

# **Holy Spirit Catholic Schools**

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**Organizational Meeting  
Catholic Education Centre  
Wednesday, October 29, 2025  
4:00 p.m.**

## **OPENING CEREMONIES**

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- 1. Trustee Oath of Office**  
Presided by: Judge Kristin Ailsby  
Provincial Court of Alberta
- 2. Blessing and Commissioning of Trustees**  
Presided by: Father Santiago Torres  
All Saint Parish

## **AGENDA**

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- A. CALL TO ORDER**
  - A.1 Amanda Lindemann, Secretary-Treasurer
  - A.2 Approval of Agenda
- B. ACTION ITEMS OF AGENDA**
  - B.1 Election of Chair
  - B.2 Election of Vice-Chair
  - B.3 Appointment of Committees
  - B.4 School Liaisons
- C. ADJOURNMENT**



# TRUSTEE OATH OF OFFICE

**Holy Spirit  
Catholic School  
Division**

Wednesday, October 29, 2025



# OATH OF OFFICE



Holy Spirit Roman Catholic Separate School Division

I, (name of Trustee), do swear that  
I will diligently, faithfully, and to the best of my ability,  
execute according to law, the office of School Trustee of  
the Holy Spirit Roman Catholic Separate School Division

SO HELP ME GOD

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(signature of Trustee)

**SWORN** before me in the City of Lethbridge in the  
Province of Alberta, this 29<sup>th</sup> day of October, A.D. 2025.

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Honourable Kristin Ailsby  
Judge of the Provincial Court of Alberta



# TRUSTEE BLESSING & COMMISSIONING

**Holy Spirit  
Catholic School  
Division**

Wednesday, October 29, 2025



**Holy Spirit Catholic School Division**  
**BLESSING AND COMMISSIONING OF TRUSTEES**  
**October 29, 2025**

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**Presider:** School Board Trustees, please stand. We now ask the trustees to stand before this community to be commissioned. The Lord be with you.

**Trustees:** And also with you.

**Presider:** My dear trustees, your election or appointment as trustees confers a most important role and task upon you. Parents have given you their confidence that you will cooperate with them in the Catholic education of their children; the Bishop of your Diocese expects your trusteeship will guarantee the Catholicity of the schools under your care. Your responsibilities are formidable. However, you do have your Bishop, your Pastor, and the good will of parents and the laity to support and assist you.

I ask you now to celebrate your trusteeship by stating, in union with all other Alberta Catholic school trustees, your solidarity with the Church and your personal commitment to Catholic education.

Will you now renew your personal commitment, to strive to live according to the Gospel of Jesus Christ and to live this Gospel in union with your brothers and sisters in the community of the Catholic Church?

**Trustees:** With the help of God's grace and the support of each other, we renew our commitment.

**Presider:** Will you respect and honour the confidence placed in you by parents through a conscientious effort to promote Christian values in the Catholic schools of Alberta?

**Trustees:** I will.

**Presider:** Will you show leadership in helping the children in our schools come to a knowledge of the love of God in their lives?

**Trustees:** I will.

**Presider:** Will you strive to hold as sacred the dignity and the rights of children and help the children in our schools to grow in freedom and responsibility as they learn to live as Jesus wants them to live?

**Trustees:** I will.

**Presider:** As a person in whom parents have placed their trust for the formal education of their children, will you provide leadership and assistance to administrators and staff as they seek to fulfill their responsibilities as Christian educators?

**Trustees:** I will.

**Presider:** Will you strive to work together in a spirit of cooperation, mutual respect and charity as trustees of Catholic education?

**Trustees:** We will.

**Presider:** Will you, the representatives of all the faithful, promise to pray for these trustees, that they may remain faithful to their promises of renewal?

**Everyone:** We will.

**Presider:** My dear trustees, each of you, through your Baptism, share in the Church's efforts to transmit the teachings of Christ. Your declared desire to be faithful to Jesus Christ, to work together with homes and parishes, will assure the presence of Christ in your school division. May your efforts bring hope to all of Alberta.

