

Dear Loving Jesus,

You are our Saviour. You are our Light when we walk in darkness.

You keep us safe when we are in danger.

As we gather here in this meeting, open our ears to help us listen respectfully to one another.

Help us make decisions that are good for all of our school communities.

We pray for our families who are in need.

Give them peace, hope, faith, and strength.

Thank-you for being with us when we need you.

Amen



Holy Spirit Catholic School Division

Board Meeting
St. Basil Catholic Education Centre
Wednesday, February 26, 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 (Children of St. Martha School) – Trustee Roisin Gibb

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) January 22, 2025 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Thoughts, Impressions and Going Forward
(Chantel Axani, Superintendent of Schools)

- B.1 Three Year Capital Plan (2025-2028) DRAFT
- B.2 Alberta School Councils' Association (ASCA) Conference Registration
- B.3 Council of School Councils Agenda

C. POLICY REVIEW

- C.1 Policy 7: Appendix D: Together in Faith: School. Home. Parish Committees
- C.2 Policy 12: Teaching Staff Reduction
- C.3 Policy 18: Board Governance and Operations

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
- E.7 TBAC Report
- E.8 Joint City / School Boards Committee Report

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy
- F.3 Day with Leadership with Bishop McGrattan

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Holy Spirit Catholic School Division Spiritual Development Day
- G.3 Correspondence to City of Lethbridge Councilors
- G.4 Lethbridge Boundary Consultations
- G.5 Holy Spirit Stars
- G.6 Enrolment Data Update

H. ADJOURNMENT

		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, JANUARY 22, 2025, COMMENCING AT 3:03 P.M.	
		Present	BOARD Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Cheralan O'Donnell Trustee Bob Spitzig
			ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Acting Secretary Treasurer Amanda Lindemann
		Regrets	Board Chair Carmen Mombourquette Trustee Thomas Machacek Recording Secretary Rhonda Kawa
CALL TO ORDER			
OPENING PRAYER			Vice Chair Linda Ellefson called the January 22, 2025 Regular Board Meeting to order at 3:03 p.m. She 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. The Board was led in prayer which was provided by a student at St. Michael's School, Bow Island.
Approval of Agenda	10689/0125 Roisin Gibb	M/C	That the agenda for the January 22, 2025 Board Meeting be approved, as presented.
Previous Minutes	10690/0125 Bob Spitzig	M/C	That the minutes of the December 18, 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>			
Staff Appreciation	B.1		It has been the past practice of the Board to show their appreciation of all staff members in the division annually.
	10691/0125 Cheralan O'Donnell	M/C	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.
New School Modularity	B.2		In March 2023, Alberta Education approved the new build of a division elementary school in Lethbridge. At that time, included in the division's application for the new build was the inclusion of portables at the time of construction.
	10692/0125 Tricia Doherty	M/C	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.
<u>POLICY REVIEW</u>			
Policy 18: Board Governance and Operations	C.1		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 18: Board Governance and Operations</i> and presented the recommended changes to the Board of Trustees.

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	10693/0125 Tricia Doherty	M/D	That the Board of Trustees approves Policy 18: Board Governance and Operations , as presented.
	10694/0125 Roisin Gibb	M/C	That the Board of Trustees sends back Policy 18: Board Governance and Operations for further review and discussion by the Policy Development and Review Committee.
Policy 9: Role of the Superintendent	C.2		The Board's Policy Development and Review Committee have completed a thorough review of Policy 9: Role of the Superintendent and presented the recommended changes to the Board of Trustees.
	10695/0125 Frances Cote	M/C	That the Board of Trustees approves Policy 9: Role of the Superintendent , as presented.
Policy 10: Board Delegation of Authority	C.3		The Board's Policy Development and Review Committee have completed a thorough review of Policy 10: Board Delegation of Authority and presented the recommended changes to the Board of Trustees.
	10696/0125 Frances Cote	M/C	That the Board of Trustees approves Policy 10: Board Delegation of Authority , as presented.
Policy 11: Staff Code of Conduct	C.4		The Board's Policy Development and Review Committee have completed a thorough review of Policy 11: Staff Code of Conduct and presented the recommended changes to the Board of Trustees.
	10697/0125 Blake Dolan	M/C	That the Board of Trustees approves Policy 11: Staff Code of Conduct , as presented.
ADMINISTRATIVE REPORTS			
Superintendent's Report	D.1		The Board received the Superintendent's January 22, 2025 Report.
	10698/0125 Tricia Doherty	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Director of Learning, Religious Education, Support Services, First Nations, Metis and Inuit, and Facilities Reports for January 22, 2025.
Deputy Superintendent's Report	D.2		The Board received the Deputy Superintendent's January 22, 2025 Report.
Secretary Treasurer's Report	D.3		The Board received the Secretary Treasurer's January 22, 2025 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, Métis 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.
Director of Facilities	D.8		Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.

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<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activity.
	10699/0125 Roisin Gibb	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Reports for January 22, 2025.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC Report	E.5	Trustee Bob Spitzig, representative to the PCCELC, was unable to provide a report to the Board regarding recent business, events, and activities.
Economic Development Report	E.6	Trustee Tricia Doherty, representative to the Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10700/0125 Frances Cote	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for January 22, 2025.
School Council Advocacy	F.2	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.
<u>INFORMATION ITEMS</u>		
Administrative Procedures Updates	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: • 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
Correspondence from the Minister of Education	G.2	The Board reviewed recent correspondence from Minister Nicolaides, Minister of Education, which was in response to Holy Spirit Catholic School Division's letter regarding the division's capital plan priority of St. Francis Junior High School's modernization and the request for value scoping funds.
Enrollment Projections	G.3	Acting Secretary Treasurer Amanda Lindemann provided to the Board of Trustees Enrolment Projections for the 2025/2026 school year to assist in planning for the next school year.
Blueprints and SPICE Conferences	G.4	Alberta Catholic School Trustees' Association (ACSTA) will be hosting the 2025 SPICE and Blueprints Retreats at the Pomeroy Kananaskis Mountain Lodge in Kananaskis. SPICE will be held May 1 - 4, 2025 and Blueprints will follow from May 6 - 9, 2025.
Holy Spirit Social Media Analytics Report	G.5	The Board received the Holy Spirit Social Media Analytics Report from July 1, 2024 to December 31, 2024. The information provided detailed data and metrics regarding the division's social media activities and performance.

January 22/25: page 4 Holy Spirit Stars Enrolment Data Update ADJOURNMENT	G.6 G.7 10701/0125 Bob Spitzig 10702/0125 Bob Spitzig 10703/0125 Bob Spitzig	The Board reviewed the activities and achievements of the division's students and staff over the past month. The Board received the division enrolment report for December 2024. M/C That the Board of Trustees convenes to the Committee of the Whole Meeting at 5:15 p.m. M/C That the Board of Trustees reconvenes into the Regular Meeting at 6:32 p.m. M/C That the Board of Trustees adjourns the Regular Board Meeting of January 22, 2025 at 6:32 p.m. _____ Board Chair _____ Secretary-Treasurer
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ACTION NO: B.1

February 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Three Year Capital Plan (2026 - 2029) DRAFT

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. A draft version of the Three Year Capital Plan for 2026-2029 has been prepared for Board review.
2. The final plan will be brought forward at the March 2025 Regular Meeting for Board approval.

RECOMMENDATION

That the Board of Trustees receives and files the draft Three Year Capital Plan for 2026-2029.

AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to finalize and present the Three Year Capital Plan for 2026-2029 at the March 2025 Regular Board Meeting.



Holy Spirit

CATHOLIC SCHOOL DIVISION

Capital Plan

2026 - 2029

DRAFT

Holy Spirit Roman Catholic Separate School Division

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Executive Summary

In developing the Capital Plan, the Board of Trustees is guided by Board Policy No. 1 – *Board Mandate, Mission, Values and Goals* which states, “the Board is dedicated to serving the educational needs and aspirations of the Catholic parents and children in the communities of Coaldale, Lethbridge, Picture Butte, Pincher Creek, Taber, Bow Island and surrounding areas...”

Under Board Policy No. 2 – *Role of the Board*, as part of stewardship and under fiscal responsibility, the Board is required to “approve the Three-year Capital Plan and Infrastructure Maintenance and Renewal Plan (IMR) Plan.”

Administrative Procedure 126 – *Long Range Facility Planning*, outlines a process to “maximize utilization of all school facilities and enhance programming opportunities for students.” This ensures the development of a capital plan that meets the educational needs of our school communities.

At the regular meeting of February 25, 2015, the Board of Trustees approved its 10-Year Capital Plan for 2015-2025. The Board remains committed to its capital plan for 2015-2025. We are currently in progress for the next 10-year capital plan which will be presented February 2026.

On March 1, 2023, the division received construction approval for a new West Lethbridge elementary school. Design is completed, and construction is set to begin this spring, with an estimated opening date of September 2026.

With the construction of a new elementary school, boundary consultations have started, to fill the school and address enrolment pressures elsewhere in the school division, as this has yet to be finalized, we have not made any major changes to the plan, as decisions could result in different priorities. The modernization or replacement of facilities that no longer meet the needs of our schools’ communities is still at the top of the list.

At the March Regular Meeting of the Board of Trustees, the Board is anticipated to set the following priorities for its Three-Year Capital Plan:

- Modernization/Replacement of St. Francis Junior High School (value scoping, 2025, construction, 2026)
- Modernization of St. Michael’s School, Bow Island (value scoping, 2028)
- Modernization of Our Lady of the Assumption School (value scoping, 2028)

Articulating our Purpose

The Capital Plan will be aligned with the Mission, Vision, and Values of the School Division.



HOLY SPIRIT CATHOLIC SCHOOL DIVISION 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 SCHOOL DIVISION

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

ALL GOD'S
CHILDREN

OUR CORE COMMITMENTS TO THE VALUE

- 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 His 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 through prayer, liturgy and symbols of our faith.

- We practice Christian fellowship.

- We promote and practice charity and 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.

Partnering with our Community

Aligned with the belief that parents are the foremost educators of their children, the Holy Spirit Catholic School Division has fostered strong professional relationships with a wide array of support services, leveraging expertise from both internal and external partners. This collaborative approach, together with our commitment to creating an inclusive educational setting, ensures that children and students receive the most comprehensive education possible, enabling them to achieve their full potential. The Capital Plan is deeply informed by this philosophy, incorporating community partnerships aimed at addressing the diverse needs of our students and their families.

Creating Infrastructure Sustainability

The objective of long-range facility planning is to create an infrastructure that will sustain the Holy Spirit Catholic School Division's school communities for many years to come. Numerous factors influence the creation of a long-range facility plan. These include:

- Health and safety of students and staff
- Building conditions
- Utilization rates, both current and anticipated – influenced by population growth or decline
- Student transportation needs
- Student demographics
- Education program delivery
- Community relationships
- Capital funding constraints
- Ongoing operating costs

The Challenge

Holy Spirit Catholic School Division's primary challenge involves addressing the disparities in student enrolment across the school division, leading to either inefficient or inadequate utilization of our facilities. Predicting enrolment trends for the next decade poses significant difficulties, especially in light of the unpredictable impacts of the COVID-19 pandemic. Before 2020, we were on a trajectory of substantial enrolment growth, but the downturn during 2020 and 2021 disrupted our long-term forecasts, rendering them less reliable. Despite these challenges, enrolment has rebounded with the easing of the pandemic. The 2024-2025 academic year saw enrolment return to pre-pandemic figures, with growth of 6% (4.4% 2022-2023). Looking ahead however enrollment will peak in 2030 and then drop back down to current levels over the coming decade.

Distribution of the population will change significantly between PK-6 and 7-12. PK to 6 is expected to decline by 10% by about 300 students, where 7-9 is expected to increase approximately 5% and 10-12 a significant increase of 20% by 64 and 245 students respectively.

Based on current projections, the next decade will see a 2% decrease in overall enrolment across our rural schools. This decline, however, isn't expected to be uniform either. For instance, St. Mary's School in Taber is expected to experience a 5% increase, and St. Catherine School in Picture Butte an increase of 9% but our other rural schools will see decline between 2-7%.

The enrolment trends for schools in Lethbridge will vary depending on their location within the city and the presence of school-aged children in their respective neighborhoods. While both East and West Lethbridge will only see mild growth overall, 2% and 1% respectively, the fluctuations between elementary, junior high, and high school will be the most significant.

Changes to boundaries with the addition of a new elementary school, slated to open in September 2026, in West Lethbridge is intended to mitigate some of the current enrolment pressures.

The following enrolment and utilization projections do not include the addition of a new school in West Lethbridge, that is expected to open in 2026.



