendent in these conversations and seek to consult them prior to making decisions that would have an impact on students or staff. I am keenly aware of the historical knowledge they possess; coupled with their expertise in their areas, I feel that I learn so much and have insights into the operations of Holy Spirit.

Leading Learning

- Continuing conversations surrounding Assessment and Inclusive Education with Principals
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Attended CASA meeting to explore CASA classrooms and collaboration
- Led enrolment conversations with Acting Secretary Treasurer and Principals
- Exploring options for local measures to engage our stakeholders

I have been proactively working to deepen my understanding of each of our Directors' portfolios and how their essential contributions impact and support our division. As I explore our four priorities and the ways in which we are addressing them, I am finding that I possess valuable insights and experiences that can enhance the outstanding work that is already in progress. One example of this is the work that I am doing to explore different tools to engage our parents and staff, i.e., Schollie Surveys vs. OurSchool vs. Holy Spirit created.

Ensuring First Nations, Métis and Inuit Education for All Students

- Visited the FNMI team during their FNMI team meeting
- Continued to meet with FNMI leads/grad coaches during school 1:1 visits, and learned more about the important work that they do to support students \

It is a priority for me to attend the "Learn, Build and Go" event, as well as other events taking place within our schools and division. I intend to meet with Aaron and Shelly to gain further insights into the upcoming spring events at the schools, including the Grade 9 namings and Grade 12 Feather Blessings. These traditions hold significant value for our schools and communities, as such, I would be remiss not to immerse myself in them.

School Authority Operations and Resources

- Met with Acting Secretary Treasurer and Executive Secretary re: Budget Advisory Committee
- Met with Principals and Acting Secretary Treasurer: re: Enrolment projections
- Engaging SALT re: Stakeholder surveys

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

Supporting Effective Governance

- Attended Board Agenda setting meeting with Board Chairs and Executive Secretary
- Attended SACI Trades Luncheon
- Attended Finance Committee Meeting
- Attended Board Policy Committee Meeting

- Selected a Budget Advisory Committee for the 2025-2026 school year
- Attended Boundary Engagement meeting with Lethbridge Principals
- COW and Board meeting with Board of Trustees (ONGOING)
- Navigating and authorizing delicate communications to stakeholders (PowerSchool Security Breach, School and Community Security threats)

Recently, there has been an increase in division-wide communications. It is essential that our lines of communication remain clear and that the Board of Trustees is kept informed of these incidents. I collaborate closely with the Board Chair, Communications Coordinator, Executive Secretary, and school-based administration (as appropriate) to develop clear, concise, and timely messaging. It is crucial that our stakeholders feel confident and secure in the communications being distributed at both the school and division levels.

REPORT NO: D.2

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for January 22, 2025.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees January, 2025

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and other meetings;
- Weekly Sunday Mass at St. Martha Parish - Fr. William is on a well-deserved break and it has been a pleasure hearing homilies from Fr. Tim again;
- Participation in monthly faith formation led by Aaron Skretting at LLT - For the month of January the focus was on the Catholic Social Teachings and the principles of “common good” and “solidarity”;
- Weekly rosary for my own personal faith journey;
- Mass with St. Catherine’s Community - they do an amazing job of leading Mass and the music every Wednesday at 9:00 a.m.;
- Volunteering at the Soup Kitchen with other SBCEC team members.

Building Effective Relationships

- Working collaboratively on the 2025/2026 Division Calendar with our transportation partners;
- Lunch gathering with SALT;
- Working collaboratively and collegially with the negotiating committees for CUPE 1825 and 290;
- Attended SMBI Community Meeting;
- Participated in SALT Talks and Enrollment meetings with a variety of our schools in order to build on my knowledge of each school community;
- Meeting with staff members individually as needed to provide support and guidance.

Modeling Commitment to Professional Learning

- Completed the book *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt and “*Don’t Believe Everything You Think: Why Your Brain is the Beginning & End of Suffering*” by Joseph Nguyen;
- Participation in the CASS Mentorship Program which allows me the opportunity to connect with my mentor bi-weekly for not only advice and support, but also to expand my knowledge and learn from what is happening in other school divisions;
- Sharing my progress of my Professional Growth Plan with members of my team for accountability.

Visionary Leadership

- Ongoing Senior Administrative weekly meetings to discuss supporting schools with the Board priorities;
- SALT Talks - we have had our first couple meetings and the feedback has been very positive. The staff appreciate that we are there to listen and learn from them on their school celebrations and challenges;
- Enrollment Conversations - These allowed us to hear local knowledge from school sites in order to better estimate our enrollment numbers for the upcoming school year;
- Assembled our hiring practices into a Workflow Chart to streamline the process and to provide a reference document for our division leaders, administrators and supervisors.



Holy Spirit Catholic School Division

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Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation;
- Meeting with other members of our LLT Book Club. We presented on our learning of the *Anxious Generation*. If you are interested in an overview of the book, I would recommend watching this [TED Talk](#) by the author that was very well received by our LLT and led to some meaningful discussions.

Supporting First Nations, Métis and Inuit Education for All

- Collaborated in the interviewing and hiring of an additional FNMI Facilitator;
- Attended the final in-person event for the book study *Truth Telling - Seven Conversations about Indigenous Life in Canada*. This book delves into both historical and contemporary Indigenous experiences in Canada from the perspective of the author, a member of the Cree Nation in Saskatchewan.

Supporting School Authority Operations and Resources

- With my team, ensure weekly *Here in Spirit* newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Interviewed for a variety of positions including teachers and educational assistants;
- Ongoing interviewing of substitute teachers and casual education assistants;
- Posted information for teachers wanting to request a transfer to another school. Teachers have until January 31, 2025 to submit their request. The hope is that by receiving these requests earlier in the year, it will assist us in being more proactive with school staffing;
- Ongoing observations of teachers with probationary contracts to support them in the TQS.

Supporting Effective Governance

- Worked collaboratively with several Board members on negotiating committees for both of our CUPE unions;
- Our search for the best candidate in Holy Spirit for the 2024 *Edwin Parr nominee* is underway. In order to be eligible, the teacher must have a minimum of 100 full-time equivalent days of teaching service within the current school year and hold an interim professional certificate. We will select one teacher and will complete the nomination package prior to the deadline. This teacher will represent Holy Spirit Catholic School Division at the Zone 6 ASBA award evening in May;
- Ongoing review of our Administrative Procedures with SALT.

REPORT NO: D.3

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Acting Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Acting Secretary-Treasurer's Report for January 22, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees January 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE

- Began planning and creating the 3-year and 10-year Capital Plan with the Director of Facilities - consultants have been contacted to discuss the scope of work.
 - Completed Enrolment projections by analyzing data from Baragar and engaging with principals on their anticipated 2025/2026 enrolments. Overall, we expect growth of approximately 152 provincially funded students in the next school year taking into account demographic trends and local knowledge from our principals.
 - Hosted the quarterly Joint Health and Safety Meeting with members from CUPE 290, CUPE 1825, ATA and Management representatives where we discussed OH&S, workplace safety at Holy Spirit, school safety for our students, and creating and maintaining a culture of safety. Committee Co-Chairs led the meeting through incident reports and trends as well as the committee's Communication Plan. Members are encouraged to discuss issues, ideas and solutions with their peers.
 - Participated in the monthly USIC (Urban School Insurance Consortium Consortium) Risk Management and Claims Committee call, committee members discuss current claims, risk management practices, and other emerging trends that affect the Consortium and the school division.
 - Collaborated with the Learning Leadership Team in monthly meeting to share important information from the Business Service Department and Office of the Secretary Treasurer.
 - Consult with teachers and principals on risk assessments and activities along with informed consent forms for parents.
 - Completed insurance renewal application submissions for annual insurance renewal. MARSH, our insurance broker, will work with USIC and insurance markets to secure the best renewal for all lines of USIC's insurance.
 - Collaborated with Aaron Skretting, Director of Religious Education, to provide information and support for the boundary review discussions.
-

- The payroll team is currently working to file the annual LAPP year end and preparing to generate annual T4 statements for staff to meet the February 28 deadline. The Business Services team is completing required monthly reporting and year end submissions.
- Attended the monthly Joint Use Agreement meeting with our partners from Lethbridge School Division, Franco Sud and The City of Lethbridge.
- Participated in the “SALT Talks” visit to St. Patrick Fine Arts School with the Senior Leadership Team.

TECHNOLOGY UPDATE

- Implementing a new Alberta Education online PAT exam platform - Respondus. Respondus replaces Vretta for January testing as the secure online testing platform.
 - SF, SMT, SJS
 - Diploma exam support in high schools for January testing.
 - CCHE Gym AV - met with CCH to ensure proper scope and specification detail.
 - Technology Report to SALT for LLT.
 - Responded to PowerSchool Cyber Breach Notification. Our school division was affected. Incident response protocols are being implemented. PowerSchool reports the threat as ‘contained’. More information will be available as we work with PowerSchool and other response channels.
-

REPORT NO: D.4

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Learning
Board Report - January 2025

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- The final professional learning sessions in the 'Layers of Literacy' series offered by Drs. Michelle Bence & Miriam Ramzy took place on January 8 & 9. Teachers commended the learning sessions, appreciating the research-based, yet practical, instructional strategies presented to support literacy development. The number of teachers participating:
 - 10 junior high teachers
 - 17 K-3 teachers
 - 12 K-6 French Immersion teachers
- All students in K-3 are being assessed with the Alberta Education Early Literacy & Numeracy Assessments between January 13-31. Release time is being provided (by the division) for Kindergarten teachers only for this round of assessments. All students identified as 'at risk' will be reassessed in June.