Our responsibility for the mission of the Church and the ministry of Jesus will be joined with the efforts of others throughout this province. Trusteeship is a responsibility shared with all Catholic school trustees in the province. As a sign of this unity, remember that you are one in the same Jesus, who promised to be with us, if we gathered in his name.

May the Lord bless you and keep you.

**Trustees:** Amen.

**Presider:** May His face shine upon you and be gracious to you.

**Everyone:** Amen.

**Presider:** ✠ May Almighty God bless you, the Father, the Son, and the Holy Spirit.

**Everyone:** Amen.

**ACTION NO: B.1**

**October 29, 2025**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Secretary Treasurer

**SUBJECT:** Election of the Board Chair

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND**

1. Section 1(1) of the *Board Procedures Regulation* in the *Education Act* requires that the Board hold an annual organization meeting.
2. Section 1(3) of the *Board Procedures Regulation* requires that the Board elect a Board Chair.
3. Please refer to the attached guidelines, which outline the voting and election procedures.

### **RECOMMENDATION**

That the Board of Trustees proceeds to elect the position of Board Chair, as required by the *Education Act*.

# **Holy Spirit Catholic School Division**

## **Election of Board Chair**

### **Suggested Procedure**

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1. The Secretary-Treasurer will be called upon to assume the Chair, and to call for nominations for the position of Board Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).
5. The Secretary-Treasurer declares the name of the successful candidate for Board Chair.
6. The elected Board Chair will assume the Chair.
7. The Board Chair calls for a motion to destroy the ballots.



## **POLICY 5**

Revised October 23, 2019

### **ROLE OF THE BOARD CHAIR**

The trustees shall elect a Board Chair at the annual organizational meeting of the Board. The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

#### Specific Responsibilities

1. The Board Chair shall ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.
2. The Trustee Code of Conduct is a code that must be owned by the Board members in order for the corporate Board to maximize its efficiency in exercising good governance. Consequently, the leadership of the Board Chair is incumbent upon ensuring that the Trustee Code of Conduct will be followed, and the Board Chair shall periodically review the Trustee Code of Conduct with Board members.
3. The Board Chair shall provide leadership to the Board and act as its official spokesperson except in those instances where the Board has delegated this role to another individual or group.
4. The Board Chair shall preside over all regular and special meetings of the Board.
5. The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.
6. The Board Chair shall keep the trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.
7. The Board Chair shall keep informed of significant developments within the division and in education provincially.
8. The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.
9. The Board Chair shall represent the Board, or arrange alternative representation, at all official meetings and functions.
10. The Board Chair shall work closely with the Vice Chair and Superintendent regarding all aspects of the division's activities and in the preparation of the agenda for meetings of the Board.
11. The Board Chair shall ensure that the Board engages in regular assessment of its effectiveness as a Board.
12. The Board Chair shall ensure that the board engages in regular assessment of the effectiveness of the Superintendent of Schools and, along with the Vice Chair, review his/her contract of employment and remuneration on a yearly basis. The Board Chair and Vice Chair will, in collaboration with the entire Board, set parameters for the Superintendent's compensation.

13. The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.
14. The Board Chair shall ensure the auditor's report is brought to the Board for their review.
15. The Board Chair shall review and approve the Vice Chair remuneration and expense claims.
16. The Board Chair shall review and approve the Superintendent's expense claims.
17. The Board Chair shall review any trustee claim forms beyond the defined guidelines, and shall either approve or deny the claim, as per *Policy 18: Board Governance and Operations*.

**References:**                    **Sections 64, *Education Act***  
                                      ***Board Procedures Regulation, Alberta Regulation 82/2019***

**ACTION NO: B.2**

**October 29, 2025**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Secretary Treasurer

**SUBJECT:** Election of the Vice Chair

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND**

1. Section 1(1) of the *Board Procedures Regulation* in the *Education Act* requires that the Board hold an annual organization meeting.
2. Section 1(3) of the *Board Procedures Regulation* requires that the Board elect a Vice Chair.
3. Please refer to the attached guidelines, which outline the voting and election procedures.

### **RECOMMENDATION**

That the Board of Trustees proceeds to elect the position of Vice Chair, as required by *The Education Act*.