Enrolment and Utilization Projections												
School	Grades	Actual Enrolment Sept 2024	Functional Student Capacity	Util. Rate	Enrol 2029	Enrol Growth 5 years (2029)	Util 2028	Spaces available	Enrol 2033	Enrol Growth 10 years (2034)	Util. 2034	Spaces available
Our Lady of The Assumption	EL-6	194.00	352.00	55%	188.00	-3%	53%	164.00	175.00	-10%	50%	177.00
Ecole St. Mary (E)	EL-6	437.00	489.00	89%	444.00	2%	91%	45.00	422.00	-3%	86%	67.00
St. Paul (N)	EL-6	315.00	382.00	82%	290.00	-8%	76%	92.00	250.00	-21%	65%	132.00
St. Teresa of Calcutta (N)	EL-6	433.00	400.00	108%	392.00	-9%	98%	8.00	338.00	-22%	85%	62.00
St. Francis (E)	7-9	614.00	634.00	97%	696.00	13%	110%	(62.00)	674.00	10%	106%	(40.00)
CCH Campus East	10-12	552.00	984.00	56%	628.00	14%	64%	356.00	750.00	36%	76%	234.00
Trinity E-Learning	9-12	50.00	50.00	100%	39.00	-22%	78%	11.00	39.00	-22%	78%	11.00
CARE (Outreach)	7-9	7.00	12.00	58%	7.00	0%	58%	5.00	7.00	0%	58%	5.00
Total Lethbridge East		2,602.00	3,303.00	79%	2,684.00	3%	81%	619.00	2,655.00	2%	80%	632.00
St. Patrick Fine Arts	K-6	293.00	305.00	96%	298.00	2%	98%	7.00	271.00	-8%	89%	34.00
Children of St. Martha	EL-6	237.00	310.00	76%	219.00	-8%	71%	91.00	217.00	-8%	70%	93.00
Father Leonard Van Tighem	EL-9	694.00	689.00	101%	697.00	0%	101%	(8.00)	695.00	0%	101%	(6.00)
CCH Campus West	10-12	451.00	489.00	92%	489.00	8%	100%	0.00	489.00	8%	100%	0.00
Total Lethbridge West		1,675.00	1,793.00	93%	1,703.00	2%	95%	90.00	1,672.00	0%	93%	121.00
Total Urban		4,277.00	5,096.00	84%	4,387.00	3%	86%	709.00	4,327.00	1%	85%	753.00
St. Joseph - Coaldale	EL-9	369.00	397.00	93%	388.00	5%	98%	9.00	352.00	-5%	89%	45.00
St. Catherine - Picture Butte	EL-9	207.00	287.00	72%	220.00	6%	77%	67.00	225.00	9%	78%	62.00
St. Patrick - Taber	EL-5	226.00	237.00	95%	215.00	-5%	91%	22.00	210.00	-7%	89%	27.00
St. Mary - Taber	6-12	174.00	399.00	44%	175.00	1%	44%	224.00	183.00	5%	46%	216.00
St. Michael - Bow Island	EL-12	47.00	230.00	20%	50.00	6%	22%	180.00	46.00	-2%	20%	184.00
St. Michael - Pincher Creek	EL-12	348.00	420.00	83%	328.00	-6%	78%	92.00	333.00	-4%	79%	87.00
Total Rural		1,371.00	1,970.00	70%	1,376.00	0%	70%	594.00	1,349.00	-2%	68%	621.00
Total Holy Spirit		5,648.00	7,066.00	80%	5,763.00	2%	82%	1,303.00	5,676.00	0%	80%	1,374.00
Functional student capacity is less than official capacity as it takes into account additional space required for students with specialized learning needs												
Utilization rate = enrolment / functional student capacity												
Updated: February 18, 2025												

Board Priorities

In setting its priorities for capital construction, whether this is new construction, school preservation or school expansion, the Board considers the building conditions of existing facilities based on facility audit scores, and from ongoing inspection of the buildings for program maximization and utilization of space. Furthermore, the potential impact on the health and safety of staff and students is carefully considered.

The construction of new schools and the addition of modular classrooms are necessary to address enrolment pressures. School preservation projects involve expansions to existing schools, modernization and upgrading of existing schools, the re-sizing of existing schools, and possibly the replacement of schools.

Complete details of the Board's capital priorities are contained within the 10-year Capital Plan:

[2015 - 2025 Capital Plan](#)

Three Year Capital Plan Requests

The Board has used the following as its guide in preparing the 2026 - 2029 Capital Plan:

- A review of the Mission, Vision and Values of the school division
- Administrative Procedure 126 – Facility Planning
- A review of Facility Audit Scores
- Ongoing visits to schools
- 10 Year Capital Plan
- Enrolment and Utilization Projections
- 2023 City of Lethbridge Census Results

School	Year	Est. Cost
St. Francis Junior School, Lethbridge, value scoping	2025	\$ 100,000
St. Francis Junior High School, modernization	2026	undetermined
St. Michael School, Bow Island, value scoping	2029	\$ 100,000
Our Lady of the Assumption School, Lethbridge, value scoping	2029	\$ 100,000

It is important to recognize that the dependability of the enrolment forecast beyond five years becomes increasingly uncertain over time due to factors beyond our control. Nevertheless, with the use of dependable current statistical population information, and the application of methodical analysis of student population growth patterns in our jurisdiction over the past five years, it seems satisfying the need for student spaces over the next five years would likely also address them beyond five years, perhaps even for up to ten years, for most of our schools. Holy Spirit Catholic School Division's Capital Plan:

- Ensures adequate student spaces at the elementary and junior high levels;
- Addresses programming needs through the modernization of three existing facilities;
- Addresses student safety both within and outside of school buildings;
- Provides facility space to meet the provincial class size recommendations;
- Provides educational spaces that will meet the needs of 21st century learners; and
- Ensures that the Holy Spirit Catholic School Division's Board continues to serve its mandate to meet the needs of our Catholic communities.

Once fully implemented, our plan will provide our students with facilities that will meet projected needs for the next three years and beyond.



Modernization – St. Francis Junior High School – Lethbridge

PROJECT DRIVERS:

- HEALTH AND SAFETY
- BUILDING CONDITION
- ENROLMENT PRESSURE
- FUNCTIONALITY AND PROGRAMMING

Constructed in 1957 and subsequently updated through the 1960s, with its last significant renovation in the mid-1980s, St. Francis Junior High School in Lethbridge reflects the educational standards of the mid-20th century. Alberta Infrastructure's evaluation in November 2015 gave the school a Facility Condition Index (FCI) of 17%, indicating that while the building's components are aging and nearing the end of their lifecycle, it remains in acceptable condition for use. This assessment, now nearly a decade old, does not consider the building's suitability for modern educational programs or address pressing safety and security concerns due to its design.

Originally established as St. Francis Boys' School under the guidance of the Basilian Order of Priests, the design catered to the educational needs of active boys, without considering the requirements for co-educational settings or accommodating students with specialized learning needs. Many of the building's current deficiencies can be traced back to its initial design, highlighting how it has surpassed its original purpose as a conducive environment for adolescent education and development.

In light of these considerations and as part of a strategic planning exercise, the Board is exploring the possibility of replacing the school on its current site to better meet contemporary educational standards and safety requirements.

Safety and Security

The layout of the school poses a security challenge due to the administration office and reception desk being positioned without a direct line of sight to the front entrance. This arrangement hinders effective monitoring of the entrance, compromising the ability to ensure safety. Furthermore, the significant distance between the office and the classrooms and learning spaces limits opportunities for passive supervision, further detracting from the school's overall security and oversight.

Building Condition

The proposed modernization or replacement of the facility aims to resolve critical maintenance issues, including comprehensive upgrades to the mechanical and electrical systems. This initiative will significantly enhance the building's environmental conditions, primarily through the installation of advanced HVAC systems for improved air quality and climate control. Although a recent update to the information technology infrastructure in 2021 enhanced Wi-Fi and internet access, addressing some technological deficiencies, the physical layout of the building still restricts the full utilization of these advancements. Many of the educational spaces are outdated and require substantial updates to meet current standards if modernization is pursued.

Currently, St. Francis Junior High School stands as the oldest middle/junior high school in the area yet to undergo modernization. This status hampers the school's ability to offer a comprehensive range of learning opportunities that students need and deserve.

Enrolment Pressure

The school currently operates with a capacity to accommodate 634 students. As of September 2024, it enrolled 614 students, utilizing 97% of its capacity. Projections for the next five years suggest an expected increase in enrolment to 696 students, exceeding its capacity at 110%. By 2034, enrolment is anticipated to slightly decrease to 674 students, which still places the school at 106% of its capacity. To meet the demands of Lethbridge's expanding population, expanding the school's capacity will be an essential component of its modernization efforts.

Functionality and Programming

St. Francis Junior High School's design, characterized by compartmentalized spaces along double-loaded corridors, lacks essential areas such as a central gathering space, a learning commons, and collaboration zones, all crucial for implementing current educational best practices.

The facility's limitations impact several programs and services:

- Daily physical activity is compromised by safety concerns due to overcrowded physical education classes.
- The fitness center, located in a cramped basement below the gym, suffers from poor ventilation and noise issues.

- Fine arts programs are constrained by inadequate spaces, with no proper facilities for choral, drama, art (lacking a kiln and isolated from other arts), guitar, and band activities, including a lack of performance areas.
- Shared space for construction tech with Catholic Central High School.
- Religious Studies are hindered by a small chapel that cannot expand to accommodate larger groups.
- Outdated and insufficient science labs, with only two available for 18 classes.
- A shortage of office space for essential support services.
- The absence of break-out rooms and gender-neutral washrooms.

Facility constraints also prevent the offering of programs like a multimedia lab, robotics, and a comprehensive life skills program (due to the lack of a kitchen). The lack of flexible learning and gathering spaces limits leadership activities, community events, and fine arts performances, alongside missing amenities like meeting spaces and a sick room.

Some programs are currently hosted at Catholic Central High School, including Foods and Band, but logistical challenges and space limitations at the high school complicate these arrangements and divide junior high band activities. Additionally, increasing enrolment at the high school restricts access to shared resources, impacting co-curricular programs and practice schedules.



Modernization – St. Michael’s School – Bow Island

PROJECT DRIVERS:

- SAFETY AND SECURITY
- BUILDING CONDITION
- FUNCTIONALITY AND PROGRAMMING
- ENROLMENT

St. Michael’s School in Bow Island is an Early Learning to Grade 12 facility that was originally built in 1962 with a series of additions through the 1960s and 1970s. A CTS shop was added in 2000. This school was transferred to Holy Spirit Roman Catholic Separate School Division in September 2014 from Medicine Hat Catholic School Division. The school was last assessed by Alberta Infrastructure in February 2017 and was assigned a facility condition index of 19%. Facilities with an FCI that is equal to or greater than 15%, or equal to or less than 40%, indicate aging components that are nearing the end of their life cycle and require additional expenditures for renewal or refurbishing.

Safety and Security

The facility faces several safety and security challenges due to accumulated deferred maintenance. Although the most pressing concerns were mitigated when the school transitioned to The Holy Spirit Catholic School Division, significant improvements still need to be made through modernization. A primary security concern is the visibility of the front entrance from the front office, which requires urgent attention.

Building Condition

A modernization will address outstanding maintenance items, including a full mechanical/electrical system upgrade and remediation of existing building code and building envelope issues at the school.

Functionality and Programming

A modernization will allow for the construction of a Learning Commons and collaboration spaces to help improve educational programming in support of student learning.

Enrolment

The proposed modernization will entail resizing the facility to improve its currently low utilization rates, which are anticipated to persist. Currently, the school has a functional capacity for 230 students but is operating at a 20% utilization rate with an enrolment of 47 students. Projections for the next decade indicate minimal variation in these numbers, with an expected enrolment of 46 students by 2034, leaving the utilization rate of 20%.



Modernization – Our Lady of the Assumption School – Lethbridge

PROJECT DRIVERS:

- **BUILDING CONDITION**
- **FUNCTIONALITY AND PROGRAMMING**

Our Lady of the Assumption School is an Early Learning to Grade Six elementary school located in South Lethbridge. The facility was originally built in 1956 with a significant addition in 1960. A pair of modular classrooms were added in 2011. The facility's FCI index in 2015 was 7%. The school is in acceptable condition overall.

Building Condition

The school's modernization will address critical maintenance needs, featuring comprehensive upgrades to its mechanical and electrical systems. Upgrades to the HVAC system will align the school's heating and ventilation with contemporary standards, addressing the current issue where, during May, June, and September, excessive heat and insufficient airflow render many classrooms unsuitable for effective teaching and learning. This situation has, at times, compelled teachers and students to seek alternative learning areas outside or in hallways. Furthermore, enhancements to electrical systems and information technology infrastructure will not only improve lighting conditions for both students and staff but also enhance Wi-Fi and internet connectivity throughout the school.

Functionality and Programming

The current structure of the school, with its mix of double and single-loaded corridors flanked by traditional classroom spaces, is set for a transformation. The envisioned modernization aims to introduce a learning commons and a variety of collaborative learning environments, aligning the facility with the latest research-based educational practices.