Schools reflect collaborative teaching and learning environments.

- Our junior & senior high core subject teachers will be meeting on January 22 & 23 for transition meetings. The purpose of these meetings is to help support all of our Grade 9 students moving from our feeder junior high schools into the appropriate program(s) at CCH.
 - The meeting agenda for each subject area includes identifying key essential learning outcomes, academic expectations in each course stream, and conversations around common vocabulary and instructional strategies that can support students as they enter high school.

We prepare students for career pathways.

Learning Services is pleased to report that Holy Spirit has the largest cohort ever of students enrolled in dual credit courses through Lethbridge Polytechnic this term. Ongoing advocacy of our provincial government to provide sustainable & predictable funding for dual credit opportunities is imperative to continue to provide our students with these valuable learning opportunities that prepare them for their future.

Course	Number of Students Enrolled
Anatomy & Physiology I	7
Zoology	1
Entrepreneurship	1
Introduction to Early Childhood Education	1
Introduction to the Trades	4
Introduction to Culinary Trades	3
Introduction To Psychology	5
Introduction To Transportation Trades	1
Pre-Employment: Carpentry	1
Pre-Employment: Welding	1

REPORT NO: D.5

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

BACKGROUND

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



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

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Faith Plan Consultation for 2025-2028** - The District Religious Education Committee will be reviewing the main themes and trends of our staff feedback at our upcoming meeting on January 28, 2025, in advance of our in-person consultation (9-12 on Tuesday, February 4). We are excited to be joined by so many representatives, and for the possibilities that exist for our new faith plan. Once the plan is drafted and approved it will be shared with the Board.
- **Bishop's Visit** - Next month, we will be blessed with a pastoral visit from Bishop McGrattan on Wednesday, February 5. Mass has been coordinated to start our day together at St. Basil's Church at 9:00, followed by time together at St. Basil Catholic Education Centre where we will hear from the Bishop, from our schools, and share lunch. After lunch, Chantel Axani and I will be taking the Bishop to visit Catholic Central High (East), Trinity, St. Francis, and École St. Mary. Invitations have been coordinated through Rhonda Kawa and distributed to trustees, LLT, and our local clergy.

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

- **Spiritual Development Day** - This year's Spiritual Development Day will be hosted on Tuesday, March 18. We will be gathering at Catholic Central High (East Campus) for Mass at 9:00, followed by three presentations from local speakers; Dr. Troy Davies, Dr. Matt Hoven, and Fr. Troy Nguyen, who will each take a perspective on our faith plan theme this year. Lunch will be provided, and we will conclude with a panel discussion with our presenters. More details will follow after our DREC meeting in late January.
- **Religious Education Network** - This provincial organization provides on-the-ground support for the development of resources and implementation of programming under the auspices of the Council of Catholic School Superintendents of Alberta (CCSSA). In mid-January, I represented Holy Spirit on a REN subcommittee which is developing curriculum and alignment for grade 7 religion and family life. Our late January and March provincial meetings will focus on the application of this year's provincial Catholic education theme (Testify: Share the Reason for Your Hope) in various areas, as well as continued work on resources and implementation.

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

- **Board Retreat** - On January 24 (9:00-12:00), I will be providing a retreat for the Board of Trustees on the theme of Proclaiming in our Ordinary Lives.
- **SPICE/Blueprints Draw** - I am grateful that the ATA Local has again agreed to sponsor the registration for three teachers at SPICE; a draw will be sent out shortly. I will provide 1.5 days release time for those same three teachers. They are further sponsoring one administrator registration to attend Blueprints. Additionally, Religious Education sponsors one support staff registration/hotel that will be attached to the same draw. Lastly, our Excellence in Catholic Education recipient is also sponsored to attend.

REPORT NO: D.6

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

BACKGROUND

1. Crystal Lothian, Director of Support Services, has prepared the attached report to apprise the Board of recent division activity related to the Support Services Department.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
January 2025

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Early Learning/ Kindergarten File Verification - We are pleased to share that Holy Spirit Catholic School Division has achieved a significant milestone. Alberta Education has confirmed that we are exempt from the Early Learning/Kindergarten File Verification Process for the 2024/2025 school year. This exemption recognizes the Early Learning team's outstanding record of 100% compliance during the past three audits and reflects the Early Learning team's dedication to maintaining the highest standards in file management and compliance.

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

Mental Health in Schools Pilot Project - The final report for the Mental Health in Schools Pilot Program in Alberta was submitted, meeting the grant funder's requirements. The report details the programming and support provided to schools, outlines project objectives and success metrics, and highlights the outcomes achieved. It also includes a powerful narrative showcasing the incredible work of the Student Wellness Access Guides in delivering impactful mental health initiatives and supports to school communities.

Family and Community Support Services Lethbridge - The 2023/24 final report detailing Children of St. Martha and Ecole St. Mary school program objectives, success metrics, school narratives and financials were submitted ensuring compliance with grant funder reporting requirements.

Bell Let's Talk - In January 2025, the Holy Spirit Catholic School Division, guided by the Mental Health Capacity Building (MHCB) Team, launched its annual Kindness Campaign in preparation for Bell Let's Talk Day. This campaign emphasized kindness and mental health awareness through a series of the following initiatives:

- **Community Engagement:** The Coffee Sleeve Initiative engaged students in decorating blank coffee sleeves with positive messages. The MHCB team collected these sleeves and distributed them to seven local coffee shops across Holy Spirit communities. These decorated sleeves accompanied coffee sales, spreading messages of kindness throughout the community.
- **School-Based Activities:** In MHCB-supported schools, students participated in decorating coffee sleeves during lunch groups, classes, and other activities, fostering creativity and conversations about kindness.
- **High School Engagement:** At both CCH campuses, interactive booths offered mental health resources and featured a photo booth to encourage student participation and engagement.

Together, these initiatives underscored the importance of kindness and connection in fostering mental health and wellness within schools and communities.

REPORT NO: D.7

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

BACKGROUND

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



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

Board Strategic Priority: Living Truth and Reconciliation

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

- **Blackfoot Language** - Having continued to offer Blackfoot language programming at Children of St. Martha, Father Leonard Van Tighem and St. Francis this fall, we are excited to shift some programming to Catholic Central High School for quarter three in support of their Aboriginal Studies class.
- **Spring Events** - Planning is already underway for our spring events at our schools, including Grade 9 namings and Grade 12 Feather Blessings. These traditions are significant to our schools and communities, and continue to evolve over time. Specific details will be shared once finalized.

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

- **Professional Portraits of Practice** - Starting this month, we are beginning work with Sean Marks on recording short staff videos which align with and focus on building respectful relationships and wise practices in infusing indigenous ways of knowing into our schools and classrooms. These are designed to be used with staff and will be initially offered through a lunch-and-learn format. Our first staff to be recorded will be Verna Mabin (SPT), Cassie Skauge (SFJH) and Bonnie Anton/Robyn Eastman (SPS).

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

- **Learn, Build & Go Winter Count** - On January 21, 2025, we will be offering our next Learn, Build & Go session which will be on the Winter Count and Seasonal Rounds. Our elders that day will be Andrew Black Plume and Ken Fox, and our Holy Spirit staff will be joined by three colleagues from Westwinds School Division as well.
- **Alberta Professional Learning Consortium** - Shelley Kirkvold and Ken Fox will be presenting at our upcoming local First Nations, Métis and Inuit gathering (January 30) and the provincial collaboration day (February 5), primarily on Blackfoot language and culture infusion. There is a wealth of provincially developed resources, for instance, in Cree, that we will be supporting adaptation of.