# **Holy Spirit Catholic School Division**

## **Election of Vice-Chair**

### **Suggested Procedure**

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1. The newly elected Board Chair will call for nominations for the position of Vice Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary Treasurer, and Recording Secretary).
5. The Secretary Treasurer declares the name of the successful candidate for Vice-Chair.
6. The Board Chair calls for a motion to destroy the ballots.



## **POLICY 6**

Revised October 23, 2019

### **ROLE OF THE VICE CHAIR**

The Vice Chair is elected at the annual organizational meeting of the Board. The Vice Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

#### Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence.
2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.
3. The Vice Chair shall assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.
4. The Vice Chair shall present, on behalf of the Board, the Division's Annual Budget.
5. The Vice Chair shall be a member of the Audit Committee.
6. The Vice Chair shall review the trustees' remuneration and expense claims.
7. The Vice Chair shall assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

**References:**                    **Sections 64, *Education Act***  
                                      ***Board Procedures Regulation, Alberta Regulation 82/2019***

**ACTION NO: B.3**

**October 29, 2025**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Secretary Treasurer

**SUBJECT:** Appointment of Committees

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND**

1. As part of the annual organization meeting, the Board must appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees.
2. *Policy 7: Board Committees and Board Representation* is attached for Board reference.
3. The Board Chair will speak to this item.

### **RECOMMENDATION**

That the Board of Trustees proceeds to appoint members to standing committees, external committees, and any *ad hoc* committees, as outlined in *Policy 7: Board Committees and Board Representation*.



## **POLICY 7**

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Revised September 2025

### **BOARD COMMITTEES AND BOARD REPRESENTATION**

The Board's fundamental obligation is to preserve and enhance the public trust in Catholic education and in the affairs of its operations. In Section 52 of *Education Act*, a school board may delegate committees of the board to do any act or exercise any power that the board is required to do or exercise. Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

The Holy Spirit Catholic School Division Board establishes committees to support effective governance and ensure the orderly and efficient conduct of its work. These committees assist in the decision-making process, contributing to the smooth operation of Board business. Committees may take the form of Standing Committees for ongoing responsibilities, Representatives on External Committees when such participation is considered beneficial to the Division, and Special (Ad Hoc) Committees for short-term or specific tasks.

All Standing Committees are chaired by a Trustee and must operate in alignment with the Division's goals, principles, and written Terms of Reference. Committees do not have legal authority unless the Board explicitly delegates power to them to act on its behalf.

#### **Standing Committees**

Standing Committees of the Board are internal subgroups, primarily composed of Board members, established to carry out specific oversight and strategic functions that support and streamline the Board's overall operations. These committees assist in upholding governance and fiduciary responsibilities and operate in accordance with the committee Terms of Reference. Trustees are responsible for reporting back to the Board with any recommendations.

1. Guidelines for the operation of Standing Committees of the Board are as follows:
  - 1.1 The Board Chair shall be an ex-officio member of every Standing Committee of the Board and may actively participate and vote.
  - 1.2 The Superintendent will attend all Standing Committees of the Board meetings and activities as the chief executive officer of the Board.
  - 1.3 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
  - 1.4 A record of the proceedings of committee meetings shall be taken and maintained.
  - 1.5 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
  - 1.6 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.

- 1.7 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.
2. The Standing Committees of the Board, their responsibilities, and procedures are as follows:
  - 2.1 Negotiations Committees
    - 2.1.1 Each negotiations committee (ATA and CUPE 1825) will consist of three (3) Trustees.
    - 2.1.2 The roles and responsibilities of the negotiations committees will be held as expressed and in accordance with Policy 7 - Appendix A: Negotiation Committee: Terms of Reference.
  - 2.2 Audit Committee
    - 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) Trustees, and two (2) public members who are not employees.
    - 2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to with Policy 7 - Appendix B: Audit Committee: Terms of Reference.
  - 2.3 Finance Committee
    - 2.3.1 The committee shall be a committee of the Board Chair, three (3) Trustees, Superintendent, Secretary Treasurer, and other Senior Administration as deemed necessary.
    - 2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix C: Finance Committee: Terms of Reference.
  - 2.4 Share the Mission Committee
    - 2.4.1 The committee will consist of two (2) Trustees and the Vice Chair.
    - 2.4.2 The roles and responsibilities of the Share the Mission Committee will be held as expressed and in accordance with Policy 7 - Appendix D: Share the Mission Committee: Terms of Reference.
  - 2.5 Teacher Board Advisory Committee (TBAC)
    - 2.5.1 The committee will consist of three (3) Trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate.
    - 2.5.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix E: Teacher Board Advisory Committee: Terms of Reference.