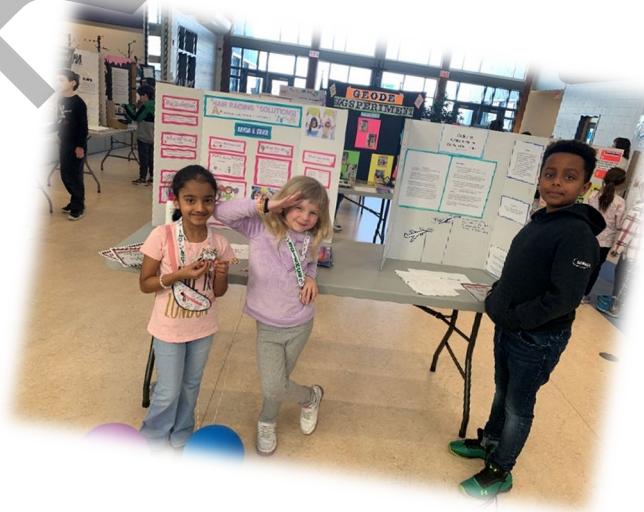
Facility limitations currently affect several programs, including:

- **Physical Education:** The gym's size restricts activities and storage space for equipment.
- **Early Learning Program and Early Childhood Services:** The lack of nearby bathroom facilities.
- **Religious Studies:** The existing chapel space is too small.

- **Support Services:** There is insufficient office space for the School Counselor, First Nations Facilitator, Speech Language Pathologist, and other essential services.
- **Administration:** There is no designated office for the Associate Principal.
- Additional needs include a sensory room for students, the absence of bathroom facilities in modular classrooms, a lack of modern gender-neutral bathrooms, an outdated library that does not support a Learning Commons model, and very limited meeting or conference space.

The current facility's constraints also preclude offering several programs:

- There is no dedicated multi-purpose science (STEM) room.
- A shortage of breakout rooms.
- The gym's size is inadequate for hosting sporting events like basketball or volleyball.
- The absence of a proper commercial kitchen prevents the offering of food preparation programs.
- A lack of a sizable gathering space restricts drama and fine arts presentations, spiritual activities, parent meetings, and other community events.
- While there are wheelchair lifts, the overall layout falls short in accessibility for individuals with disabilities, including lack of wheelchair access to the playground exit.



ACTION NO: B.2

February 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Alberta School Councils' Association (ASCA)
Conference Registration

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As seen in the attached information, the Alberta School Councils' Association (ASCA) will be holding its Spring Symposium and Annual General Meeting from April 26-27, 2025.
2. The ASCA 2025 Spring Symposium and Annual General Meeting will be online.
3. For the past few years, to better support the organization and its conference, the Board of Trustees has agreed to pay the registration fee for school council members, or interested parents, to attend.

RECOMMENDATION

That the Board of Trustees pays the registration fee for up to 4 (four) school council members, or interested parents, to attend the upcoming Alberta School Councils' Association Spring Symposium.



Presenting the 2025 School Councils essential event for connecting and learning!

A practical format for today's busy families, the Alberta School Councils' Association "Spring Symposium" will be held online (via Zoom) on Saturday April 26, 2025, from 9:30 am to 3:30 pm.

Spring is a symbol of resilience, bringing a fresh perspective and energy, an enhanced sense of purpose and promise of renewal.

The event will offer keynote speakers, breakout sessions, education updates, sponsor spotlights, and networking opportunities designed for maximum effect with an efficient schedule.

We encourage School Councils to register and share the link to all members. Participate in one, two sessions, or the whole day. Come and go as you wish and/or are able to.

Watch for more event details and registration information. We look forward to hosting, and excited to have you join us!

Schedule at a Glance*

9:30 am – 10:15 am	Opening, Welcome, Elder Blessing Education Ministry Sponsor Spotlight
10:15 am – 11:00 am	Keynote
11:00 am – 12:15 pm	Breakout Sessions
12:15 pm – 1:00 pm	Lunch Break
1:00 pm – 1:45 pm	Keynote
1:45 pm – 3:00 pm	Breakout Sessions
3:00 pm – 3:15 pm	Sponsor spotlight, prize draws
3:15 pm – 3:30 pm	Closing remarks

*Subject to change

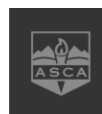
Registration Fees

ASCA Member School Councils
\$95.54 + GST - ASCE Grant eligible

Non-Member School Councils
\$250.00 + GST - ASCE Grant eligible

Trustee, Superintendent, Education Stakeholder \$60.00 + GST

ASCA AGM April 27, 2025 (Virtual)
\$0 Any parent from a school council
\$50 Observers (not on a school council)



Alberta School Councils' Association
Promoting parent engagement in public education

www.albertaschoolcouncils.ca parents@albertaschoolcouncils.ca

Annual General Meeting

One of the most important events for parents on school council is the Association **Annual General Meeting** (AGM) held in conjunction with the [ASCA School Councils Spring Symposium](#).



Registration is OPEN - no cost for School Councils to attend the AGM! Deadline Monday, April 14, 2025 @ 1:00 p.m. **Late registrations will not be accepted.**

The ASCA 2025 Annual General Meeting (AGM) is Sunday April 27, 2025, to be held online.

[2024 AGM Advocacy Resolutions Results](#)

[Meeting Documents 2025](#)

The business meeting starts early, and continues until all resolutions proposed for policy are debated and voted upon, as well as **election of the new governing Board**.

Don't miss an opportunity to be involved, to be heard, and make a difference in public education.

Voting is your Voice

Parents on school council shape the future of Alberta's public education system with input through advocacy resolutions and voting at the ASCA AGM.

ACTION NO: B.3

February 26, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Council of School Council Agenda

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The next meeting for the Board of Trustees with the Council of School Council Chairs is scheduled for March 3, 2025. In preparation for this meeting, the Board is asked to provide direction regarding any areas of discussion that should be brought forward.

RECOMMENDATION

That the Board of Trustees places the following on the Council of School Council Chairs Meeting agenda scheduled for March 3, 2025:

- *(pending discussion)*

PR NO:

C.1

February 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 7: Appendix D Together in Faith:
School. Home. Parish Committees

ORIGINATOR: Board of Trustees

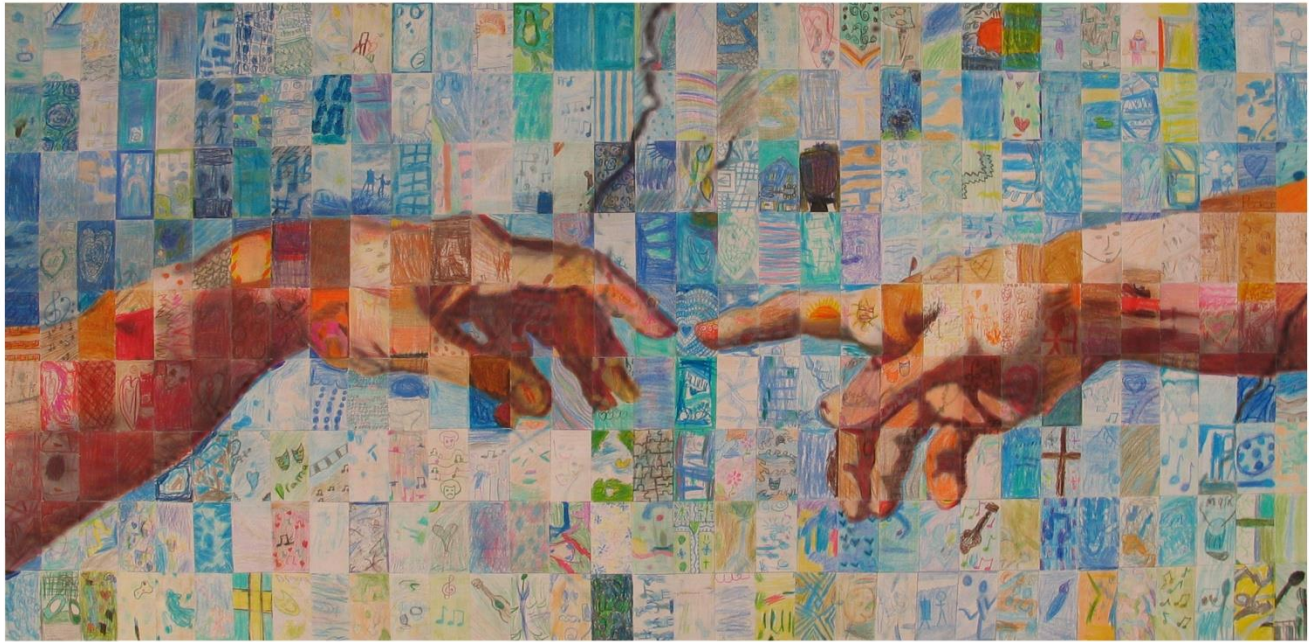
BACKGROUND

1. *Policy 7: Appendix D - Together in Faith: School. Home. Parish Committees*, 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 7: Appendix D - Together in Faith: School. Home. Parish Committees*, 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.

TOGETHER IN FAITH: SCHOOL. HOME. PARISH COMMITTEES TERMS OF REFERENCE

Role:

Holy Spirit Catholic School Division operates schools in Lethbridge, Taber, Bow Island, Coaldale, Picture Butte, and Pincher Creek. In these communities, there are a host of Catholic parishes. The Board organizes the division into Together in Faith: School. Home. Parish Committees to provide an opportunity for local input into the governance of the school division. These committees are the way the representatives from the communities speak with the Board and that the Board speaks with the representatives of the communities.

Authority:

Section 33 of the Education Act stipulates that Boards shall be accountable and provide assurances to students, parents, the community, and the Minister for student achievement of learning outcomes. Further to this, Section 33 also stipulates that Boards provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in board matters, including the board's plans and the achievement of goals and targets within those plans, these committees are one way the Board fulfills this responsibility. Together in Faith: School. Home. Parish Committees are advisory in nature and present reports and / or recommendations to the Board. Members of the committees report to one another under the categories of the division's four priorities which include: 1) Strengthening our Catholic Faith; 2) Living Truth and Reconciliation; 3) Belonging in our Diverse Community; and 4) Learning through Quality Teaching. Through member reports, the committees are encouraged to discuss school performance, adherence to the Holy Spirit mission and vision, promotion of the Catholic faith, cooperative efforts to promote sacramental preparation, and overall cooperation between the school, the home, and the parish.

Composition:

Together in Faith: School. Home. Parish Committees are structured in the following way.

Wards	Wards 1 & 3	Ward 2 East	Ward 2 West	Ward 4	Ward 5
Parishes	St. Joseph & St. Catherine	All Saints & St. Peter and Paul Ukrainian Greek Catholic	St. Martha	St. Michael	St. Augustine & St. Michael
Communities	Coaldale & Picture Butte	Lethbridge East	Lethbridge West	Pincher Creek	Taber & Bow Island
Schools	St. Joseph, St. Catherine	Catholic Central East, Ecole St. Mary, Our Lady of the Assumption, St. Francis, St. Paul, St. Teresa of Calcutta	Catholic Central West, Children of St. Martha, Father Leonard Van Tighem, St. Patrick Fine Arts,	St. Michael's Pincher Creek	St. Mary, St. Patrick, St. Michael's Bow Island

Each committee will consist of the following members:

1. Parish Trustee(s)
2. Principal(s)
3. School Council Chair(s)
4. Parish Priest(s) or Designate(s)
5. Superintendent

Meetings:

The committees will be staggered and meet three times a year during the school day according to the following schedule.

Meeting One			Meeting Two			Meeting Three		
September	October	November	January	February	March	April	May	June
All Saints	St. Martha St. Joseph & St. Catherine	St. Augustine & St. Michael St. Michael	All Saints	St. Martha St. Joseph & St. Catherine	St. Augustine & St. Michael St. Michael	All Saints	St. Martha St. Joseph & St. Catherine	St. Augustine & St. Michael St. Michael

The Superintendent is the meeting secretary. At the end of each meeting, members will determine one highlight to be shared with the Board in each of the four priority areas.

Annual Work Plan:

Each member prepares their report based on the group and interest they represent and electronically submits the report to the Superintendent before the meeting. There are three other standing agenda items: 1) Highlights of the Alberta Education Assurance Measures should be reviewed in meeting two; 2) Continuous Improvement Plan priorities should be reviewed in meeting three; and 3) School calendars should be reviewed in meeting three.

PR NO:

C.2

February 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 12: Teaching Staff Reduction

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 12: Teaching Staff Reduction*, 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 12: Teaching Staff Reduction*, as presented.

TEACHING STAFF REDUCTION

The *Education Act* identifies that the Board must deliver appropriate educational programming to meet the needs of all students while ensuring effective stewardship of the Board resources. Reductions in the number of staff may be required from time to time as a result of the resources available to the Board and the requirements of the educational program and services provided.