REPORT NO: D.8

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Director of Facilities Update

BACKGROUND

1. Vivien Kossuth, Director of Kossuth, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.



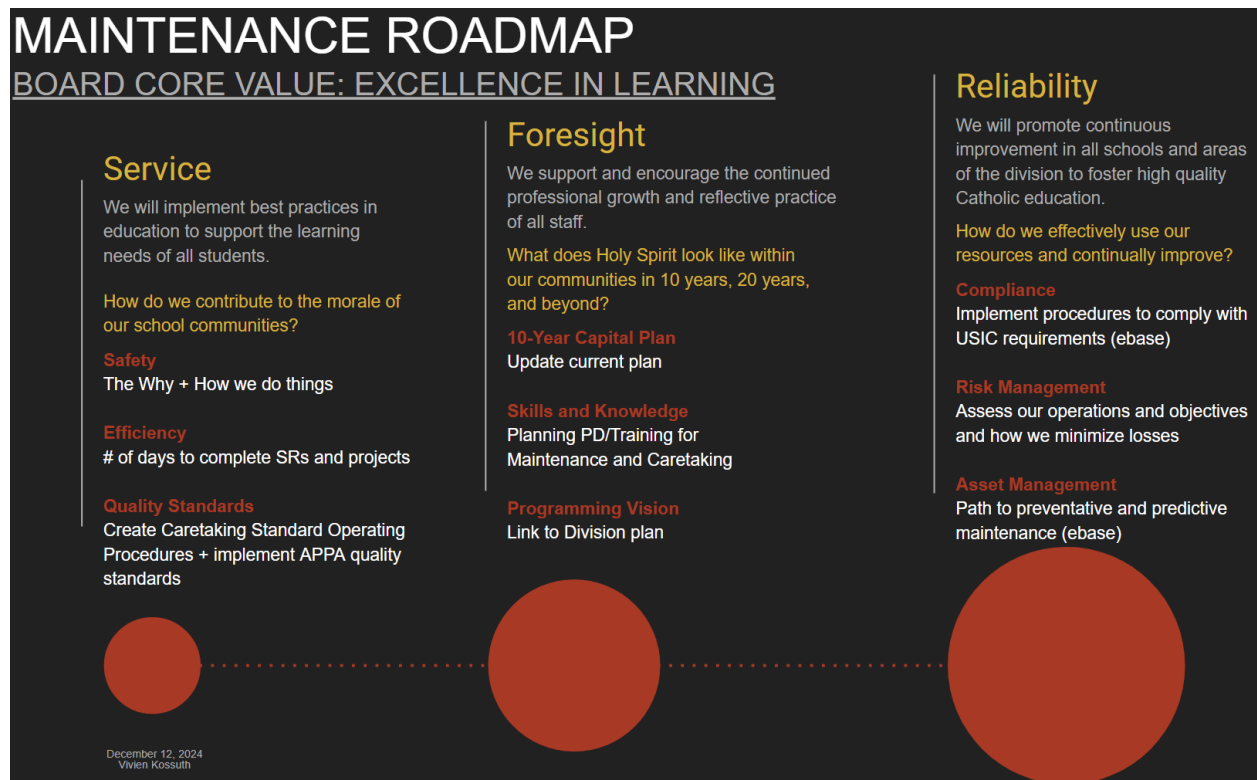
Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Facilities Report to the Board of Trustees January 2025

MAINTENANCE ROADMAP

As a departmental exercise, the Maintenance Department discussed a strategy outlining what we need to prioritize this year and relate those priorities to the Board Core Values.



SERVICE: Caretaking Handbook

As we collaborate and learn best practices from our neighboring School Divisions, we plan to implement a Caretaking Handbook to guide: (1) technical requirements of keeping schools clean and safe, and (2) quality standards for setting clear cleaning expectations.

FORESIGHT: 10-Year Capital Plan

As we continue to make headway in our 3-Year Capital Plan in 2025, we need to renew our 2015-2025 10-Year Capital Plan. We engaged consultants to provide proposals for a 2026-2035 10-Year Capital Plan. The scope of the new plan extends beyond the condition of our existing school buildings. We want to envision the future of our school communities, meet evolving educational needs, and foster our Catholic Faith.

RELIABILITY: ebase Software Launch

Through Risk Management site visits with Marsh Consultants, we were provided with Loss Control Report recommendations. Our insurers annually follow up on the implementation of these recommendations, which serve to secure favourable terms for the renewal of our insurance coverage. Additionally, we benefit as we improve the monitoring of our building assets and establish best practices for school safety.

One way that we are demonstrating compliance with the recommendations is by implementing digital logbooks for Caretaking and Maintenance through a software called ebase.

Digital Logbooks

Caretakers will be asked to log some of their tasks through ebase. Tasks include:

- Snow removal and salting
 - Emergency light and fire extinguisher checks
 - Daily playground inspections
 - Monthly roof inspection and cleaning
 - Quarterly visual check of exterior walls, windows, doors
 - JHSC Safety Inspections and General Areas visual checks
 - Weekly and monthly gym equipment visual checks (retractable basketball backboards), quarterly bleacher visual checks, daily weight room visual checks
-

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

Alberta Infrastructure is posting our Invitation to Bid to the Alberta Purchasing Connection (APC) website on Thursday, January 16, 2025. This posting invites General Contractors to bid on our new school project. Details of the posting will be shared with SALT and the Board.

Alberta Infrastructure provided the following tentative schedule for our project:

- Invitation to Bid - January 16, 2025
- Contract Award - March 2025
- Construction Start - March 2025
- Construction Duration - March 2025 to June 2026

CMR/IMR PROJECTS

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

Catholic Central High School East Campus

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

Catholic Central High School West Campus

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

Children of St. Martha

- o In progress – Air Handling Unit Lifecycle Replacement Study
 - o In planning - Playground Asphalt Resurfacing
-

Ecole St. Mary

- o In progress – South Wing AHU-2 Classroom Cooling Installation
- o In planning – Main Electrical Distribution Panel Replacement
- o In planning - Interior Wall Painting

Father Leonard Van Tighem School

- o In planning - Interior Wall Painting

Our Lady of the Assumption

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

St. Catherine's School

- o Reviewing maintenance projects for likelihood and criticality

St. Francis Junior High School

- o Reviewing maintenance projects for likelihood and criticality

St. Joseph School

- o Preliminary information gathering – Pre-K/Kindergarten Washroom Addition

St. Mary School Taber

- o Reviewing maintenance projects for likelihood and criticality

St. Michael's School Bow Island

- o Reviewing maintenance projects for likelihood and criticality

St. Michael's School Pincher Creek

- o Reviewing maintenance projects for likelihood and criticality

St. Patrick Fine Arts School

- o In Planning - Upper Gym Exterior Wall Repair
 - o In progress – Operable Wall Roller Replacement
 - o Reviewing maintenance projects for likelihood and criticality
-

St. Paul School

- o Reviewing maintenance projects for likelihood and criticality

St. Patrick School Taber

- o Reviewing maintenance projects for likelihood and criticality

St. Teresa of Calcutta School

- o Reviewing maintenance projects for likelihood and criticality

Trinity/CARE Campus

- o In progress - Interior Wall Upgrade

END OF REPORT

REPORT NO: E.1

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

1. Board Chair Carmen Mombourquette will provide the Board Chair's Report for Trustee information, which includes Board correspondence, planning and events, and recent activity.

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Committee Reports for January 22, 2025.



BOARD CHAIR REPORT

Date: January 22, 2025

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
16 Dec	Interviewed by Lethbridge Herald
16 Dec	Finance Committee Meeting
17 Dec	Policy Committee Meeting
17 Dec	Attended Standing Policy Committee of City Council as they discussed the issue of keeping or disbanding the Joint City/School Boards Committee
18 Dec	Committee of the Whole
18 Dec	Regular meeting of the Board
18 Dec	Watched the video production of the St. Pat Fine Arts School Christmas Concert
19 Dec	Congratulatory note sent to St. Michael's Bow Island on hosting another highly successful auction and supper
19 Dec	Congratulatory note sent to St. Pat Fine Arts School principal on the highly professional video of this year's Christmas Concert
7 Jan	CUPE 290 negotiations - all day session - very productive
8 Jan	CUPE 1825 negotiations - all day session - very productive
8 Jan	St. Patrick Fine Arts School Council Meeting
8 Jan	ACSTA - Dr. Cusak virtual presentation
9 Jan	ACSTA - event evaluation completed
13 Jan	Meet with Lethbridge Mayor with Mrs. Light - discussion around Joint City/School Board Committee
13 Jan	Assumption School - read and sign IB program application
13 Jan	Boundary Committee meeting and video production
13 Jan	Board Agenda setting meeting

CORRESPONDENCE:

Month	Description
16 Dec	School Transportation Amendment
17 Dec	Minister to Education - Holiday Greetings to be sent out to our community
17 Dec	Beautiful Christmas Card from Holy Spirit Catholic School Division
17 Dec	Holiday Greetings from Northern Gateway School Division

17 Dec	Emails in regards to Joint City/School Boards Committee
18 Dec	Emails in regards to Joint City/School Boards Committee
18 Dec	Christmas Greetings from Marilyn Dennis and the ASBA staff
18 Dec	Bill 27 major elements identified
18 Dec	ASBA Guide to Trustee Election
19 Dec	Update on school auction and supper - St. Michael's Bow Island
19 Dec	Christmas Blessing Message from Superintendent Axani
19 Dec	Christmas Greetings from Elk Island Board of Trustees
19 Dec	GrACE Newsletter - neat to see Holy Spirit Advent video series highlighted
19 Dec	St. Michael's BI Newsletter
19 Dec	Metis teacher study request - forwarded to the superintendent
19 Dec	Letter to MOE by Sturgeon SD re survey administration
21 Dec	Beautiful Christmas Message - Ecole St. Mary School
21 Dec	Merry Christmas Message from Holy Spirit
21 Dec	ACSTA - Christmas Greetings
3 Jan	GrACE Newsletter
6 Jan	St. Paul's Newsletter
6 Jan	Saint Newsletter
6 Jan	ESM Newsletter
6 Jan	Connections Newsletter
6 Jan	Reminder of Catholic Ed Talk - ACSTA
6 Jan	Note from St. Michael's BI - re community meeting
7 Jan	St. Teresa Newsletter
7 Jan	ASBA - Mentoring month note
8 Jan	Lethbridge Chamber of Commerce - Minister Neudorf session
8 Jan	Joint City School Division Meeting update
8 Jan	CCHS Newsletter
8 Jan	ASBA - PowerSchool update and cybersecurity alert
8 Jan	St. Patrick Taber Newsletter
8 Jan	Notification about police presence around Taber schools
9 Jan	TBAC Agenda
9 Jan	ASBA - Speakers Corner notification
9 Jan	ASBA - Janet Brown presentation notification
9 Jan	Minister of Education - notification connected to PowerSchool
10 Jan	PowerSchool update from the division
13 Jan	Draft of Boundary Conversation powerpoint
13 Jan	Draft of Registration Information to parents document
13 Jan	St. Michael's BI invitation to community consultation