## 2.6 Policy Development and Review Committee

2.6.1 The committee will consist of the Board chair and three trustees, the Superintendent

2.6.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix F: Policy Development and Review Committee Terms of Reference.

## 2.7 GrACE (Grateful Advocates for Catholic Education)

2.7.1 The committee will consist of two (2) Trustees, the Superintendent and/ or designate

2.7.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix G: GrACE Committee Terms of Reference.

### **Representatives on External Committees**

Board members represent the Holy Spirit Catholic School Division by serving as representatives on committees established by external organizations. In this role, Trustees facilitate the exchange of information, engage in discussions on shared issues, and contribute to collaborative dialogue, all while upholding the confidentiality of the Division.

When an external organization requests representation, the Board Chair will bring the request to the next public Board Meeting for consideration and appointment of a representative.

#### 1 Guidelines for the operation of Representatives to External Committees are as follows:

- 1.1 The members of each committee will be selected at the annual organizational meeting of the Board by a majority of the trustees in attendance.
- 1.2 Trustee representatives to external committees are responsible for reporting relevant information and recommendations to the Board or make such decisions duly delegated to them by the Board.
- 1.3 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and, if appropriate, the Superintendent.
- 1.4 If a Trustee cannot attend a meeting, the Trustee is responsible for asking an alternate to attend on their behalf, where applicable.
- 1.5 Trustee representatives serve on external committees as representatives of the Holy Spirit Catholic School Division. They must ensure that their duties and actions align with the mission, vision, and values of the Division and in compliance with the Trustee Code of Conduct, while also fulfilling the mandate and Terms of Reference of the external committee.

#### 2 The External Committees approved for Trustee representation are as follows:

- 2.1 Alberta Catholic School Trustee Association (ACSTA)

The representative operates in alignment with ACSTA's mission and bylaws and is expected to actively participate in meetings, support collective decisions, and act in the best interests of Catholic education.

- 2.1.1 One (1) Trustee shall be named as the representative and one shall be designated as the alternate.
- 2.1.2 Holy Spirit Catholic School Division holds membership and voting rights at ACSTA meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

## 2.2 Alberta School Boards Association (ASBA) Zone 6

The representative's role is to engage in discussions on educational issues, share information, develop policy positions for provincial advocacy, and provide feedback to the Alberta School Boards Association (ASBA) Board of Directors. The Zone operates under ASBA's mission and bylaws.

- 2.2.1 One (1) Trustee shall be named as the representative and one shall be designated as the alternate.
- 2.2.2 Holy Spirit Catholic School Division holds membership and voting rights at Zone 6 meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

## 2.3 Teacher Employers' Bargaining Authority (TEBA)

TEBA acts as the employer's bargaining agent, bargaining on behalf of all school boards in Alberta. This provincial body is intended to consult about provincial teacher contracts and employment negotiations. The Trustee representative serves on a committee composed of school trustees from across the province, which elects seven members to form the TEBA (Teachers' Employer Bargaining Association) Board of Directors. This committee is responsible for setting the strategic direction of TEBA, establishing the mandate for collective bargaining with the Alberta Teachers' Association (ATA), and voting to ratify negotiated agreements on central matters that impact all public, separate, and Francophone school authorities in Alberta.

- 2.3.1 One (1) Trustee will be selected to serve as the division's representative to this committee.
- 2.3.2 Holy Spirit Catholic School Division holds membership and voting rights at meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

## 2.4 Joint City of Lethbridge and School Boards' Liaison Committee

The Joint Committee of the City of Lethbridge and Lethbridge School Boards is established to strengthen collaboration, alignment, and mutual understanding between the Municipality and School Divisions. The committee will focus on shared governance

priorities, joint advocacy efforts, and the cultivation of strong, effective working relationships that serve the community's best interests—especially children, youth, and families.