Specifically

Reduction in the number of teaching staff members will be undertaken in accordance with the following:

1. A reduction in the number of teachers employed in the division may be considered by the Board when the division's ability to provide educational services has been, or will be, affected by any or more of the factors listed below:
 - 1.1 Student enrolments — both current and projected;
 - 1.2 Government and/or local financial support for education;
 - 1.3 Student educational needs;
 - 1.4 New and/or revised curricula;
 - 1.5 Changes in the function of existing physical facilities; and
 - 1.6 Other factors that may be considered relevant by the Board.
2. The Superintendent may apply this policy as deemed appropriate on a school-by- school or jurisdiction-wide basis, or in a geographic region of the school division.
3. Should a reduction in the number of teaching staff members become necessary, the Superintendent shall make every effort to affect the reduction through, first, voluntary attrition, resignation, retirement, voluntary transfer, or changes in employment status (i.e., reduction in FTE), and second, transfer of staff to other assignments.
4. If voluntary or normal attrition and transfer does not result in the required number of staff reductions, the Superintendent will terminate contracts of employment in accordance with the following criteria, listed in priority:
 - 4.1 Teachers on temporary contracts of employment will be the first to be released.
 - 4.2 Teachers on probationary or interim contracts may be released through the expiration of the terms of their current contracts.
 - 4.3 The appropriateness of the academic and experience qualifications and the application of such qualifications to the needs and programs of the division.
 - 4.4 The relative assessed competence of the staff member based upon the written performance appraisals by the division's administrative and supervisory staff.

- 4.5 The philosophical requirements and demands for teaching in a Catholic school system.
- 4.6 The staffing requirements of the division.
- 4.7 Where personal qualification and experience, program needs, relative competence and commitment to Catholic education are deemed equal, then years of service with the division will be the determining criterion. Years of service will be calculated from the first day of employment on a continuous contract and will include maternity and sick leaves only.
5. Notwithstanding the above, teachers on temporary, probationary, or interim contracts may be retained and continuous contract teachers released if the teacher holds a specialized teaching assignment. For example, in the areas of second language, special programming, counseling, specialized career and technology studies, fine arts, and essential core subjects at specific grade levels, it may be necessary to retain teachers on temporary, interim and probationary contracts in order to maintain these programs.
6. The Deputy Superintendent of Schools is responsible for applying the criteria noted in 4 above and for recommending to the Superintendent of Schools which contracts of employment should be terminated.
7. When the Deputy Superintendent has determined which continuous contracts of employment will be recommended to the Superintendent for termination, the Deputy Superintendent shall inform each of the teachers, in writing, of:
 - 7.1 The recommendation to terminate the contract of employment and the reason for the recommendation.
 - 7.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 7.3 The right of the teacher to attend the meeting referenced in 7.2 and make representations to the Superintendent.
 - 7.4 The right to seek representation from the Alberta Teachers' Association and legal counsel.
8. Recommendations to terminate teacher contracts of employment should be provided to the Superintendent at least sixty calendar days prior to the conclusion of a semester or a school term. However, it is recognized that if there are circumstances that make adhering to this time line impractical and unreasonable the Superintendent will consider these recommendations.
9. The Superintendent's decision with respect to teaching staff reduction and any resulting termination of teachers' contracts of employment is a final decision and there will be no procedural right of appeal of such decisions by the Superintendent to the Board. The right of appeal of such decisions by the Superintendent will be to the Board of Reference as contemplated by Division 5, Section 231 of the Education Act.
10. The Superintendent is not required to assign a teacher whose contract of employment has been terminated to any vacant position.

References	Sections 33, 196, 197, 204, 205, 206, 207, 209, 210, 211, 212, 214, 215, 217, 218, 219, 232, <i>Education Act</i>
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PR NO:

C.3

February 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 18: Board Governance and Operations

ORIGINATOR: Board Chair

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.

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 Education 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 immediately following the regular meeting in June in non-election years and in October in the year of an election in accordance with Board Procedures Regulation 82/2019.

1.1.1.1 These elected positions and committee appointments shall be effective September 1 of that year except in the case of an election year whereby they will be effective immediately.

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 Trustee 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; and
 - 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 Trustees 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.

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

3.3.2.1 Board policy manual;

3.3.2.2 Information about policy development;

3.3.2.3 Annual report of the division;

3.3.2.4 Pertinent sections of provincial legislation;

3.3.2.5 Pertinent financial records, including the current budget; and

3.3.2.6 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; and
 - 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

REPORT NO: D.1

February 26, 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 February 26, 2025.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, Facilities and First Nations, Métis and Inuit Reports for February 26, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

February 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Attended Mass at home parish, St. Dominic Parish
- Superintendent daily prayer at CEC (February 10- 14)
- Attending daily prayer at CEC when present
- Led prayer at meetings
- Hosted Bishop McGrattan for "Day With Leadership"
- Faith reflections in, "Superintendent Sunday"
- Attended CCSSA Plenary Meeting (Vice President)
- Attended ACSTA Symposium (with Chair and Vice Chair)

The "Day with Leadership", and the invitation for Bishop McGrattan to spend the day with our Trustees, Principals and Senior Leadership was a highlight for Holy Spirit Catholic and myself as Superintendent. This is an event that has garnered positive feedback from staff, and we will venture to make this an annual event. Listed is the [link](#) to the communication highlighted on the division website on this wonderful visit. Finally, I have continued to enjoy being an active participant of my faith at St. Basil's Parish. Slowly, over time, I am sure that this parish will begin to feel like "home".

Building Effective Relationships

- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Completed all school SALT Talks
- Begun Future Planning Meetings with Principals and Associate Principals
- Guest Coach for Grade 6 Basketball (ESM)
- Met with Director of Support Services re: Early Learning/K Programming (SMBI)
- Attended CCSSA Plenary Meeting (Vice President)
- Attended ACSTA Symposium (with Chair and Vice Chair)
- Dinner with ATA Local President (Monthly)
- Met with Music/Band division representatives re: Music Audit

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

As a superintendent, fostering strong relationships with staff, students, families, and stakeholders is essential. Engaging in regular communication through "Superintendent Sunday" with LLT, SALT, and Trustees ensures transparency in communication and alignment. Completing school SALT Talks and beginning Future Planning Meetings with principals and associate principals demonstrates my commitment to understanding the unique needs of each school while collaboratively shaping a vision for the future. I thoroughly enjoyed the guest Basketball coaching opportunity at Ecole St. Mary, taking me back to my coaching days and spending time with students. These opportunities help me to build meaningful connections with students and staff. Strategic discussions, including meetings with the Director of Support Services on Early Learning and Kindergarten programming, reinforce a focus on student success from the earliest years. Attending key professional gatherings, such as the CCSSA Plenary Meeting and ACSTA Symposium, strengthens advocacy efforts in Catholic Education, deepens provincial relationships and my own professional learning.

Visionary Leadership

- Begun Future Planning Meetings with Principals and Associate Principals
- Weekly SALT meeting
- Finance Committee Meeting
- Board Policy Committee Meeting
- LLT Meeting
- OOB Student Registrations Meeting and discussion (with Lethbridge Principals)
- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Met with Music/Band division representatives re: Music Audit
- Met with K-6 Principals and Director of Learning re: Literacy Audit
- Commenced Literacy and Music Audits with Principals
- Met with Director of Learning re: SPACES
- Met with Elan (Schollie) re: Division Stakeholder engagement
- Ongoing Meetings with Aaron Skretting re: Boundary consultations and review
- Ongoing meeting with Communications Coordinator and Executive Secretary re: HSCSD Communications Plan
- Attended DREC/IEL

I am very interested in gathering essential information and obtaining feedback to further understand the procedures and processes of Holy Spirit Catholic. Conducting the Literacy and Music audits within our schools provides both our school-based leaders and senior team with a clearer understanding of the activities occurring in our buildings. It is advantageous to take the opportunity presented by having a new Superintendent to

carefully examine and challenge established practices that may not adequately meet the needs of our teachers and students. As I continue to hold "Future Planning" meetings with principals and associate principals concerning their own career goals and aspirations, I am gaining valuable insights into our leaders, which is beneficial as I aim to strengthen relationships.

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
- Attended CASSIX Meetings
- Attended CCSSA and ACSTA

Ongoing professional learning and policy development are key aspects of effective leadership as a superintendent. Weekly mentorship meetings with Dr. Andrea Holowka continues to provide valuable insights and guidance, fostering continuous growth and leadership development. Actively reviewing Administrative Procedures and Board Policies through SALT meetings and the Board Policy Committee ensures that governance remains responsive, transparent, and aligned with the needs of the division. Participation in CASSIX, CCSSA, and ACSTA meetings further strengthens my connection with provincial and Catholic education leaders, fosters collaboration, advocacy, and the sharing of best practices to enhance student success and school operations.

Leading Learning

- Continuing conversations surrounding Assessment and Inclusive Education with Principals
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Led OOB Registration conversations with SALT and Lethbridge Principals
- Exploring options for local measures to engage our stakeholders
- Commenced Literacy (K-6) and Music audits

I believe it is important to have regular discussions with school leadership about assessment and inclusive education is key to making sure every student gets the support they need to succeed. Working together with my CASS Mentor, Dr. Andrea Holowka, continues to build my leadership skills and provides me with important insights into effective practices. Leading talks about OOB registration with SALT and our Lethbridge principals helps develop strategic plans and ensures everyone is on the same page across schools. It is also top priority for me to explore a local tool which will

involve and engage our stakeholders. This work is directly related to feedback we heard from our principals at the Council of School Councils meeting and aligns with our Holy Spirit Catholic priorities. Furthermore, starting literacy (K-6) and music audits shows a dedication to ongoing improvement and delivering high-quality programs for all students.

Ensuring First Nations, Métis and Inuit Education for All Students

- Met with Director of Religious Education and Director of Students Services and to examine current Jordan Principle supports and plan for potential changes to funding.
- Attended IEL to support conversations with Principals and Associate Principals around potential changes to Jordan's Principle funding and supports and services offered.

Given the uncertainty regarding funding for Jordan's Principle that is currently affecting school divisions across the province, it is crucial that we thoroughly assess the potential impact of any funding cutbacks or losses on our schools and, more importantly, on our students and families. While the future of our funding remains unclear, I am confident that our senior leaders are diligently and proactively strategizing for any possible outcomes we may encounter. We recognize that the resources and support offered by Jordan's Principle are vital; however, in an environment where continued funding is not assured, we must adopt a proactive and responsible approach.

School Authority Operations and Resources

- Conducting Literacy and Music Audits
- Met with Principals and Associate Principals: re: Future Planning
- 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

- Board Agenda setting meeting with Chairs and Executive Secretary (Monthly)
- Attended Finance Committee Meeting
- Attended Board Policy Committee Meeting

- Led OOB Registration meeting with SALT and Lethbridge Principals
- COW and Board meeting with Board of Trustees (ONGOING)
- Supported St. Francis with school closure and initiated communications regarding closure to Trustees, families and staff

I continue to be proactive in communication with our division; both internal and external. I have worked closely to ensure that this communication is timely, leveraging our Communications Officer and the Executive Secretary. I have heard positive feedback from our principals on the timeliness and efficiency of communication.

REPORT NO: D.2

February 26, 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 February 26, 2025.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees February, 2025

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and other meetings;
- Weekly Sunday Mass at St. Martha Parish;
- Daily rosary for my own personal faith journey;
- Day with Leadership featuring Bishop McGrattan. This was a beautiful day aimed at providing an opportunity for Holy Spirit Catholic School Division principals to engage with the Bishop and showcase the outstanding work happening within each of our schools.

Building Effective Relationships

- Attended the *Bell Let's Talk* lunch event with St. Basil Catholic Education Centre staff. This was an opportunity to come together as a team and participate in mindfulness activities such as colouring and conversation;
- SALT social held at my house;
- Chaired the CASSIX *HR Role Alike* meeting and participated in learning and social activities with division leaders across Zone 6;
- Met with a variety of out of scope employees to better understand their needs, school assignments as well as contracts and work expectations;
- Personnel meetings as requested to support our Holy Spirit employees;
- It was an honour to be a guest reader at Children of St. Martha's Literacy Day.

Modeling Commitment to Professional Learning

- CASSIX Quarterly Meeting. Met and connected with other south zone leaders. The mission of CASS is to support building system leadership excellence to ensure optimal learning for students;
- Chaired the CASSIX *HR Role Alike* meeting. These meetings provide an opportunity for senior leaders working in Human Resources to connect and share practices and processes with one another as well as navigate the complexities of education in Alberta;
- This month at CASSIX we had the administration team from Victoria Park come and share a bit of their story and lead us in conversations around John Haidt's research from the book *The Anxious Generation*. This book has been an integral part of their school community's professional learning this year.

Visionary Leadership

- Ongoing Executive and Senior Administrative weekly meetings to discuss supporting schools with the Board priorities;
- SALT Talks at schools throughout the division. These conversations provided us an opportunity to better understand the needs in each school and hear and appreciate each individual's voice.



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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;
- Supporting school leaders in facilitating challenging conversations with staff and other stakeholders;
- Collaboratively leading learning sessions at our monthly LLT meetings.

Supporting First Nations, Métis and Inuit Education for All

- I was able to attend part of the *Learn, Build and Go* that focused on *Winter Count and Seasonal Rounds*. Elder Andrew Black Plume started the day by speaking to us about smudging. He shared that we smudge in order to have a kind heart and to speak good thoughts. We had an opportunity to explore sweetgrass, and Shelley had a sample from Manitoba. Sweetgrass itself is not holy but is a tool they use to communicate with God and to pray. Elder Andrew also gave us an opportunity to discuss the land and the lessons we can learn from it. Land acknowledgements were also discussed during the time that I was there. How can they be meaningful and provide a source of wisdom for us?
- Worked with Aaron Skretting to hire an FNMI Facilitator.