REPORT NO: E.2

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

ACSTA Report for January 22, 2025

***Celebrate, preserve, promote and enhance catholic education.
That all have access to publicly funded catholic education.***

- ***2025 Symposium: Answering the Call with a Servant's Heart, February 21-22nd*** at Corpus Christi Parish Hall in Edmonton.
Role of Trustees: their legal and fiduciary responsibilities and their capacity to fulfill those responsibilities while preserving the constitutionally established catholic education.
- *Catholic Education Week Planning Committee met January 14th to discuss theme and materials list to support school planning*
- *Advocacy Meeting, January 30th*
- *Catholic Ed Talk with Dr. Tim Cusack, January 8: Role of Secular Universities in the Formation of Catholic Teachers. Reframe the narrative to retain and attract teachers by Reclaiming, Reframing and Retraining. He maintains that Secular Universities can offer : 1) High quality training 2) foster moral and ethical teaching framework 3) formative development of holistic view of education to encourage service and volunteerism 4) cultural competency and diversity awareness 5) preservice and inservice training with practical experience in diverse settings 6) teacher professionalism*
- *Board briefing re: Municipal Affairs Statutes Amendment Act (Bill 20) used to read that municipalities "may" prepare a permanent electors register of residents in the municipality who are eligible to vote. Very few municipalities actually prepared such a register in the past. Municipal Affairs Statutes Amendments Act has changed "may" to "must"*

REPORT NO: E.3

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

Zone 6 Meeting

January 15, 2025

ASBA Sustainability: Reporting and Opportunity for Feedback

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

Zone Director Highlights

President Reports

VP Report

CEO Report

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

Zone Banking Update: reviewed standards, practices and discussed zone needs; CEO available to answer questions

Financial Report: ASBA zone finances shared with membership

Awards: Review of ASBA awards, discussion around membership boards nominees

Round Table Discussion: Election Cost, Transportation Costs, Labour Relations

Next Meeting virtual only: February 12, 2025

REPORT NO: E.4

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board Representatives

SUBJECT: GrACE Report

BACKGROUND

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



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

GrACE Report for January 22, 2025 Board Meeting:

What's Happening Locally:

- Continue to use GrACE resources to promote GrACE with school councils, parents, newsletters, parishes.
- Will continue to send updates into GrACE with what's happening in Holy Spirit.

Monthly Prayer Intentions: For Catholic Education:

- That as a new year begins, we may choose Christ and embrace the spiritual practices of our Catholic faith, we pray to the lord.
- That our Catholic Schools may inspire students to a life of love and service, we pray to the lord.
- That our Catholic schools may celebrate the richness of the Catholic faith that we have inherited, we pray to the lord.
- That our Catholic schools may nurture the growth of wisdom and virtue in the young, we pray to the lord.

What are the 5 Marks?

Mark 1 Created in the Image of God

- Believe that each person is created in the image of God
- Know that each person has an eternal destiny
- Embrace the dignity of all
- Recognize and celebrate the gifts and talents of others
- Allocate resources to support and enhance the well being and the physical, emotional, academic and spiritual development of staff and students

Did you know that Catholic Education has existed for 160 years? The Grey Nuns established the first school in Alberta at Lac St. Anne in 1859.

- Provincial Theme this year is "Testify! Share the Reason for your Hope!" Which aligns very nicely with year 3 of our faith plan "Proclaim! Pilgrims of Hope!"

- Monthly Themes for GrACE:

January: Jubilee Year Reflections, February: Catholic Education Success Stories, March: Lent and Service in Action, April: Easter Joy and Renewal, May: Marian Devotions and Catholic Identity, June: Year-End Celebrations and Graduations.

Checkout
GrACE
here:



REPORT NO: E.5

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

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.

REPORT NO: E.6

January 22, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board Representative

SUBJECT: Economic Development Committee Report

BACKGROUND

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

Economic Development Lethbridge

Sector Reports:

Lethbridge Family Services had another successful Angel Tree campaign. They served 4443 Children. They were able to raise \$180,000 and over \$230,000 worth of gifts were donated.

Minister Schulz came down for water availability engagements sessions - one was held in Fort McLeod which had roughly 300 people in attendance. Then did another in Lethbridge which had roughly 400 people in attendance. Strong opinions around water usage/rights in the area. There were concerns around the government changing current water usage rights.

Tourism Lethbridge did a presentation on the Destination Next survey which you can find the full presentation [here](#).

EDL will be running the next round of English classes for Ukrainian evacuees later this month. They are conducting a survey with Ukrainian evacuees to learn what needs are not currently being met for this group and where EDL can provide/work with community partners to give further assistance in those areas of concern.

Home rental prices and lack of rental properties create issues for post-secondary students within the city. U of L currently is fairly stable when it comes to international students, however Lethbridge Polytechnic has seen a decrease of about 80% in international student applications for next year. This is going to create further financial pressures on the Polytechnic.

Had a discussion around population projections for Canada, check out the link to learn more about population projection forecasts. Apparently, Stats Can has a dedicated team to come do PD on interpreting statistics. They will do these sessions free of charge. Statistics Canada - Understanding Analytics [Link](#).

Tariffs Impacts

EDL is gearing up for readiness to support the business community, the report at the link below from RBC provides an overview of Canada's exposure to the tariff threat. [Link](#)

The Canadian Chamber of Commerce outlined the impact on GDP... a contraction of 2.6% "costing" Canadians roughly the equivalent \$1,900 per person annually. [Link](#)

Interesting discussion was had around the possible eastern slopes coal mining, if you would like to learn more check out these links:

[Coal Mining Overview by the Oldman Watershed](#)

[Coal Ban Explained March 2022](#) - Expected to change in 2025.

[Directory of progress and files dated back to 2015](#)

As you can see, I have included several links in this month's report. I wanted to make the links available in case any of the information may be of further interest.

ADVOCACY NO: F.1

January 22, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Individual Trustee Advocacy

BACKGROUND

1. Trustees will provide a brief update regarding the activities they have been engaged in to advocate for the Board and school division over the past month.

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Advocacy Reports for January 22, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: January 22, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan.14	FLVT School Council discuss attending meetings on attendance areas
Jan. 15	ESM School Council discuss attending meetings on attendance areas

PARISH COMMITMENTS:

Date:	Key Discussions:
December	Lector, Choir, regular Mass Attendance
January	Regular Mass attendance, Lector
January	Hospitality serving coffee and making soup for Soup Sunday

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan. 8	Catholic Ed Talks: Role of secular universities in the formation of Catholic teachers
Jan. 14	Catholic Education working committee

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
December 19	Advent Mass at St. Martha's
December 19	Serving turkey lunch at OLA
December 20	Advent Mass at OLA
Jan . 9	GrACE with Aaron Skretting and Tricia Doherty
Jan. 13	Agenda Setting
Jan. 15	ASBA Zone 6
Jan. 15	Book Study: Truth Telling
Jan. 16	Mayor's Breakfast
Jan. 22	COW and Public Board Meeting
Jan. 20	St. Michael's Bow Island meet and greet with the community, SALT and Superintendent Axani



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: January 22, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
Jan	Attendance at weekly Mass/ongoing conversation with parish Priest
Dec 25	Mass at St Mary's Church in Red Deer

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 22/25	COW/Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: January 22, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 14, 2025	SFJH School Council
Jan 14, 2025	SPS School Council
Jan 16, 2025	CCH School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan 15, 2025	ASBA Zone 6
	ASBA News Brief
	ACSTA Monday Memo

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 9, 2025	GrACE meeting
Jan 15, 2025	Economic Development
Jan 15, 2025	Boundary Consultation Committee meeting
Jan 15, 2025	Joint City School board planning session
Jan 16, 2025	State of the City Address
Jan 22, 2025	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: January 22, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 14/25	St. Michael's Pincher Creek School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass
Jan 12/25	Helped with Knights of Columbus Pancake Breakfast after morning Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 7/ 2025	CUPE 290 Bargaining
Jan 8/ 2025	CUPE 1825 Bargaining
Jan 20 /2025	Award Letters Presentation SMPC
Jan 20/ 2025	Parent Information Evening SMBI
Jan 22/ 2025	COW/Board Meeting
Jan 24/ 2025	Board Retreat
Jan 27 / 2025	TBAC Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: January 22, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 14	SFJH School Council - Parent Rep - CIP, Staffing, Boundaries
Jan 14	OLA School Council - Boundaries, reenrollment
Jan 16	CCH School Council - parent rep