- 2.4.1 Two (2) Trustees shall be named as the representative to this committee in addition to the Superintendent and the Secretary-Treasurer.

## 2.5 Economic Development Lethbridge (EDL)

Economic Development Lethbridge (EDL) is an arm's length organization, supported by the City of Lethbridge, governed by a 31-member volunteer Board of Directors and managed by a team of professionals dedicated to economic prosperity in Lethbridge. A representative from either school district, to alternate every two years between Lethbridge School Division and Holy Spirit Catholic School Division.

- 2.5.1 One (1) Trustee shall be appointed as the representative to this committee.
- 2.5.2 The participating school division holds membership on behalf of the education sector and holds voting rights at meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

## 2.6 Team Lethbridge

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

- 2.6.1 Two (2) Trustees, and Superintendent or designate will be selected every mission year

### **Ad Hoc Committees**

Special (Ad Hoc) Committees are temporary groups formed to address a specific, task-oriented issue that the board deems important but doesn't fall under a standing committee's scope. They are designed to provide focused expertise, promote collaboration, and allow for a quick, decisive response to unique situations

#### Special (Ad Hoc) Committees

1. Board Chair is approached with request for Trustee representation.
2. The Board Chair will present the request at the next public Board Meeting.
3. Ad Hoc Committee, if approved, is established by a formal resolution in Public Meeting with motion that includes a specific mandate and term, and dissolve once their assigned task is completed.

**References**      *Sections 51, 52, 53, 141, 142, Education Act*



## **NEGOTIATIONS COMMITTEE: TERMS OF REFERENCE**

### **Role:**

The negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment. Three (3) Trustee representatives will be appointed to each of the following negotiations committees (ATA, CUPE 1825).

### **Authority:**

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

### **Composition:**

The committee will consist of the following members:

1. Three (3) Trustees of the Board
2. Deputy Superintendent and/or designate(s)
3. The Executive Assistant to the Deputy Superintendent and/or designate(s) as necessary
4. An independent professional negotiator if deemed necessary

### **Meetings:**

The committee will convene on the agreed-upon dates following the expiration of the collective agreement. The Notice to Bargain is a formal declaration from the union that they wish to renegotiate the terms of the collective agreement.

### **Responsibilities:**

- 1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals
- 2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
- 3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
- 4 Bargain in good faith on all terms and conditions of employment related to new agreements.
- 5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board, subject to final review, ratification or rejection by the Board.
- 6 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.



## **Policy 7 - Appendix B**

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Revised September 2025

### **AUDIT COMMITTEE: TERMS OF REFERENCE**

#### **Role:**

The role of the Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, and the audit process (including Public Sector Accounting Standards (PSAS) compliance).

#### **Authority:**

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
3. Meet with Division officers, external auditors or outside counsel, as necessary.

#### **Composition:**

The audit committee will consist of the following members:

1. Vice Chair of the Board
2. Two (2) Trustees of the Board
3. Two (2) public members who are not employees

The Vice Chair of the Board shall be the Chair of the Audit Committee.

The two (2) public members must not be Trustees of the Board, must be independent to the Division, must be financially literate and have no relationship to the audit firm. This appointment will be for a two-year term and may be reappointed once by the Board of Trustees (total four (4) years) without advertisement.

#### **Appointment of Public Members:**

The Trustees on the Audit Committee shall make a recommendation to the Board concerning the appointment of the public members. The Board shall approve the public members. In the event a public member is unable to complete their two-year term, the Audit Committee shall immediately begin a search for a new public member.

## **Meetings:**

The Audit Committee will meet at least two (2) times per year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It shall hold private meetings with auditors and management.

Minutes of meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees.

The Superintendent, Secretary Treasurer, and other members of senior administration may attend Audit Committee meetings at the committee's discretion.