Supporting School Authority Operations and Resources

- Working with those districts we partner with for transportation in order to establish final calendars for the 2025/2026 school year;
- Labour Management Meetings with CUPE 1825 and CUPE 290;
- Ensure weekly *Here in Spirit* newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Ongoing interviewing of substitute teachers and casual education assistants.

Supporting Effective Governance

- Participated in the boundary consultation at CCH East in order to receive feedback about the values and priorities of our stakeholders;
- Regularly attend monthly Board meetings;
- Ongoing school visits and observations of new teachers in order to support a welcoming, safe learning environment that fosters a sense of belonging.

REPORT NO: D.3

February 26, 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 February 26, 2025.



Holy Spirit Catholic School Division

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Report to the Board of Trustees February 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE

- Finalized Draft 3 Year Capital Plan for review by the Board of Trustees. Continued working with contractors and the Director of Facilities on the creation of an updated 10 Year capital plan.
 - Met with Balancing Act to learn how the program can assist us with engaging our community on budget and boundary consultations.
 - Continued participation in "SALT talks" at our schools to engage with our staff and learn more about their school communities, opportunities and challenges.
 - Attended an ATLE-hosted webinar reviewing the response plan and actions taken by a fellow Public School District during a recent cyber attack.
 - Completion of fiscal year end reporting requirements with the Business Services team (Charity Return, WCB Return).
 - The Payroll team is finalizing the annual T4 statements for staff to meet the February 28 deadline.
 - Collaborated with members of the USIC Risk Management Committee to review and update the Activity Risk listing utilized by USIC members.
 - Attended Barager training to further knowledge on the program and the functions available for boundary review, enrolment projections, demographic information and more.
 - Attended Mass lead by Bishop McGrattan with division leaders and participated in information session with leadership and the Bishop.
 - Continued participation 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 sessions to share important information and updates from the Business Service Department and Office of the Secretary Treasurer.
 - Continued working with local municipalities in preparation for the upcoming 2025 Municipal Election.
-

- Attended an ASBOA learning session in preparation for the 2025 Municipal Elections.
- Continued collaboration and support with Aaron on Boundary review - reviewing demographic information and enrolment information throughout the city.
- Continued collaboration and support on PowerSchool breach. The Office of the Privacy Commissioner has been notified that the school division was impacted by the breach as a courtesy.
- Attended monthly USIC lunch and learn session - monthly topic wildfire mitigation.
- Met with Livingstone Range colleagues to discuss transportation partnership.
- Met with Energy Associates International to review Holy Spirit's natural gas portfolio and budgeting.

TECHNOLOGY UPDATE

- Catholic Central - East - Gym AV - purchase orders have been issued for Gym AV upgrades. Projected completion - Summer 2025.
 - Daily school visits are helping teachers and students with technology use.
 - St. Joseph, Coaldale - eSports Lab installation.
 - Technology Infrastructure - review and budget preparation.
 - Cyber Insurance Renewal Assessment.
 - PowerSchool Breach Update:
 - PowerSchool is providing complimentary identity protection and credit monitoring services to current and former students and educators that had information exfiltrated from PowerSchool SIS.
 - Offer details and further breach updates can be found at the following link: [PowerSchool - Notice of Data Breach For Individuals in Canada.](#)
-

REPORT NO: D.4

February 26, 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

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Director of Learning
Board Report - February 2025

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- Learning Services continues to offer sessions to help elementary teachers with resources purchased to support new curriculum implementation. These sessions are designed as dedicated work time for teachers to focus on their goals with the Learning Coach's support, as needed. Teachers who have attended the sessions so far have appreciated the focused time dedicated to learning about the new resources.
 - Numeracy Resources: Including MathUP, Box Cars & One-Eyed Jacks, Fact Fluency Kits - Jan. 20
 - Literacy Resources: Empowering Writers - Feb. 3, Mentor Text Kits - Feb. 10, Bug Club Morphology - March 3, UFLI/Foundation Reading Skills for Div. II - March 10
 - Science Resources: Stepping Into Science - March 10
- Learning Services hosted a day of learning and collaboration for Division I teachers in collaboration with the southern office of the Alberta Professional Learning Consortium (APLC). The session focused on planning literacy interventions based on the data collected in the Alberta Early Assessments. Eighteen elementary teachers attended the session, all of whom left with a solid plan for implementing interventions.

Schools reflect collaborative teaching and learning environments.

- The second Division Collaboration Day of the 2024/25 school year will be held on Monday, March 17. A variety of [sessions](#) will be offered, and teachers will have the opportunity to engage in self-directed collaboration and professional learning.

We prepare students for career pathways.

- Southern Alberta Collegiate Institute's Junior High School Program (E3) hosted several of our schools for programming in the first semester. Please see this [brochure](#) for more information about the programs offered through E3.
 - Class Workshops:
 - Farm to Table (FLVT - Oct. 28)
 - Ag. Awareness (SMBI - Nov. 6)
 - Health Care Horizons (SCPB - Nov. 28)
 - Hands on Health Care (SFJH - Jan. 13)
 - Exploring Trades (SFJH - Feb. 12)
 - Events:
 - Cultivating Roots was a workshop exploring agriculture, food, careers, and the environment (SFJH - Oct. 2-3).
 - Harvesting Ambitions was a career exploration event designed to inspire and educate young women about career opportunities in agriculture and provide them with practical, hands-on experiences related to various agricultural fields (SMT, FLVT - Nov. 21).



Holy Spirit Catholic School Division

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- Holy Spirit had great teacher representation at the '[Educator Exploratory Day](#)' hosted by Lethbridge Polytechnic on January 31, 2025. Teachers were invited to select from a menu of sessions to get hands-on experiences in exploring the many possibilities that Lethbridge Polytechnic offers our students, both as dual credit and post-secondary opportunities.

REPORT NO: D.5

February 26, 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
February 2025**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Faith Plan Consultation for 2025-2028** - On Tuesday, February 4, we were blessed to have over forty participants in our Faith Plan Consultation morning, including staff, students, Trustees, senior administration, and clergy. There was great enthusiasm and energy in the room, with some great proposals and ideas put forward. We will endeavour to capture these, along with the guidance provided by DREC at our January meeting, as we develop our proposed plan this spring. I am aiming to have this plan approved by the Bishop, Superintendent, and Trustees, in time to present it to LLT in May.
- **Bishop's Visit** - We were blessed to be visited by Bishop McGrattan on Wednesday, February 5. In his comments to our school principals, he referenced the changing face of Alberta and Holy Spirit, the passion of principals for both education and the Catholic dimension of our schools, and also the need for discipline and humility in becoming a synodal church. He also referenced the strength of the Catholic system in opening the doors to our communities to embrace diversity for the holistic development of all, while maintaining a distinct Catholicity. He also referenced the pilot Catholic Education assurance process/tool that is being utilized in some of our partner school divisions in Alberta. We are grateful to all schools who presented on their local context to the Bishop, and to Catholic Central, École St. Mary, and St. Francis Junior High for hosting school visits in the afternoon.

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 (penne alfredo with grilled chicken, with alternatives available) will be provided, and invites/information have been distributed to Trustees and staff.

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

- **LLT Retreat** - On March 4 (12:00-3:00), I will be providing a retreat for our administrators as we enter the Lenten season.
- **Lenten Reminders** - In the season of Lent, we turn back to the traditional practices of fasting, prayer, and almsgiving. Reminders about Lenten observances of fasting from meat on Fridays have been distributed to the schools, alongside a reminder of our ongoing Chalice project. We also continue to support prayer in our schools through resources such as our conversation slides and newsletters, shared with the schools and staff monthly.

REPORT NO: D.6

February 26, 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
February 2025

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Holy Spirit Catholic School Division, in collaboration with Building Safer Communities and the City of Lethbridge, hosted “Understanding Your Child’s Digital World” at Children of St. Martha School and École St. Mary. This informative session provided parents and caregivers with valuable insights into popular apps, gaming, and online safety. The event was expertly coordinated by our Family First Facilitators, reinforcing our commitment to supporting families in navigating the digital landscape.

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

Family Week Learning Opportunities: As part of professional development opportunities for support staff during Family Week, the following options were available:

- **In Person & Self-Directed Learning** - A menu of in-person and self-directed learning opportunities was developed for support staff, intended to align with annual goals and growth areas linked to divisional priority areas. The learning opportunities encompass Faith Formation, First Nation, Métis, Inuit Learning, Technology-Based Learning, Mental Health and Wellness, and Inclusive Education.
- **SIVA/First Aid Training** - Recognizing the need and importance of staff remaining current with training, Standard First Aid certification and Supporting Individuals with Valued Attachments (SIVA) training was also offered during this week.

Social-Emotional Learning (SEL) Programming: The Mental Health Capacity Building (MHCB) Team has enhanced its approach to delivering Social-Emotional Learning (SEL) programming. We are now implementing a four-week rotational model, visiting three to four schools per week to provide targeted SEL instruction.

- Recently, the team completed sessions at St. Patrick, Our Lady of the Assumption, and St. Teresa. Beginning in late February, the team will be delivering programming at St. Francis, St. Paul, École St. Mary, and St. Patrick (Taber).
- Students will engage in a variety of evidence-based SEL programs, including SPOT Our Feelings, Worry Woos, Kimochis, Kids Have Stress Too, Digital Wellness, and Second Step. These initiatives aim to equip students with essential skills to manage emotions, build resilience, and foster positive relationships in a digital world.

We celebrate and respect all cultures and ethnicities in our schools.

Pink Shirt Day: Holy Spirit Catholic School Division proudly joined communities worldwide in celebrating Pink Shirt Day on Wednesday, February 26, 2025. This year’s theme, “Let Kindness Grow,” highlights the impact of small, everyday actions in creating a culture of inclusion and respect.

In partnership with Building Brains, our MHCB team will also collaborate with Lethbridge Housing programs on February 26 and 27, providing families with resources and activities focused on kindness and anti-bullying. As part of the MHCB team's ongoing commitment to community engagement, they participate in one community event each month to strengthen partnerships and promote positive connections.

REPORT NO: D.7

February 26, 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
February 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. We are also thrilled with programming supporting students at Children of St. Martha (Boys and Girls Wellness groups) and Catholic Central High School (Ribbon skirts/shirts and shawl making) that is currently underway.

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

- **Jordan's Principle** - We are finalizing our application for the 2025-2026 school year to be submitted to Jordan's Principle. It is apparent from news and recent government communication that the prorogation of parliament, pending federal election, and current backlog of requests at the National level will likely have an impact on a timely adjudication of our request. We will continue to be prudent and diligent in our efforts to support programming, and can clearly show the positive impact that this funding has had on our students.

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

- **Spring Learning** - We will be hosting a variety of sessions this spring for staff. On March 17, we will be hosting a session with the Rupertsland Institute and Métis Knowledge Keeper Shauna Taylor for staff, and we are continuing to work also on another Métis focused session later in the spring. We also will be launching a spring book study on a work of fiction, as well as planning for one additional Learn-Build-Go session after our final planned Land-based Learning session in early May.
- **CASS Gathering** - Each year, CASS hosts a [First Nations, Métis, and Inuit Education Gathering](#). This year's gathering, *Wahkotamowin for Student Success*, will be hosted in Edmonton April 30 to May 2 at the Wyndham Hotel. This excellent conference features pre-conferences, a wide range of Alberta-based presenters, and keynote speaker Dr. Niigaan Sinclair. Registration is open to all (not just CASS members), and we will endeavour to nominate an Elder and staff from Holy Spirit to attend, once that information becomes available.

REPORT NO: D.8

February 26, 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 February 2025

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

At the time of the February Board Meeting, the General Contracting Services Invitation to Bid for our new school closed on February 25, 2025 at 2:00pm. We had a Holy Spirit representative at the Bid Opening on the same day.

As of February 13, 2025, 14 various contractors/sub-contractors expressed interest in our project and 7 different general contractors downloaded our bid documents.

Alberta Infrastructure provided the following tentative schedule for our project:

- Invitation to Bid - week of January 20, 2025
- Invitation Closing/Bid Opening - February 25, 2025 at 2:00pm
- Contract Award - March 2025
- Construction Start - March 2025
- Construction Duration - March 2025 to June 2026

MAINTENANCE ROADMAP

The following is an update to Maintenance Department priorities for 2024/25:

SERVICE: Caretaking Handbook

Our goal is 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.

Maxine Brooks, Maintenance Supervisor, has been working diligently on the handbook.

The progress to date is: **30%**. We plan to roll-out the Caretaking Handbook on March 17, 2025 Collaboration Day.

FORESIGHT: 10-Year Capital Plan

We have asked the consultants to revise their proposed quote for the 2026-2036 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

Digital Logbooks and Supplies

We had a training session for the Caretakers on January 31. It was well received and the Caretakers asked engaging questions. They started purchasing supplies and entering their snow removal activities in logbooks on February 18. We are planning another Caretaker Q&A Training Session with ebase on March 17, 2025 Collaboration Day.