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec 24	Usher Christmas Eve 5pm ass Mass
Jan 5	Sacristan 9am Mass St. Martha's
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Advent	Dynamic Catholic Daily Gospel Reflection and Best Advent Ever

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan 15	ASBA Zone 6 - Chair - sustainability presentation, round table discussions

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 15	Joint City Prep Meeting - pre-meeting

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: January 22, 2025

SCHOOL MEETINGS:

Date:	School and Key Discussions:
January 15	Faith Plan Feedback video
	Superintendent Sunday updates

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish
	Interfaith Foodbank Christmas Hamper Delivery

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
January 15	ASBA Zone Meeting
January 30	ASBA Advocacy Session

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
January 22	Committee of the Whole Board Meeting
January 22	Public Board Meeting
January 24	Board Retreat
January 25	Meeting with the Bishop
January 27	Teacher Board Advisory Council Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: January 22, 2025

SCHOOL COUNCIL MEETINGS:

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec. 17	New Church Meeting
Jan.	Ongoing Mass at All saints
Jan.10	Maintenance Meeting

PROVINCIAL MEETINGS:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec. 18	Board Meeting
Jan. 7 & 8	Bargaining
Jan. 15	Boundary Consultation Meeting

ADVOCACY NO: F.2
January 22, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

1. In order to ensure better communication between the Board of Trustees and schools, Trustees serve as School Council Liaisons for each school within the division.
2. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between councils and the Board.

INFORMATION NO: G.1

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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

- [AP 214: Home Education](#)
- [AP 445: Designation of an Acting Principal](#)
- [AP 215: Outreach Program](#)
- [AP 446: Administration Time Provided to School Principals](#)
- [AP 115: FOIPP](#)
- [AP 216: French Language Programs](#)
- [AP 314: Welcoming, Caring, Respectful and Safe Learning Environments](#)

INFORMATION NO: G.2

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence from the Minister of Education

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from Minister Nicolaidès, Minister of Education, in response to Holy Spirit Catholic School Division's letter regarding Holy Spirit Catholic School Division capital plan priority on St. Francis Junior High School's modernization and the request for value scoping funds.



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 127787

December 20, 2024

Mr. Carmen Mombourquette
Board Chair
Holy Spirit Catholic School Division
St. Basil Education Centre
620 - 12B Street North
Lethbridge AB T1H 2L7

Dear Mr. Mombourquette:

Thank you for your letter regarding Holy Spirit Catholic School Division's number one capital priority request for the modernization or replacement of St. Francis Junior High School in Lethbridge. I am pleased to respond.

I understand that your school division is requesting value scoping funds to determine the best capital solution for St. Francis Junior High School. I am aware that portions of the facility were constructed in 1957 and that the last major modernization of the facility occurred over thirty-five years ago. Your capital plan outlines the need to update the mechanical and electrical systems of the building and mentions the challenges associated with offering a full range of junior high school programming in a dated facility.

A value scoping study will allow your division to identify the best path forward for this project, be it a modernization or a replacement school. A study will determine the appropriate capacity of the school so it meets the needs of students into the future, and it will provide Holy Spirit Catholic School Division the opportunity to investigate partnership opportunities within the community.

Holy Spirit Catholic School Division's request for funding for a value scoping study will be considered for approval in Alberta's annual budget, and approved projects will be announced in Budget 2025. As you mentioned, the School Construction Accelerator Program will allow approved projects to be eligible to proceed from one funding level to the next without having to wait for the next annual budget to be announced. This will significantly accelerate the process for building schools, allowing those ready to proceed to do so as soon as quickly as possible.

.../2

Thank you for providing information on land that would be suitable for a replacement school project should a value scoping study recommend that project scope. A critical factor for any school project to be approved by the province is the readiness of the project to move forward in an effective and timely manner. I appreciate Holy Spirit Catholic School Division's proactive approach. I will share these documents with my Capital Planning staff.

I encourage your division to continue to work with Capital Planning staff. If you have any questions, please contact Peter Burgess, Capital Planning Manager, at Peter.Burgess@gov.ab.ca or 780-427-2083 (toll-free by first dialing 310-000).

Thank you again for your letter, and I wish Holy Spirit Catholic School Division staff and students a wonderful holiday season.

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with the first name "Demetrios" written in a larger, more prominent script than the last name "Nicolaides".

Demetrios Nicolaides ECA PhD
Minister of Education

cc: Honourable Pete Guthrie, Minister, Infrastructure
Honourable Nathan Neudorf, MLA, Lethbridge East
Honourable Joseph Schow, MLA, Cardston-Siksika
Grant Hunter, MLA, Taber-Warner
Chelsae Petrovic, MLA, Livingstone-Macleod

INFORMATION NO: G.3

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Enrolment Projections

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Acting Secretary-Treasurer Amanda Lindemann has prepared the attached Enrolment Projections to assist the Board in planning for the 2025/2026 school year.

ENROLMENT PROJECTIONS

2025-2026

January 16, 2025

Summary Analysis

The assumptions made in these projections result in an increase of approximately 152 students in 2025. These projections were submitted to the province on January 10, 2025.

- EL enrolment is projected to **decrease** by approximately 37 students
- 1-9 enrolment is projected to **increase** by approximately 159 students.
- 10-12 enrolment is projected to **increase** by approximately 30 students.

The overall change in funded enrolment in 2025 is estimated to be distributed as follows:

	Actual Sept 30-24	Estimated Sept 30-25	Change
Catholic Central High School	972	993	21
Trinity	48	49	1
St. Francis Junior High	601	655	54
Care Program	7	8	1
Ecole St. Mary	401	414	13
Our Lady of Assumption	192	196	4
St. Paul	306	319	13
St Teresa of Calcutta	421	421	0
Father Leonard Van Tighem	666	667	1
Children of St. Martha	219	228	9
St. Patrick's Fine Arts	292	300	8
St. Michael's Pincher Creek	267	289	22
St. Catherine	197	198	1
St. Joseph	349	352	3
St. Patrick Taber	203	207	4
St. Mary Taber	174	171	-3
St. Michael's Bow Island	47	47	0
	5362	5514	152

The numbers above are projections of Alberta Education funded students and included local knowledge from our division principals, over and above the predictions from Baragar Demographics. There are also an estimated 129 Federally funded students, 19 international students, as well as 135 fee paying pre-k children, bringing total estimated enrolment for 2025 to 5,797 students.

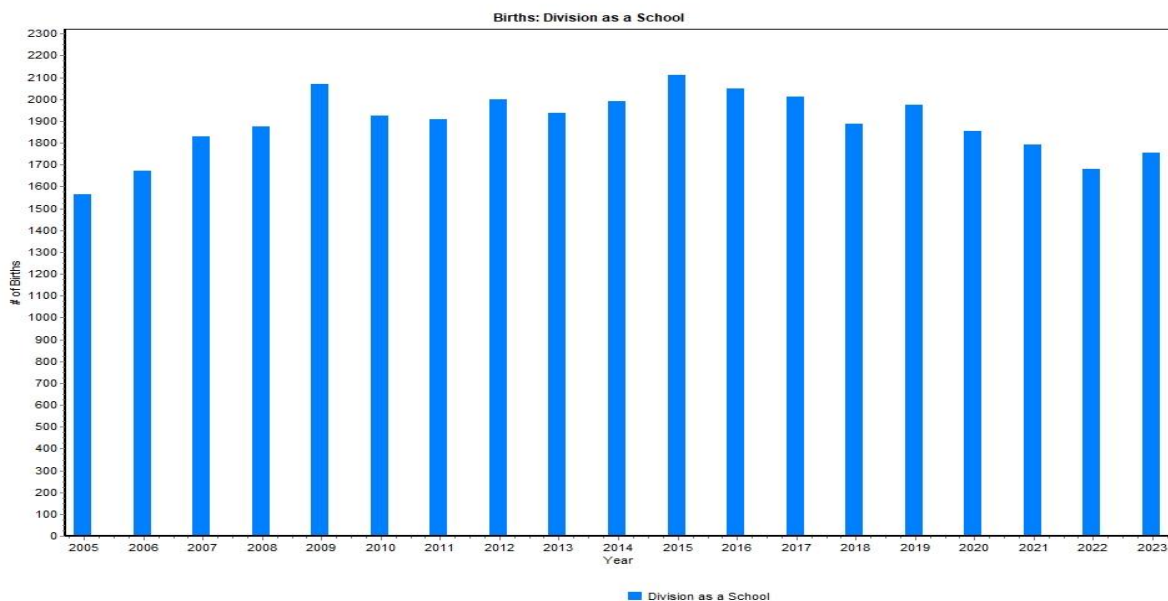
Looking towards the future, slow growth is expected for the foreseeable future until 2030 when we see estimates trend towards a gradual decline. At its peak, enrolment levels will continue to rise over 2024 by an additional 136 students. However, by 2034, enrolment is projected to be relatively flat, anticipating approximately 11 students over our current enrolment in 2024/2025. The change, however, fluctuates significantly at the various grade levels.