## **Compensation:**

The Audit Committee members shall be compensated as follows:

|               |                                          |
|---------------|------------------------------------------|
| Public member | \$90 for meetings four (4) hours or less |
|               | \$160 for meetings over four (4) hours   |

## **Responsibility:**

The function of the audit committee is to help the auditors to remain independent of management. The audit committee will carry out the following responsibilities:

### Financial Statements and Annual Audit:

- a) Recommend external auditors to the Board;
- b) Review the auditor's proposed audit scope and approach;
- c) Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- d) Review with management and the auditors all matters required to be communicated to the Board of Trustees;
- e) Review with management and the auditors the results of the audit, including any difficulties encountered, including internal and external school audits;
- f) Review the performance of the auditors, and provide a recommendation to the Board of Trustees the final approval on the appointment or discharge of the auditors;
- g) Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school division, including non-audit services, and discussing the relationship with the auditors; and,
- h) Meet separately from management, with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately.

## **Internal Control:**

1. Consider the effectiveness of the division's internal controls over annual reporting, including information technology security and control; and,
2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.



## **FINANCE COMMITTEE TERMS OF REFERENCE**

### **Role:**

The Finance Committee is responsible for providing ongoing financial oversight, monitoring the division's budget, and reporting on the Division's financial position to the Board. While the committee may present recommendations, it is the Board that holds the authority to provide direction to the Superintendent as a collective body.

### **Authority**

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

### **Composition:**

The Finance Committee shall be a committee consisting of:

1. Chair of the Board
2. Three (3) Trustees
3. Superintendent
4. Secretary Treasurer
5. The Board Recording Secretary
6. Other Senior Administration as deemed necessary

The Chair of the Board shall be the Chair of the Finance Committee.

### **Meetings:**

- a. Meetings will be called by the Committee Chair.
- b. The committee shall have an initial planning meeting to prepare its yearly plan.
- c. The committee shall meet three (3) times per year.
- d. Additional meetings may be called if required.

### **Responsibilities:**

- a. In alignment with Board priorities, mission, vision, and Faith Plan, evaluate whether available resources are allocated effectively to best support the educational needs of students in the division.
- b. When significant adjustments to the budget are necessary, gather the relevant details and present recommendations to the Board for review and approval.
- c. Ensure compliance with Policy 24: Budget.
- d. Examine budget documents presented.
- e. Review quarterly financial reports and management discussion and analysis.
- f. Review Governance Budget as per Policy 18: Board Governance and Operations.
- g. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school division's financial reporting.
- h. Annually review the status of reserve funds.



## **SHARE THE MISSION COMMITTEE: TERMS OF REFERENCE**

### **Role:**

The Share the Mission Committee shall recognize excellence within the division. The committee shall review nominees who have offered outstanding service for the benefit of our students; accepted demanding challenges and set new standards; contributed, through action and deed, to our Catholic identity; involvement and leadership in community/parish organizations; and reflected the Mission Statement of the school division.

### **Authority:**

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

### **Composition:**

The committee will consist of the following members:

1. Vice Chair of the Board
2. Two Trustees of the Board
3. Superintendent of Schools
4. The Board Recording Secretary and/or designate(s) as deemed necessary

The Vice Chair of the Board will act as Chair of the committee.

### **Meetings:**

The committee will meet one time a year in June and will present the award at the division opening Mass.

### **Responsibilities:**

The Holy Spirit Catholic School Division staff, community, and public are asked to nominate someone who is deserving of the "Share the Mission" Award. The committee shall review each Share the Mission nominee package and choose the recipient who will be publicly acknowledged. The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted and provide input to the Board regarding potential award recipients.



## **TEACHER BOARD ADVISORY COMMITTEE: TERMS OF REFERENCE**

### **Role:**

The Teacher Board Advisory Committee shall meet to discuss matters of common interest.

### **Authority:**

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

### **Composition:**

The committee will consist of the following members:

1. Three (3) Trustees of the Board, ensuring there is both urban and rural representation.
2. The Superintendent and Deputy Superintendent or designate.
3. Employees of the division who are members of the ATA Local #5.

### **Meetings:**

The committee will meet 2. times a year which are co-chaired by the Superintendent and the President of the ATA Local #5.