Concurrently, we are working on rolling out the Work Orders module, Asset Management module, and Facility Rentals module.

MAINTENANCE ROADMAP

BOARD CORE VALUE: EXCELLENCE IN LEARNING

Service

We will implement best practices in education to support the learning needs of all students.

How do we contribute to the morale of our school communities?

Safety

The Why + How we do things

Efficiency

of days to complete SRs and projects

Quality Standards

Create Caretaking Standard Operating Procedures + implement APPA quality standards

Foresight

We support and encourage the continued professional growth and reflective practice of all staff.

What does Holy Spirit look like within our communities in 10 years, 20 years, and beyond?

10-Year Capital Plan

Update current plan

Skills and Knowledge

Planning PD/Training for Maintenance and Caretaking

Programming Vision

Link to Division plan

Reliability

We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

How do we effectively use our resources and continually improve?

Compliance

Implement procedures to comply with USIC requirements (ebase)

Risk Management

Assess our operations and objectives and how we minimize losses

Asset Management

Path to preventative and predictive maintenance (ebase)

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
- o In planning - Asphalt Parking Lot Resurfacing

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 Complete – Air Handling Unit Lifecycle Replacement Study
- o In planning - Air Handling Unit Component Replacement
- o In planning - Playground Asphalt Resurfacing
- o Quoting - Washroom Partition Replacement and Refurbishing

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
 - o Quoting - Corridor Flooring Replacement
 - o In planning - Interior Blind Installation for Energy Efficiency
 - o In planning - Firestopping Code Repairs
 - o Complete - Elevator Control Board Replacement
-

Father Leonard Van Tighem School

- o In planning - Corridor Wall Painting
- o Quoting - Washroom Partition Replacement and Refurbishing

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
- o In planning – Gym LED Light Upgrade

St. Catherine School

- o In planning - HVAC Component Repairs and Replacement and BMS Reprogramming

St. Francis Junior High School

- o Quoting - Gym Vestibule Painting
- o In planning - Asphalt Parking Lot Resurfacing
- o In progress - Burst Heating Pipe Repairs and Associated Interior Finish Repairs
- o Complete - Server Room Air Conditioning Unit Replacement

St. Joseph School

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

St. Mary School Taber

- o Reviewing maintenance projects for likelihood and criticality

St. Michael's School Bow Island

- o Complete - Furnace Replacements

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

St. Paul School

- o Quoting - Washroom Fixture Replacements for Operational Efficiency

St. Patrick School Taber

- o Quoting - Roof Anchor Repairs

St. Teresa of Calcutta School

- o Quoting - Classroom Soundproofing
- o In planning - HVAC Component Repairs

Trinity/CARE Campus

- o Complete - Interior Wall Upgrade

END OF REPORT

REPORT NO: E.1

February 26, 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, Economic Development and TBAC Committee Reports for February 26, 2025.



BOARD CHAIR REPORT

Date: February 26, 2025

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
15 Jan	ASBA Zone 6 Meeting
15 Jan	Meeting concerning Joint City and School Boards Committee
16 Jan	Mayor's State of the City Breakfast with Chamber of Commerce
17 Jan	Signing of Transportation Agreement with Prairie Rose School Division
24 Jan	Board Retreat
27 Jan	TBAC Meeting
28 Jan	Affordability presentation by MLA Neudorf
29 Jan	Boundary Consultation at FLVT
2 Feb	Approved work from home days
3 Feb	Completed expense claim for Superintendent
5 Feb	A Day with Leadership with Bishop McGrattan
6 Feb	Wrote another letter in support of the Joint City and School Boards Committee
6 Feb	Completed ASBA survey related to Bill 13
10 Feb	Finance Committee Meeting
11 Feb	Registered for Speakers' Corner - Code of Conduct
11 Feb	Meeting with the Superintendent
13 Feb	IMR meeting at CCHS West
14 Feb	IMR meeting at CCHS East
18 Feb	Agenda setting meeting

CORRESPONDENCE:

Month	Description
14 Jan	Rocky View School Division - letter to Minister re Charter School Applications
15 Jan	Faith Plan information video and documents
17 Jan	ASBA - Funding Manual update
17 Jan	AB ED - Annual Survey of Stakeholders
17 Jan	AB ED contingency planning
19 Jan	Superintendent Sunday message
19 Jan	Blueprints/Spice Update
20 Jan	Superintendent - update on traffic accident
21 Jan	Family Violence Prevention Grant
22 Jan	ASEBP Trustees Report
22 Jan	ASEBP Chair's follow up report
23 Jan	GrACE Newsletter

23 Jan	Update on Joint City and School Boards Committee
23 Jan	Boundary Consultation update
24 Jan	ASBA - AI Information Series
24 Jan	Proposal for educational consulting services
25 Jan	Board Chairs meeting with the Alberta Bishops
26 Jan	Law Review Information Session
26 Jan	Superintendent Sunday Update
26 Jan	PowerSchool update
26 Jan	ACSTA - Board Chairs meeting with the Alberta Bishops
27 Jan	Lethbridge Boundary Consultation notice to parents
27 Jan	ASBA - Early Years Assessment update
27 Jan	Boundary Consultation update
27 Jan	ACSTA - Assurance Meeting with the Bishops information
28 Jan	ASBA - Honouring Spirit Awards deadline approaching
28 Jan	St. Patrick Taber Newsletter
28 Jan	ACSTA - 2025 Municipal Elections Handbook
28 Jan	ASBA - Call for Proposed Position Statements
28 Jan	St. Michael's BI Newsletter
28 Jan	Local GrACE Committee Survey
28 Jan	ASBA - Honouring Spirit Award reminder
28 Jan	Invite to Spiritual Development Day
28 Jan	AB ED - Child Care development grants
28 Jan	Boundary Review video and request for feedback
28 Jan	CCHS Newsletter
28 Jan	Policy Committee Agenda
28 Jan	ASBA - Designation of Support Contact Confirmation
28 Jan	ACSTA - Updated website for CCSTA
28 Jan	Scholarship Opportunity for Students with Disabilities
28 Jan	ASBA - launch of updates to ASBA's awards
28 Jan	AB ED - expansion of eligibility requirements for Alberta Security Infrastructure Program
2 Feb	School Councils Spring Conference
2 Feb	Superintendent Sunday email
3 Feb	Connections Newsletter
3 Feb	St. Francis Closed Due to Cold Boiler Breakdown
3 Feb	Saints Newsletter
3 Feb	ASCTA Symposium Update
3 Feb	OLA Newsletter
4 Feb	St. Paul Newsletter
4 Feb	Update on St. Francis School - will be open on the 4th
4 Feb	St. Patrick Fine Arts Newsletter
4 Feb	Joint City and School Boards Committee follow up information
5 Feb	ASBA - Registration open for CSBA
5 Feb	Minister of Education letter re contracts negotiations
9 Feb	Superintendent Sunday Message
11 Feb	LSD Response to Joint City and School Boards Committee

11 Feb	LSD Budget Consultation
11 Feb	ACSTA Monday Memo
11 Feb	ASBA Code of Conduct Speakers' Corner invitation
11 Feb	Minister's press release on CUPE negotiations
11 Feb	PBOC update
12 Feb	CMEC copyright rules update from ASBA
13 Feb	Hold the date for Board Chair Engagement session - March 27
13 Feb	Minister of Education - extension of timing for joint use agreements
14 Feb	Wolf Creek School Division letter to Minister of Education
20 Feb	St. Francis Boiler update

REPORT NO: E.2

February 26, 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

Alberta Catholic School Trustees' Association

Celebrate, preserve, promote, and enhance Catholic education

Holy Spirit Board ACSTA Report

February 26, 2025

Key Messages:

- **2025 Election Handbook is available to share with prospective candidates.**
- ACSTA Symposium 2025: February 21-22 in Edmonton. "Answering the Call with a Servant's Heart". Presenters are: Cardinal Thomas Collins, Hon, Adriana La Grange, Dr. Dwayne Zarichny, Justice Anna Loparco
- MLA Reception. This year's ACSTA MLA Reception is being held the evening of April 15 at QEII building in Edmonton.
- ACSTA Policy Handbook: The Board approved the Governance Committee's proposed plan to review the current ACSTA Policy Handbook as well as to draft a document in which existing policy content is reorganized.
- Jubilee Year Resources: A template with materials for use in schools and parishes has been prepared thanks to the Jubilee Working Committee.
- Bishop's Assurance Meeting. Board Chairs are invited to attend the February 24th meeting in Edmonton.
- uLead: CCSSA reported that uLead Conference Committee is planning a Catholic stream at this year's ATA's uLead Conference.
- Marked by God Conference will be October 15-16, 2026

Contact Info

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2025 SYMPOSIUM

 *Answering the call with a
Servant's Heart*

"THEN I HEARD THE VOICE OF THE LORD
SAYING, 'WHOM SHALL I SEND, AND WHO WILL
GO FOR US? 'AND I SAID, 'HERE AM I; SEND ME!'"

- ISAIAH 6:8 -



SAVE THE DATE!

Friday, February 21 & Saturday, February 22
Corpus Christi Parish Hall
2707 34 St NW, Edmonton

REPORT NO: E.3

February 26, 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

February 12, 2025

Zone 6 Chair Report: Zone chair reviewed meetings and any follow up on open agenda items since December meeting. Sign up for CSBA if interested

SAPD: Representative included written report

Southern Alberta Comprehensive Health: Representative included written report

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

Edwin Parr: Selection Committee - Please indicate interest by March 1; Interviews March 28, Edwin Parr event May 21

Financial Report: ASBA zone finances shared with membership

Awards: Review of ASBA awards, discussion around membership boards nominees. See link for all options <https://www.asba.ab.ca/awards-and-recognition>

Round Table Discussion: Election, Transportation

Advocacy: Advocacy Strategies discussion

ASBA Reports: Summary of Advocacy and ongoing highlights available on www.asba.ab.ca
Zone Director Highlights
President Reports
VP Report
CEO Report

Next Meeting: March 19, 2025

REPORT NO: E.4

February 26, 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, Engage and Communicate with One Voice the Value and Gift of Catholic Education.

GrACE Report for February 26, 2025 Board Meeting:

What's Happening Locally:

- Continue to use GrACE resources to promote GrACE with school councils, parents, newsletters, and parishes.
- Met as a committee (Linda, Aaron and Tricia) to fill out the provincial GrACE Survey and mapping exercise.
- Brainstorming ideas on how to bring together Catholic Education within Holy Spirit and the Jubilee year of the Church.

- GrACE Youth Summit planned for Oct 24, 2025.

Checkout
GrACE
here:



Mark 2 Catholic Worldview
In a Catholic school we...

- Share a Catholic worldview through activities and events
- Create physical spaces in our schools that reflect our Catholic perspective
- Foster a Catholic worldview of reflection, service and sacramentality
- Make decisions rooted in Gospel teaching
- Embed sacramental routines (prayer, mass, liturgies, scripture and worship) and reminders in the culture of the school and district

Did you know...
Based on 59 researchers and analysts working in 35 societies across the world, studies have found that Catholic schools lead to overall higher achievement, and lower dropout rates especially for disadvantaged students.

- 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:

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

Monthly Prayer Intentions for Catholic Education:

- For unity and a true desire to seek the will of God, we pray to the Lord
- That our Catholic schools may show the love of God in the world, we pray to the Lord
- That our Catholic schools may fill students with a love for learning and a desire to change the world for the better, we pray to the Lord
- That the teachers in our Catholic schools may be strengthened for their important task in our world, we pray to the Lord

REPORT NO: E.5

February 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

1. Bob Spitzig, Board representative to the Pincher Creek Community Early Learning Centre (PCCELC), will provide a report to the Board regarding the recent business, events, and activities.



Board Meeting Agenda
January 28th, 2025 @ 7:00 pm

VIRTUAL MEETING

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of Minutes of December 2024:**
 - a) [PCCELC MINUTES -December 17th, 2024.docx](#)
- 4) Current status:**
 - a) ED Report: [ED Report January 2025.docx](#)
 - b) Sage Operations Report: [Operations report January 2025.docx](#)
 - c) Canyon Creek Operations Report: [January 2025 Canyon Creek Operations Report .docx](#)
- 5) Budget & Financial Reports:**
 - a) Canyon Creek Financial Report: [Canyon Creek - December revised.pdf](#)
 - b) Sage Financial Report: [Sage - December 2024 revised.pdf](#)
- 6) New and unfinished business**
 - a) Audit
 - b) Imagine Institute PD training April 9th
 - c) Board member letter of intent
 - d) Criminal Record Checks
 - e) Fire Alarms
 - i) Pull stations/ Acoustic tiles
 - f) Telus access points
- 7) HR (CLOSED SESSION)**
 - a) Staff Resignations
 - b) WCB
 - i) Medical leave
- 8) Date for next meeting: February 25th, 2025**
- 9) Adjournment**

REPORT NO: E.6

February 26, 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.

Sector Reports:

Ag Sector - Cattle prices still strong despite threats from down south of the border. It sounds more like Tariffs will not be on all Canadian products, cattle may not be affected. If they do put tariffs on cattle, it will affect feedlots first then trickle down from there.