- Grade ELP - 6 enrolment is projected to **decrease** by approximately 298 students.
- Grade 7 - 9 enrolment is projected to **increase** by approximately 64 students.
- Grade 10-12 enrolment is projected to **increase** by approximately 245 students.

Births

Historic changes in the number of births are an important factor impacting past, present, and future enrolments.

The Holy Spirit Catholic School Division has seen a consistent decline in the number of births among women living in the area. Uncertainty during Covid, saw a significant decline in birth rates, but we do see a rebound to 2021 levels most recently. 1854 in 2020, 1794 in 2021, 1680 in 2022 and 1757 in 2023. These smaller groups of children have started to affect our enrolments starting in the 2025/2026 school year, this will continue to be seen as the cohort of children move through our division. This is evident in changes you see in the 10 year trend noted above.



Immigration

Immigration to the area via refugees, student visas, permanent residency and migration have had a significant impact on our division in the past few years. We saw significant growth in refugee students as well as those receiving English as an additional language. When preparing our enrolment projections, we looked at the trends since 20/21. While we expect additional growth, changes to the immigration policies, as well as caps placed on student visas, will impact the rate at which these students will come to our division.

EAL Funding							
	20/21	21/22	22/23	23/24	24/25	Estimate	
	517.5	514	595.5	793.5	943.5	1057	
Difference		-3.5 (- 1.4%)	81.5 (16%)	198 (33%)	150 (19%)	12%	
Refugee Funding							
	20/21	21/22	22/23	23/24	24/25	Estimate	
	39.5	42.5	43	65	80	88	
		3(7%)	.5(1%)	22(51%)	15(23%)	10%	

Detailed Enrolment Projection

The following is a detailed enrolment projection for all schools for the next 10 years from Baragar Demographics.

A Projection of Total Enrolment: ALL Programs															
Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
PK	128	138	99	150	287	285	270	273	272	273	272	271	272	272	272
K	373	340	339	340	394	341	331	314	320	323	323	323	323	323	323
1	373	395	386	398	409	442	385	374	356	362	365	365	365	365	365
2	401	373	418	414	424	425	458	401	390	371	377	380	380	380	380
3	356	402	392	450	422	437	437	470	413	402	382	389	392	392	392
4	393	355	414	420	460	435	449	448	482	425	414	393	400	403	403
5	367	394	371	434	427	467	442	456	454	489	430	420	399	406	409
6	395	361	396	381	421	422	462	435	450	449	484	425	415	395	402
7	380	389	356	408	381	422	419	462	434	451	452	484	425	414	394
8	366	380	392	373	429	391	433	429	473	444	462	463	495	435	424
9	361	367	380	394	379	431	391	433	429	472	444	461	461	493	435
10	363	348	375	387	385	382	433	388	432	428	472	444	461	459	493
11	342	379	345	368	416	393	391	441	395	440	436	480	452	469	467
12	409	359	404	377	414	448	425	421	471	426	471	467	511	483	500
K to 6	2658	2620	2716	2837	2957	2969	2964	2898	2865	2821	2775	2695	2674	2664	2674
7 to 9	1107	1136	1128	1175	1189	1244	1243	1324	1336	1367	1358	1408	1381	1342	1253
10 to 12	1114	1086	1124	1132	1215	1223	1249	1250	1298	1294	1379	1391	1424	1411	1460
PK to 12	5007	4980	5067	5294	5648	5721	5726	5745	5771	5755	5784	5765	5751	5689	5659
Total	5007	4980	5067	5294	5648	5721	5726	5745	5771	5755	5784	5765	5751	5689	5659
Change from 2024:															
K to 6						12	7	-59	-92	-136	-182	-262	-283	-293	-283
7 to 9						55	54	135	147	178	169	219	192	153	64
10 to 12						8	34	35	83	79	164	176	209	196	245
PK to 12						73	78	97	123	107	136	117	103	41	11
Total						73	78	97	123	107	136	117	103	41	11

INFORMATION NO: G.4

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: 2025 Alberta Catholic School Trustees' Association (ACSTA)
SPICE & Blueprints Retreats

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. As seen in the attached information, the ACSTA will be hosting this year's SPICE Retreat from May 1 – 4, 2025 and Blueprints from May 6 – 9, 2025. Both events will be held at the Pomeroy Kananaskis Mountain Lodge in Kananaskis.
2. Further information and registration details will be found at the following link:
<https://www.acsta.ab.ca/>

The ACSTA's annual S.P.I.C.E. (Sharing Purpose in Catholic Education) Retreat brings together members of the Catholic school communities to collaborate and explore current issues in Catholic education.

Featured for Catholic School Teachers, Catholic School Staff, Curriculum Leaders, Catholic Trustees, Parents, Parish Priests, and Religious Leaders.

2025 SPICE Retreat

Thursday, May 1st - Sunday, May 4th

Pomeroy Kananaskis Mountain Lodge

1 Centennial Drive, Kananaskis Village, Alberta T0L 2H0 Canada Phone: 403/591-7711
/ [Map and Directions](#)



Speaker: David Wells



Speaker: David Wells

The ACSTA's annual Blueprints Retreat brings together members of the Catholic school communities to collaborate and explore current issues in Catholic education.

Featured for Catholic School-based Administrators, Catholic Central Office Administrators, Catholic Trustees, Curriculum Leaders, Parish Priests and Religious Leaders.

2025 Blueprints Retreat

Tuesday, May 6th - Friday, May 9th

Pomeroy Kananaskis Mountain Lodge

1 Centennial Drive, Kananaskis Village, Alberta T0L 2H0 Canada Phone: 403/591-7711
/ [Map and Directions](#)

INFORMATION NO: G.5

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Sean Marks, Communications Coordinator

SUBJECT: Holy Spirit Social Media Analytics Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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



HOLY SPIRIT CATHOLIC SCHOOL DIVISION

Social Media Analytics

June 1, 2024 to Dec 31, 2024

Facebook & Instagram Review

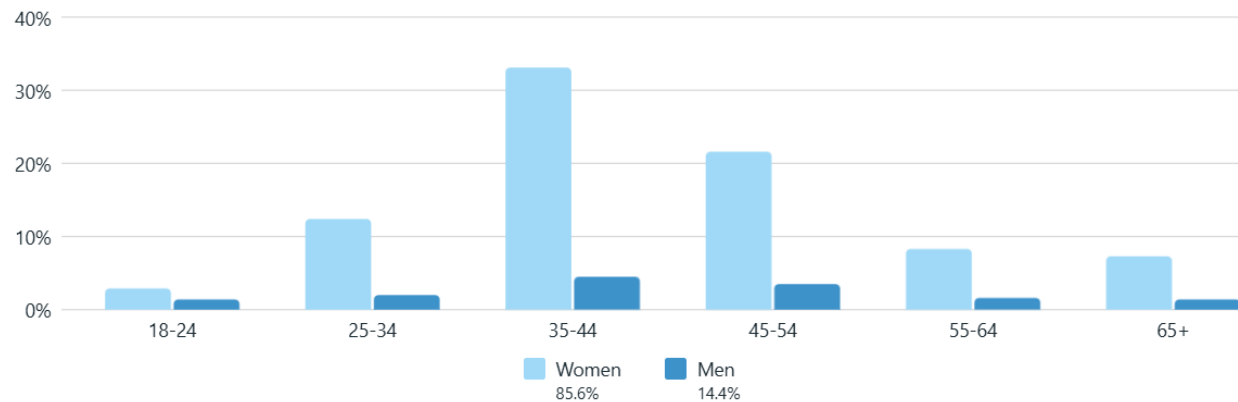
Audience (January 13, 2025)



Followers: 1,023 (+102 - 11.1% Increase)

Last Report: 921

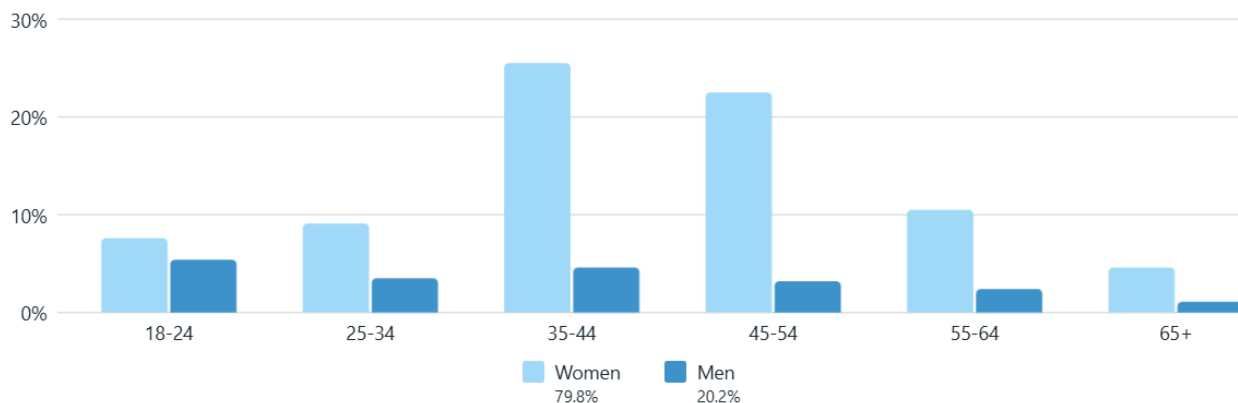
Age & gender ⓘ



Followers: 820 (+88 - 12.0% Increase)

Last Report: 732

Age & gender ⓘ



This reporting period saw another increase in followers 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 continue to be women, primarily between the ages of 35-55. However, we have also seen an increase in reported male followers.

