

		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			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.
OPENING PRAYER			
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 Modulars	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.

Policy 9: Role of the Superintendent Policy 10: Board Delegation of Authority Policy 11: Staff Code of Conduct <u>ADMINISTRATIVE REPORTS</u> Superintendent's Report Deputy Superintendent's Report Secretary Treasurer's Report Director of Learning Update Director of Religious Education Update Director of Support Services Update First Nations, Métis and Inuit Education Update Director of Facilities	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.
	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.
	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.
	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.
	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.
	D.2		The Board received the Deputy Superintendent's January 22, 2025 Report.
	D.3		The Board received the Secretary Treasurer's January 22, 2025 Report.
	D.4		Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
	D.5		Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
	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.
	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.
	D.8		Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.

BOARD REPORTS

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.

ADVOCACY

**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.

INFORMATION ITEMS

**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.

Holy Spirit Stars

G.6

The Board reviewed the activities and achievements of the division's students and staff over the past month.

Enrolment Data Update

G.7

The Board received the division enrolment report for December 2024.

ADJOURNMENT

10701/0125
Bob Spitzig

M/C

That the Board of Trustees convenes to the Committee of the Whole Meeting at 5:15 p.m.

10702/0125
Bob Spitzig

M/C

That the Board of Trustees reconvenes into the Regular Meeting at 6:32 p.m.

10703/0125
Bob Spitzig

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