Business Retention and Expansion:

1 big project landed and underway from 2024 bringing \$8 million investment into the city.

Alberta Advantage Immigration Program (AAIP) streams being paused or suspended in many communities due to backlog of applications vs allocated permits and new federal regulations with immigration. EDL will monitor and determine next steps.

Rental prices in Lethbridge are now above Edmonton making it difficult to get into the market. Apparently, we have the fastest growing rental rate in all of Canada right now. Currently you would have to make more money in Lethbridge than you would in Edmonton to afford rent.

Investment Attraction:

Lots of uncertainty around tariffs, this is creating issues with attracting investment in Lethbridge and Canada in general. Also seeing businesses leaving the area and moving their production to the States out of fear of tariff implications. All this will likely impact conversion rate and rate of inquiries.

Canadian Premier Food Corridor (CPFC) one of the biggest interested parties is an American company, still interested regardless of tariff uncertainty.

EDL Ad Hoc Committee being created Lethbridge Region Economic Task Force (LERTF) in partnership with these other organizations: Alberta Southwest Regional Alliance, Community Futures Lethbridge Region, Lethbridge Chamber of Commerce, Lethbridge Construction Association, Lethbridge Polytechnic, Southgrow Regional Initiative, Tourism Lethbridge, and University of Lethbridge. Key goals will be: Advocate for the elimination of barriers to interprovincial trade, diversify global opportunities and expand export markets for the region's industry, promote the region as an attractive place to invest and enhance the value proposition for investment.

Expectation of major implications of tariffs, if implemented, on the Lethbridge region. The Canadian Chamber of Commerce released their tariff exposure report which you can read [here](#). It lists Lethbridge as 10th out of 41 cities most impacted by tariffs. Approximately 90% of all goods exported from the Lethbridge Census Metropolitan Area (CMA) goes to the United States representing 19.4% of the city's GDP.

Economic Indicator Update – February 2025

Measure	Most Recent Reporting Period	Same Time One-Year Ago	Change from the Current Period	Notes
Unemployment Rate	5.2%	5.1%	0.1 percentage points	<i>Figures current as of January 2025</i>
Participation Rate	65.3%	70.9%	-5.6 percentage points	<i>Figures current as of January 2025</i>
Total Employed	71,600	74,400	-3.8%	<i>Figures current as of January 2025</i>
Building Permit Values (Year-to-Date values)	\$428.3 million	\$413.1 million	3.7%	<i>Figures current as of December 2024</i>
Housing Starts (Year-to-Date figures)	715	243	194%	<i>Figures current as of December 2024</i>
Resale Housing Prices (Year-to-Date figures)	\$384,794	\$342,900	12%	<i>Figures current as of December 2024</i>
Rental Prices – Average Two Bedroom Rental Price	\$1,529	\$1,409	11.6%	<i>Figures current as of December 2024</i>
Job Vacancies	3,705	5,295	-30.0%	<i>Figures compare values in Q3 of each year</i>
Consumer Bankruptcies & Proposals (Year-to-Date figures)	565	522	8.2%	<i>Figures current as of December 2024</i>

REPORT NO: E.7

February 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Frances Cote, and Blake Dolan, Board Representatives

SUBJECT: Teacher / Board Advisory Committee (TBAC) Report

BACKGROUND

1. TBAC held the first meeting of the year on Monday, January 27, 2025.
2. Trustee Cheralan O'Donnell, Trustee Frances Cote, and Trustee Blake Dolan, the Board's representatives to the Teacher / Board Advisory Committee, will provide a report to the Board regarding recent business, events, and activities.

TBAC Meeting Summary:

Meeting held at Moxie's January 27, 2025

Topics discussed included:

- **Assignable Time** - Teachers realize this can be a communications issue. They are aware of the 1200-hour cap and overall seem happy.
- **Non-Certified Staff Classroom Supervision** - Is common practice primarily due to lack of Substitute Teachers. Protocol: Call ATA Subs first and if none available go to Non-Certified list. Substitute Teachers and Substitute Non-Certificated staff in short supply.
- **Boundary Reconfiguration** - This process was explained.
- **Administrative Leave** - Interested parties shall work with Central Office staff to craft a solution that works best for that particular site.
- **Shared an update re: next year's calendar** - 195 operational days of which 181 are operational.

REPORT NO: E.8

February 26, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Roisin Gibb, Board Representatives

SUBJECT: Joint City / School Boards Committee Report

BACKGROUND

1. Tricia Doherty and Roisin Gibb, Board representatives to Joint City/School Boards Committee, will provide a report to the Board regarding recent Joint City /School Boards Committee business, events and activities.

Joint City / School Boards Committee Meeting

Held January 29, 2025

Attendees:

Holy Spirit - Carmen Mombourquette, Roisin Gibb, Tricia Doherty, Chantel Axani

Lethbridge School Division - Christine Light, Kristina Larkin, Mike Nightingale, Christine Lee

Franco Sud - Helene Emmell, Gregory VanDuys, Stephan Deloof

City Councillors - Jenn Schmidt-Rempel, Ryan Parker

City Staff - David Sarsfield

Agenda items

1. Provincial Announcement Regarding School Construction Accelerator Program

Discussion around current capital projects for school divisions:

- LSD is in the design phase of Galbraith modernization and needs a modernization of LCI and a new west side high school and middle school.
- HS number one capital project is SFJH. The land where the core schools reside (ESM, SFJH, CCH) belongs to the HS school division, therefore if determined to be a new build, the land is available.
- FrancoSud expressed concerns around allocation of land for school sites. Roisin and Christine are adding to the next ASBA zone 6 meeting as a suggestion for possible resolution for SGM/FGM.

2. Allocation of School Sites

Update on how we can advocate alongside municipalities to ensure future school sites

Discussion about how we can work together to help ensure we have school sites available when needed, and what the needs of the school divisions would be for future school sites. Spoke about opportunities to work together amongst multiple organizations such as construction association/school divisions/city etc. to advocate for funding to get sites ready - cost not falling on city/developers, advocating for no P3's as it is a no win for anyone.

Roisin/Christine will check ASBA position statement database for P3 and report back to committee.

3. School Board Advocacy Items

Potential items the School Boards may need City Council to be aware of for advocacy efforts

Items suggested:

New cost of elections, cost of hand counting ballots (potential advocacy item through Ed Minister). Carbon tax and cost to school divisions and publicly funded entities. Land for schools, transportation, funding (WMA), mental health (specifically offering any services in French language support) and pilot projects in mental health losing grant funding by end of June 2025. Overlap impact of doctor recruitment, early learning funding, coming changes to funding around newcomers, FCSS funding/cross ministerial work. Councillor Jenn Schmidt-Rempel has asked school divisions to get notes on advocacy items to her so the municipality can help in these advocacy efforts.

4. Municipal and School Election

- Website became live December 31, 2024
- <https://www.lethbridge.ca/election>

Must fill out a new form - Notice of intent, city will be offering the 2-minute videos again like the last election. They expect the counting to take a minimum of 4 days, likely longer, they will count mayor ballots first, then councillors, then trustees, etc. Cost is expected to be double last elections and school boards will be expected to cover 30% of that cost. Voters do have to register to be eligible to vote in this municipal election due to the new regulations (can register on the above website). Changes to rules around election signs - there will not be any signs allowed on public right of ways, only on private land.

5. Standing Policy Committee Review and Recommendations

Robust discussion around keeping the Joint City / School Boards committee and ratifying it as an official city committee. Vision for this committee going forward.

Keep it in governance, not get into the weeds of operations. Potentially having standing items on the agendas, meeting more frequently. "Check-ins" around items that have impact from city/school divisions. potentially could be - Youth Engagement Officers, Joint Use agreements, land allocation for schools, understanding impact around items like doctor recruitment and challenges this also presents within the school divisions, understanding recycling programs, etc. Recognizing, we don't want to take for granted what we have with this type of collaboration within the city; this model is not typical for many municipalities.

ADVOCACY NO: F.1

February 26, 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 February 26, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: February 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb. 11	FLVT School Council
	Next ESM School Council is in March

PARISH COMMITMENTS:

Date:	Key Discussions:
February	Lector, Music Ministry, prepare and serve soup for Soup Sunday
	Regular Mass attendance
Feb. 5	Mass at St. Basil's with Bishop McGrattan for Day with Leadership

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan. 29	ACSTA Symposium meeting virtual
Jan. 30	ACSTA zoom: Dr. Kieran- Global Perspectives and Local Responses for Catholic Schools
Jan. 30	ASBA Advocacy session
Feb. 3	ACSTA Board of Directors Virtual
Feb. 4	ACSTA Board of Directors Virtual
Feb. 6	ASBA: Future Ready, AI, Career, Technical Education
Feb. 12	ASBA Zone 6
Feb. 12	Catholic Ed Talks with Michael Hauptman and Kate Mellon
Feb. 13	GrACE Think Tank
Feb. 13	ACSTA Advocacy Meeting Virtual
Feb. 18	GrACE Board Meeting Virtual
Feb. 21-22	2025 Symposium: Answering the call with a Servant's Heart

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan. 23	FLVT read to Kindergarten
Jan. 24	Board Retreat
Jan. 27	Literacy Day Children of St. Martha
Jan. 28	Chamber of Commerce meeting with Nathan Neudorf
Jan. 29	Boundary Consultation at FLVT
Jan. 30	FLVT Read to Kindergarten
Jan. 30	Boundary Consultation at CCH East
Feb. 1	Bringing Hearts Home Gala at Agri-Hub



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: February 26, 2025

Date:	Name and Key Discussions:
Feb. 3	Board Policy
Feb. 4	Three Year Faith Plan Working Committee
Feb. 6	FLVT School Visit
Feb. 10	Judge 4 H speech at St. Catherine
Feb. 11	Local GrACE Committee Meeting
Feb. 13	FLVT School Visit
Feb. 18	Agenda Setting
Feb. 26	COW and Public Board Meeting
Feb.	Read all ASBA, ACSTA and School Newsletters



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: February 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
Feb	Weekly attendance at Mass/ on-going conversation with parish priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 27	TBAC Meeting
Jan 30	Boundary Consultation CCH East
Feb 8	Coaldale Chamber of Commerce Awards
Feb 26	COW/Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: February 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb 1, 2025	CCH- Theatre Creation Day (Parent)
Feb 11, 2025	SPS School Council/Boundary Consult

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Jan 23, 2025	SPS Feast Day Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan 28, 2025	Fireside Chat with Minister Neudorf
Feb 12, 2025	ASBA Zone 6
Feb 24, 2025	ASBA Virtual Session Trustee Code of Conduct

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 20, 2025	SMBI Community Meet and greet
Jan 21, 2025	SMPC MLA Visit
Jan 24, 2025	Board Faith Retreat
Jan 28, 2025	Team Lethbridge Wrap Up and Debrief
Jan 29, 2025	Joint City/School Board meeting
Jan 29, 2025	Boundary Reconfiguration Consultation
Jan 30, 2025	Boundary Reconfiguration Consultation
Feb 1, 2025	Policy Committee Meeting
Feb 5, 2025	Morning with Bishop McGratten
Feb 12, 2025	GrACE committee meeting re:Survey
Feb 13, 2025	CCHW IMR Visit and Tour
Feb 14, 2025	CCHE IMR Visit and Tour
Feb 19, 2025	Economic Development Lethbridge
Feb 25, 2025	TLC IMR Visit and Tour
Feb 25, 2025	Boundary Committee Meeting
Feb 26, 2025	Board Meeting



BOARD MEETING DATE: February 26, 2025

Date:	School and Key Discussions:
Fen 7/25	SMPC Parent Council Meeting

Date:	Key Discussions:
	Regular Attendance at Mass

Date:	Name and Key Discussions:

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: February 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 27	CSM School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
Jan 26	Sacristan 9am Mass St. Martha's
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Ongoing	Dynamic Catholic Daily Gospel Reflection

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan 29	ASBA Zone 6 Agenda Setting
Jan 29	ASBA Chairs/Vice Chairs Provincial Meeting
Feb 3	ASBA Zone 6 Executive Meeting
Feb 12	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 22	Public Board Meeting and COW
Jan 24	Board Retreat
Jan 27	CSM Literacy Day Guest Reader
Jan 28	Wrap Up Team Lethbridge
Jan 29	Joint City School Division
Jan 29	Boundaries Engagement FLVT
Jan 30	Boundaries Engagement CCH East
Feb 3	Grade 6 Basketball ESM vs SPFA
Feb 5	Bishop Collaboration Meeting
Feb 5	Grade 6 basketball OLA vs CSM
Feb 10	Finance Meeting

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: February 26, 2025

SCHOOL MEETINGS:

Date:	School and Key Discussions:
February 5	Day of Leadership with Bishop McGrattan
	Superintendent Sunday updates

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish
February 5	Mass with Bishop McGrattan at St. Basil Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
January 30	Provincial Priorities Session
January 31	PBCO Meeting
February 12	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
January 30	Boundary Consultation CCH East
February 3	Policy Committee Meeting
February 26	Committee of the Whole Board Meeting
February 26	Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: February 26, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 21	St. Teresa

PARISH COMMITMENTS:

Date:	Key Discussions:
Jan.. 23	Mass St.Paul School
Feb.	On going Mass at All Saints
Feb.8	Renew
Feb.14	Maintenance meeting
Feb.16	Renew
Feb.19	PAC

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Feb.11	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan. 22	Board Meeting
Jan.24	Board retreat
Jan.28	PCCELC
Jan.29/30	Lethbridge Boundary Consultation
Jan.31	Communication andContingency planning
Feb. 4	Faith planning
Feb.5	Bishop meeting
Feb.6	PCCELC

ADVOCACY NO: F.2

February 26, 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.