June 2024

Monthly posts with the highest “Reach”

Title		Date published ↑↓	Reach ⓘ ↓
 Please join the Holy Spirit Catholic School Division in congratulating Mr... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jun 12, 2024	4.6K
 Teachers and First Nations, Metis and Inuit Niitsitapi Facilitators spent th... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jun 5, 2024	1.7K
 At their end of year assembly, the staff and students at St. Francis Junior... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jun 19, 2024	1.4K
 Tomorrow night is the @@cch.school Music Department's 16th Annual ... Photo · holyspiritrcsd	Boost	Jun 4, 2024	1.3K
 St. Francis Junior High School is continuing to offer exciting athletic opp... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jun 25, 2024	1.2K



Posts/Shares/Stories: 64



Posts/Shares/Stories: 30

Monthly Reach, Visits and Follows Vs. June 2023

Facebook

Reach ⓘ

10.1K ↑ 77.6%

Visits ⓘ

3.4K ↑ 212.4%

Follows ⓘ

18 ↑ 125%

Instagram

Reach ⓘ

2.7K ↑ 466.3%

Visits ⓘ

484 ↑ 238.5%

Follows ⓘ

16

Our social media growth continues to trend upwards from 2023 to 2024. We are seeing large increases in all categories, particularly in page/post visits on both Facebook and Instagram. This trend shows that the public is consistently visiting our page and seeing our posts. Our increase in reach shows that we are attracting a larger demographic with what is being shared. A main contributing factor for this is likely the amount of Graduation posts that were covered and shared in the month of June as well as the lead up to the end of the 2023/2024 school year.

July 2024
 Monthly posts with the highest “Reach”

Title		Date published ↑↓	Reach ⓘ ↓
 Due to the projected extreme heat temperatures, we unfortunately will b... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jul 9, 2024	782
 Due to an extreme heat warning from Environment Canada for Wednesd... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jul 23, 2024	671
 The rain didn't stop us from getting out and having some fun today at H... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jul 3, 2024	647
 It may be a hot one today but Play Day is bumping at Nicholas Sheran Sc... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jul 23, 2024	464
 Today's the day for our Family Outdoor Play Kick Off Event! Head on dow... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Jul 3, 2024	443


 Posts/Shares/Stories: 27


 Posts/Shares/Stories: 18

Monthly Reach, Visits and Follows Vs. July 2023

Facebook

Reach ⓘ
 3.4K
 ↑ 93.2%

Visits ⓘ
 1.5K
 ↑ 307.8%

Follows ⓘ
 8
 ↑ 60%

Instagram

Reach ⓘ
 753
 ↑ 282.2%

Visits ⓘ
 77
 ↑ 113.9%

Follows ⓘ
 9

July saw an increase in every category in July 2024 compared to 2023. This is likely due to the amount of social media posts that were going out over the slow summer months thanks to the many events put on by our Mental Health Capacity Building Team and availability of coverage.The social media posting of both our Summer Play Day events and the promotion of said events has led to the increases in Reach, Visits and Follows on both platforms.

August 2024

Monthly posts with the highest "Reach"

Title		Date published ↑↓	Reach ⓘ ↓
 With school starting on September 3, 2024, we're happy to share the bus... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Aug 23, 2024	1.6K
 Holy Spirit Catholic School Division staff had a blessed day today as we h... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Aug 28, 2024	1.5K
 Please join the Holy Spirit Catholic School Division in congratulating Mrs... Photo · 📌 holyspiritrcsd	Boost	Aug 30, 2024	1.1K
 Sign-up for the Lethbridge Cougars Basketball Club's 2024 Ignite Fall Dev... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Aug 8, 2024	1K
 The Holy Spirit Catholic School Division is ready for the 2024/2025 schoo... Photo · 📌 holyspiritrcsd	Boost	Aug 29, 2024	964



Posts/Shares/Stories: 27



Posts/Shares/Stories: 22

Monthly Reach, Visits and Follows Vs. August 2023

Facebook

Reach ⓘ

4.7K ↓ 54.4%

Visits ⓘ

2K ↑ 106.1%

Follows ⓘ

17 ↓ 26.1%

Instagram

Reach ⓘ

1.8K ↑ 269.4%

Visits ⓘ

172 ↑ 83%

Follows ⓘ

13

August 2024 saw a slightly different story than the previous two months, with decreases in both Facebook Visits and Follows compared to 2023. This is unsurprising as many of our social media followers and staff, myself included, leave town and take vacations during this month, spending less time on social media. Despite the Facebook decreases, we did see increases across Instagram with our top performing posts relating more to the return to school for 2024/2025.

September 2024

Monthly posts with the highest "Reach"

Title		Date published ↑↓	Reach ⓘ ↓
 The City of Lethbridge held their Reconciliation Championship Awards C... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Sep 24, 2024	1.7K
 Today was Terry Fox Walk, Run and Roll day at St. Patrick Elementary Sch... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Sep 20, 2024	1.7K
 The Holy Spirit Catholic School Division is excited to announce the appo... Holy Spirit Catholic School Division, Southern Alberta	Boost	Sep 26, 2024	1.4K
 Join the Lethbridge Catholic Youth Ministry on September 13th for a nig... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Sep 5, 2024	1.3K
 Join the Lethbridge Catholic Youth Ministry on September 13th for a nig... Photo · holyspiritrcsd	Boost	Sep 5, 2024	1.2K



Posts/Shares/Stories: 52



Posts/Shares/Stories: 22

Monthly Reach, Visits and Follows Vs. September 2023

Facebook

Reach ⓘ

5.6K ↓ 16.4%

Visits ⓘ

2.2K ↑ 178.4%

Follows ⓘ

31 ↓ 18.4%

Instagram

Reach ⓘ

2.7K ↑ 1.1K%

Visits ⓘ

242 ↑ 137.3%

Follows ⓘ

18

As we began the 2024/2025 school year, we saw a few minor drops in Reach and Follows on Facebook compared to September 2023. However, this also shows a very large increase in our Instagram Reach. A contributing factor to this is the important information we were getting out to our Holy Spirit families as well as posts and stories relating directly to our individual schools for the start of the school year.

October 2024

Monthly posts with the highest “Reach”

Title		Date published ↑↓	Reach ⓘ ↓
 This post has no text	 Reel ·  holyspiritrcsd	 Oct 11, 2024	2.2K
 The students and staff at St. Paul School got a special visit from some of...	 Photo ·  holyspiritrcsd	 Oct 2, 2024	2K
 This past weekend, the Holy Spirit Catholic School Division's Early Learni...	 Photo ·  Holy Spirit Catholic School Division, Southern Alberta	 Oct 22, 2024	1.6K
 Get ready for an exciting evening happening on November 27, 2024, cal...	 Photo ·  holyspiritrcsd	 Oct 30, 2024	1.2K
 A group of students at @cch.school are stepping up to help kids in nee...	 Photo ·  holyspiritrcsd	 Oct 4, 2024	1.2K



Posts/Shares/Stories: 77



Posts/Shares/Stories: 49

Monthly Reach, Visits and Follows Vs. October 2023

Facebook

Reach ⓘ

6.7K ↑ 119.3%

Visits ⓘ

2.1K ↑ 224.4%

Follows ⓘ

10 ↓ 28.6%

Instagram

Reach ⓘ

5.8K ↑ 1.4K%

Visits ⓘ

230 ↑ 206.7%

Follows ⓘ

21

October 2024 saw our largest increase in almost every category with the exception of new Facebook Follows. The 1.4K% increase in our Instagram Reach is the largest in this report. The same can also be said for the 119.3% increase in Facebook Reach. With many posts and stories highlighting our students, staff and various groups within Holy Spirit, parents, families and the community were extremely active on our social media channels.

November 2024

Monthly posts with the highest “Reach”

Title		Date published ↑↓	Reach ⓘ ↓
 This post has no text	 Reel ·  holyspiritrcsd	Boost Nov 20, 2024	2.7K
 Thank you to Southland Trailers for their generous donation this mornin...	 Photo ·  Holy Spirit Catholic School Division, Southern Alberta	Boost Nov 6, 2024	2.6K
 It's Zone's Weekend for the @cch.school Cougars Volleyball Teams! The ...	 Photo ·  holyspiritrcsd	Boost Nov 15, 2024	1.8K
 It was a beautiful evening yesterday at Our Lady of the Assumption Chu...	 Photo ·  Holy Spirit Catholic School Division, Southern Alberta	Boost Nov 3, 2024	1.5K
 November 8 is nationally recognized as Indigenous Veterans Day. Local ...	 Photo ·  Holy Spirit Catholic School Division, Southern Alberta	Boost Nov 8, 2024	1.4K



Posts/Shares/Stories: 67



Posts/Shares/Stories: 53

Monthly Reach, Visits and Follows Vs. November 2023

Facebook

Reach ⓘ

8.9K ↑ 18.7%

Visits ⓘ

2.6K ↑ 64.7%

Follows ⓘ

18 ↑ 38.5%

Instagram

Reach ⓘ

6.7K ↑ 899.4%

Visits ⓘ

557 ↑ 259.4%

Follows ⓘ

38

November 2024 saw a return to increased analytics across the board compared to 2023. Multiple stories shared across our social media channels saw large Reach across our platforms, particularly in regards to Superintendent Chantel Axani’s Installation Mass and our Indigenous Veterans Day story on Holy Spirit’s Blackfoot Language Instructor and Veteran, Kendrick Fox. In turn, this Reach resulted in more Visits and Follows.

December 2024

Monthly posts with the highest “Reach”

Title		Date published ↑↓	Reach ⓘ ↓
 The Holy Spirit Catholic School Division is excited to offer an incredible ... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Dec 12, 2024	4.8K
 The Christmas magic was alive and sparkling Thursday night at the Tabe... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Dec 13, 2024	1.3K
 Are you heading to Park Place Mall to do some Christmas shopping soo... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Dec 10, 2024	1.3K
 It's not just our Holy Spirit students that are learning about Advent this ... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Dec 3, 2024	1.1K
 Attention Lethbridge Holy Spirit families! Please Save the Date for two v... Photo · 📌 Holy Spirit Catholic School Division, Southern Alberta	Boost	Dec 30, 2024	1K



Posts/Shares/Stories: 61



Posts/Shares/Stories: 42

Monthly Reach, Visits and Follows Vs. December 2023

Facebook

Reach ⓘ

11.2K ↑ 74%

Visits ⓘ

2K ↑ 19.4%

Follows ⓘ

16 ↑ 60%

Instagram

Reach ⓘ

3K ↑ 260.5%

Visits ⓘ

426 ↑ 77.5%

Follows ⓘ

20

The trend from November carried into December with a wide variety of posts and stories resulting in an uptick in our analytics compared to 2023. A main contributing factor is the large amount of Christmas Concerts and performances that we were able to promote and showcase. December also saw our largest Reaching post of the report which highlighted the Spain Exchange Program, bringing families from across southern Alberta and Spain to our Facebook page.

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 (January 13, 2025)



Followers: 2,413 (-21 - 0.86% Decrease)

Last Report: 2,434

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.6

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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



HOLY SPIRIT STARS



January 2025

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

NAME	SCHOOL	ACHIEVEMENT
Zailee Mayer Gordie Chisholm Graeme Martens Adelynn Zielke Savina Eugene Alexander Ingram Zola Oyortey James Scully Lucas Ritz Nathan Jaye Estares Chase Penaverde Alessandro Pinlac Beauden Mayer Augustine Ritz Evie Marsh Claire Metheral Lena Wynder Brody Welsch Rylan Williams Callan DeCock Kayden Blanchard Cali Goodfellow Jayda Oyortey John Chisholm Miguel Amador Lazo Meg Wynder Cheska Misa Felix Hache Isaiah Eugene Victoria Wilhelm Josh Elfred Bautista Ben Marsh Jacob Kaupp Tristan Bonertz Greta Denie Olivia Holloway Angelyn Davis	St. Michael's School, Pincher Creek	Grades 1-6 French Immersion students who dedicated endless hours to rehearsals and gave an outstanding performance at the Carol Festival in Pincher Creek.

<i>NAME</i>	<i>SCHOOL</i>	<i>ACHIEVEMENT</i>
Abel Russel	St. Teresa of Calcutta	Recently starred in a short film called, “Pendleton Man” which premiered at the LA Skins Fest in Hollywood, California.
Reece Decillo	Our Lady of the Assumption	Became a Canadian citizen.

INFORMATION NO: G.7

January 22, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is the division's most current enrolment data.

																								Total FTEs				%
	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder- garten	Total ECS	Total Enrolled	Total FTEs	Sept 27, 2024	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2023	% Difference Sept 29, 2023	
CARE				0				0	5	1	2	8				0	8			0	8	8	7	114.3%	1	6	33.3%	
CCHS ENG				0				0				0	305	320	297	922	922			0	922	922	921	100.1%	1	881	4.7%	
CCHS FI				0				0				0	30	16	19	65	65			0	65	65	65	100.0%	0	55	18.2%	
ESM ENG	15	26	32	73	24	32	23	79				0				0	152	17	18	35	187	169.5	170.5	99.4%	-1	158.5	6.9%	
ESM FI	52	29	25	106	35	31	30	96				0				0	202		39	39	241	221.5	221.5	100.0%	0	207	7.0%	
FLVT	40	51	52	143	58	51	61	170	95	107	94	296				0	609	17	44	61	670	639.5	639.5	100.0%	0	654.5	-2.3%	
ASSUMPTION	26	28	18	72	30	32	29	91				0				0	163	12	24	36	199	181	173	104.6%	8	171.5	5.5%	
ST FRANCIS ENG				0				0	174	198	162	534				0	534			0	534	534	532	100.4%	2	478	11.7%	
ST FRANCIS FI				0				0	34	30	17	81				0	81			0	81	81	82	98.8%	-1	72	12.5%	
ST MARTHA	28	38	38	104	28	24	32	84				0				0	188	11	34	45	233	210.5	205.5	102.4%	5	205	2.7%	
ST PATRICK FA	48	39	40	127	45	43	41	129				0				0	256		38	38	294	275	272.5	100.9%	2.5	261.5	5.2%	
ST PAUL	44	40	40	124	50	49	43	142				0				0	266	16	29	45	311	288.5	288.5	100.0%	0	243.5	18.5%	
ST TERESA	49	55	51	155	69	55	59	183				0				0	338	22	57	79	417	377.5	380.5	99.2%	-3	375	0.7%	
TRINITY				0				0				0	6	15	34	55	55			0	55	55	50	110.0%	5	34	61.8%	
Sub Total City	302	306	296	904	339	317	318	974	308	336	275	919	341	351	350	1042	3839	95	283	378	4217	4028	4008.5	100.5%	19.5	3802.5	5.9%	
ST CATHERINE	12	20	18	50	28	22	20	70	13	15	17	45				0	165	12	15	27	192	178.5	181.5	98.3%	-3	199	-10.3%	
ST JOSEPH	36	35	45	116	38	28	40	106	22	23	27	72				0	294	21	36	57	351	322.5	320.5	100.6%	2	315.5	2.2%	
ST MARY(T)				0			20	20	18	30	27	75	27	27	25	79	174			0	174	174	174	100.0%	0	181	-3.9%	
ST MICHAEL PC ENG	23	20	17	60	13	24	10	47	16	17	30	63	18	33	26	77	247	14	22	36	283	265	270.5	98.0%	-5.5	255	3.9%	
ST MICHAEL PC FI	6	6	8	20	5	8	4	17				0				0	37			0	37	37	37	100.0%	0	43	-14.0%	
ST MICHAEL BI	3	4	5	12	7	1	7	15	6	4	2	12			5	5	44		4	4	48	46	45	102.2%	1	57.5	-20.0%	
ST PATRICK T	28	35	36	99	30	29		59				0				0	158	11	29	40	198	178	182.5	97.5%	-4.5	193	-7.8%	
Sub Total Rural	108	120	129	357	121	112	101	334	75	89	103	267	45	60	56	161	1119	58	106	164	1283	1201	1211	99.2%	-10	1244	-3.5%	
TOTALS	410	426	425	1261	460	429	419	1308	383	425	378	1186	386	411	406	1203	4958	153	389	542	5500	5229	5219.5	100.2%	9.5	5046.5	3.6%	

PreK FEE PAYING		INTERNATIONAL NON-FUNDED TUITION PAYING										
		SCHOOL				SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total	
			Gr 7	Gr 8	Gr 9							
ASSUMPTION	3	CCHS				0	1	5	9	15	15	
ESM ENG	10	FLVT			1	1				0	1	
FLVT	21	ST FRANCIS				0				0	0	
ST PAUL	3	Sub Total City	0	0	1	1	1	5	9	15	16	
ST MARTHA	8	ST JOSEPH				0				0	0	
ST TERESA	13	ST CATHERINE				0				0	0	
Sub Total City	58	ST MARY (T)				0	3	1		4	4	
ST CATHERINE	14	ST MICHAEL PC				0	3			3	3	
ST JOSEPH	20	ST MICHAEL BI				0				0	0	
ST MICHAEL PC	20	Sub Total Rural	0	0	0	0	6	1	0	7	7	
ST PATRICK T	24	Total	0	0	1	1	7	6	9	22	23	
Sub Total Rural	78											
Total Pre K	136											

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
153	389	4958	5500	136	23	2	161	5661

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