ADVOCACY NO: F.3

February 26, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: “Day with Leadership” with Bishop McGrattan

ORIGINATOR: Board of Trustees

BACKGROUND

1. On February 5, 2025 the Holy Spirit Catholic School Division held its first “Day with Leadership” with Bishop McGrattan in attendance.
2. Attached for information is the invitation sent to the following stakeholders who were in attendance:
 - Bishop McGrattan
 - Division Priests and Deacons
 - Trustees
 - Senior Administration Leadership Team
 - Principals
3. His Excellency addressed the leadership of the division after school principals each highlighted the wonderful work happening in their school communities.

HOLY SPIRIT CATHOLIC SCHOOL DIVISION

DAY WITH LEADERSHIP

Bishop McGrattan

ST. BASIL CATHOLIC EDUCATION CENTRE

FEB

5th

2025

9:00 AM MASS AT ST. BASIL CHURCH

10:00 - 12:00 MEETING

LUNCH TO FOLLOW

Guest

**BISHOP
MCGRATTAN**



INFORMATION NO: G.1

February 26, 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 317: Student Use of Alcohol, Restricted & Illegal Drugs, Tobacco & Electronic Smoking Products](#)
- [AP 218: Special Project Courses](#)
- [AP 316: Student Attendance](#)
- [AP 316A: Absentee Resolution Framework](#)
- [AP 120: Community Use of School Facilities](#)
- [AP 312: Accident and Incident Reporting](#)
- [AP 119: Issues Management](#)

INFORMATION NO: G.2

February 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Holy Spirit Spiritual Development Day

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division Spiritual Development Day 2025 will be held Tuesday, March 18, 2025. The division wide Spiritual Development Day will be held at Catholic Central High School, East Campus, starting with Mass and will feature several guest speakers.



Holy Spirit
CATHOLIC SCHOOL DIVISION

PROCLAIM!

Pilgrims of Hope



Dr. Troy Davies

Troy Davies was appointed as the CEO of Catholic Social Services in April 2018. Prior to joining the Agency, Troy spent nearly a decade as a school district senior executive, including several years as a Chief Superintendent. That leadership experience was preceded by another ten years serving as a school principal and teacher, both in Alberta and Maryland. He is married with four boys and loves reading, writing, travelling, curling and college football.



Fr. Troy Nguyen

Fr Troy Nguyen is a priest of the diocese of Calgary. He discovered his faith and vocation at the Benedictine Monastery in Mission BC. He went on to study for the priesthood and completed his BA in Philosophy. He also holds a degree in education and an M.Div in theology. He is currently the Vicar for young adults for the diocese of Calgary, the Chaplain for St Francis Xavier Chaplaincy and is the Chaplain for St. Vincent de Paul Central Council.



Dr. Matt Hoven

Dr. Matt Hoven is Associate Professor and Peter and Doris Kule Chair of Catholic Religious Education at St Joseph's College, University of Alberta, in Edmonton. His books include, *Hockey Priest: Father David Bauer and the Spirit of the Canadian Game* (CUA Press, 2024), and the co-authored text, *On the Eighth Day: A Catholic Theology of Sport* (Cascade, 2022). Matt, a former schoolteacher, is married to Crystal and together they stay active with their children in local youth sports.

Spiritual Development Day

Tuesday
March 18th

Catholic Central High School

405 - 18 Street S. (East Campus)

9:00am Welcome
followed by Mass

Morning Session

Lunch

Afternoon Sessions

3:00pm Closing Comments

Your support for St. Odilia School in Zambia is appreciated!
(Donations can be made through Holy Spirit SchoolCash Online.)



INFORMATION NO: G.3

February 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence to City of Lethbridge Councilors

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence sent to City of Lethbridge Councilors Jenn Schmidt-Rempel and Ryan Parker regarding the existing Joint City / School Boards Committee be made an official committee of the Lethbridge City Council.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

February 6, 2025

Councillor Jenn Schmidt-Rempel and Councillor Ryan Parker
City of Lethbridge
910 4th Avenue South
Lethbridge, AB T1J 0P6

Delivered via email: jenn.schmidt-rempe@lethbridge.ca and ryan.parker@lethbridge.ca

Dear Councilors,

Holy Spirit Catholic School Division's Board of Trustees strongly supports the proposal for the Joint City / School Boards Committee to be made a regular and formalized committee of the City of Lethbridge.

The Joint City / School Boards Committee has long served the citizens of Lethbridge well through the sharing of information between the city and the local school boards. As elected officials, Councilors and Trustees, represent the citizens of this city, albeit with different mandates, but with the same aspiration of improving the lives of the citizens they serve. This service is best enhanced through ongoing conversation, sharing of ideas, identification of areas of cooperation, and support structures put in place to advance the needs of citizens.

Through the work of the Joint City School Boards Committee, we have seen tremendous work being done in the areas of shared responsibilities, such as in policing, family supports, athletics, and the fine arts. Schools in Lethbridge have long been willing to embrace police officer presence in their buildings; counsellors to support families, sharing of spaces in school gyms for city-based programs, and the use by schools of local theatres, rinks, and other venues. For the most part, these shared responsibilities are managed by city and school board administrators. And, I add, they do a tremendous job in carrying out the vision and aspirations of the elected officials who provide overall governance and direction.

It is in the last sentence above that perhaps a renewed focus is necessary as the Joint City / School Boards Committee becomes an official committee of Lethbridge City Council. The renewed focus should be one of governance, not day-to-day administration. Existing programs should be addressed from the perspectives gleaned through oversight while new initiatives are discussed in an open and frank way as to desired impact on the lives of citizens as well as potential impact on future budgets.

With a focus on governance, the Joint City / School Boards Committee will provide city councilors and school board trustees with the insights they need to support, amend, and on occasion cancel programs. These insights are best gleaned through ongoing conversations through a formalized committee with a solid terms of reference guiding its work.

As a Board of Trustees, we look forward to continuing our long-standing tradition of dialogue leading to improved lives of our shared citizenship.

Sincerely,

Dr. Carmen Mombourquette, Board Chair
Holy Spirit Catholic School Division

cc. David Sarsfield, Deputy City Clerk, City of Lethbridge
Christine Light, Board Chair, Lethbridge School Division
Helene Emmell, Conseillère catholique Présidente, FrancoSud
Tricia Doherty, Trustee, Holy Spirit Catholic School Division
Roisin Gibb, Trustee, Holy Spirit Catholic School Division

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

INFORMATION NO: G.4

February 26, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Lethbridge Boundary Consultations

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. With the construction of the new West Lethbridge School, adjustments to the existing boundaries in Lethbridge need to be considered.
2. In January 2025, Holy Spirit Catholic School Division held two initial public consultations and provided an online survey as an additional avenue in which to engage stakeholders.
3. With the consolidation of the input from the survey and the January consultations, two new public consultations, focusing on possible boundary proposals, are scheduled for:
 - Thursday, March 27, 2025, at St. Teresa of Calcutta School
 - Monday, March 31, 2025, at Father Leonard Van Tighem School

INFORMATION NO: G.5

February 26, 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



February 2025

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

NAME	SCHOOL	ACHIEVEMENT
Liam Campmans	St. Francis Junior High School	Came in first at the 4H Speakoffs for the Turin 4H club.
McKenna Paskal	St. Catherine School, Picture Butte	Came in first in the Junior Class for 4H by giving a 3 minute speech on the Frank Slide as well as an impromptu speech on her favourite TV show.
Payton Nieboer Peyton Mulder	St. Catherine School, Picture Butte	Came in first for 4H by giving a presentation called, "How to Make Your Dad Mad, Slime". They were judged on maintaining eye contact, speaking clearly and loudly while being relaxed and confident.
Madison Poppe	St. Catherine School, Picture Butte	Won gold in her first figure skating competition, "Winter Whirl", for CanSkate Level 4.
Brooklyn Seeman	Father Leonard Van Tighem School	Won first place in both the U16 and U18 at the Judo Sask Open in Regina.
Kruz Scarfe	Father Leonard Van Tighem School	Won third place in the U16 at the Judo Sask Open in Regina.

INFORMATION NO: G.6

February 26, 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 Sept 27, 2024			% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2023	% Difference Sept 29, 2023
	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							
CARE				0				0				0	5	1	3	9	9			0	9	9	7	128.6%	2	6	50.0%		
CCHS ENG				0				0				0	310	318	295	923	923			0	923	923	921	100.2%	2	881	4.8%		
CCHS FI				0				0				0	30	16	19	65	65			0	65	65	65	100.0%	0	55	18.2%		
ESM ENG	15	24	32	71	25	32	24	81				0				0	152	17	17	34	186	169	170.5	99.1%	-1.5	158.5	6.6%		
ESM FI	52	29	25	106	35	31	30	96				0				0	202		40	40	242	222	221.5	100.2%	0.5	207	7.2%		
FLVT	40	52	52	144	58	54	61	173	97	107	94	298				0	615	18	44	62	677	646	639.5	101.0%	6.5	654.5	-1.3%		
ASSUMPTION	26	29	19	74	30	32	31	93				0				0	167	12	23	35	202	184.5	173	106.6%	11.5	171.5	7.6%		
ST FRANCIS ENG				0				0	175	199	161	535				0	535			0	535	535	532	100.6%	3	478	11.9%		
ST FRANCIS FI				0				0	34	30	17	81				0	81			0	81	81	82	98.8%	-1	72	12.5%		
ST MARTHA	30	41	38	109	29	25	33	87				0				0	196	11	36	47	243	219.5	205.5	106.8%	14	205	7.1%		
ST PATRICK FA	47	39	40	126	46	43	41	130				0				0	256		38	38	294	275	272.5	100.9%	2.5	261.5	5.2%		
ST PAUL	44	39	41	124	51	51	44	146				0				0	270	15	29	44	314	292	288.5	101.2%	3.5	243.5	19.9%		
ST TERESA	49	55	50	154	69	54	59	182				0				0	336	22	57	79	415	375.5	380.5	98.7%	-5	375	0.1%		
TRINITY				0				0				0	6	15	35	56	56			0	56	56	50	112.0%	6	34	64.7%		
Sub Total City	303	308	297	908	343	322	323	988	306	336	272	914	351	350	352	1053	3863	95	284	379	4242	4052.5	4008.5	101.1%	44	3802.5	6.6%		
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	35	35	46	116	36	26	41	103	22	23	27	72				0	291	21	36	57	348	319.5	320.5	99.7%	-1	315.5	1.3%		
ST MARY(T)				0			20	20	18	30	27	75	27	27	26	80	175			0	175	175	174	100.6%	1	181	-3.3%		
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	4	4	6	14	7	1	7	15	6	4	2	12			5	5	46		4	4	50	48	45	106.7%	3	57.5	-16.5%		
ST PATRICK T	28	35	36	99	29	28		57				0				0	156	13	29	42	198	177	182.5	97.0%	-5.5	193	-8.3%		
Sub Total Rural	108	120	131	359	118	109	102	329	75	89	103	267	45	60	57	162	1117	60	106	166	1283	1200	1211	99.1%	-11	1244	-3.5%		
TOTALS	411	428	428	1267	461	431	425	1317	381	425	375	1181	396	410	409	1215	4980	155	390	545	5525	5252.5	5219.5	100.6%	33	5046.5	4.1%		

PreK FEE PAYING		INTERNATIONAL NON-FUNDED TUITION PAYING										
		SCHOOL										Total
		Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total			
ASSUMPTION	3	CCHS				0	6	7	8	21	21	
ESM ENG	10		FLVT			1	1				0	1
FLVT	20		ST FRANCIS				0				0	0
ST PAUL	3	Sub Total City	0	0	1	1	6	7	8	21	22	
ST MARTHA	8	ST JOSEPH				0				0	0	
ST TERESA	12	ST CATHERINE				0				0	0	
Sub Total City	56	ST MARY (T)				0	2	2		4	4	
ST CATHERINE	15	ST MICHAEL PC				0	1			1	1	
ST JOSEPH	20	ST MICHAEL BI				0				0	0	
ST MICHAEL PC	19	Sub Total Rural	0	0	0	0	3	2	0	5	5	
ST PATRICK T	20	Total	0	0	1	1	9	9	8	26	27	
Sub Total Rural	74											
Total Pre K	130											

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
155	390	4980	5525	130	27	2	159	5684

INTERNATIONAL EXCHANGE												
SCHOOL					SUB	Gr				SUB	Total	
	Gr 7	Gr 8	Gr 9	Total	10	Gr 11	Gr 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			