### **Responsibilities:**

1. Discuss matters of common interest.
2. Discuss issues and concerns related to education and / or teaching.
3. Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
4. Enhance the level of communication, trust, and morale within the division.



## **POLICY DEVELOPMENT AND REVIEW COMMITTEE: TERMS OF REFERENCE**

### **Role:**

The Policy Development and Review Committee shall advise the Board on matters regarding development, implementation, and review of all Board policies. The committee shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with provincial legislation and regulations.

### **Authority:**

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33. To this end, the Policy Development and Review Committee has authority to review, revise, and develop policies. The committee makes recommendations to the Board and the Board must determine whether or not to approve the committee's recommendations. Both Trustees and the Superintendent may suggest policy changes for the committee's consideration. All policies shall adhere to the *Education Act* and align with the Magisterium of the Catholic Church.

### **Composition:**

The committee will consist of the following members:

1. Chair of the Board
2. Three (3) Trustees of the Board
3. The Superintendent and designate(s) as necessary
4. The Board Recording Secretary and/or designate(s) as deemed necessary

### **Meetings:**

The committee will meet five times a year in September, November, January, March, and May.

### **Annual Work Plan:**

The committee shall review each policy annually according to the policy review schedule located in Appendix A.

### **Policy Format**

The first paragraph of a policy should begin with a reference to the *Education Act* or another source of authority. The second paragraph should describe the Board's affirmation and/or interpretation of the *Education Act*. The next part of the policy should be a numbered list so sections can be quickly identified (e.g., Policy 4, Section 7).

**Holy Spirit Catholic School Division  
Board of Trustees  
Policy Review Schedule**

**2025/2026 School Year**

| <b><u>Board Meeting Date</u></b> | <b><u>Policies to be Reviewed</u></b>                                                                                                                                                                                                              |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>September 24, 2025</b>        | <b>Policy 1: Board Mandate, Mission, Values, and Goals</b><br><b>Policy 4: Trustee Code of Conduct*</b><br><b>Policy 7: Board Committees and Board Representation*</b><br><b>Policy 18: Board Governance and Operations*</b>                       |
| <b>November 26, 2025</b>         | <b>Policy 2: Role of the Board*</b><br><b>Policy 3: Role of the Trustee*</b><br><b>Policy 5: Role of the Board Chair</b><br><b>Policy 6: Role of the Vice Chair</b>                                                                                |
| <b>January 28, 2026</b>          | <b>Policy 9: Role of the Superintendent</b><br><b>Policy 10: Board Delegation of Authority</b><br><b>Policy 11: Staff Code of Conduct</b><br><b>Policy 12: Teaching Staff Reduction</b><br><b>Policy 17: Awards*</b>                               |
| <b>March 25, 2026</b>            | <b>Policy 13: Hearings on Teacher Matters</b><br><b>Policy 14: Appeals and Hearings on Student Matters</b><br><b>Policy 16: School Closure</b><br><b>Policy 20: Fiscal Stewardship</b><br><b>Policy 24: Budget*</b>                                |
| <b>May 27, 2026</b>              | <b>Policy 19: Conflict of Interest and Nepotism</b><br><b>Policy 21: Public Interest Disclosure</b><br><b>Policy 22: Vaccination Protocol</b><br><b>Policy 23: Extra-Curricular Activity</b><br><b>Create Policy Review Schedule for 2026/2027</b> |

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



## **GRATEFUL ADVOCATES FOR CATHOLIC EDUCATION (GrACE) COMMITTEE: TERMS OF REFERENCE**

### **Role:**

The goal of the Holy Spirit Catholic School Division GrACE committee is to advocate for publicly funded Catholic education.

### **Authority:**

Supported by the Alberta Bishops, Alberta Catholic School Trustees and the Council of Catholic School Superintendents of Alberta.

### **Composition:**

The committee will consist of the following members:

1. Two (2) Trustees of the Board
2. The Superintendent and designate(s) as necessary

### **Meetings:**

The committee will meet in person or virtually at the call of the Chair.

### **Responsibilities:**

1. All general strategies and initiatives of the GrACE Committee shall be approved by the Board's Superintendent or designate.
2. Advocate for Catholic education by utilizing the division's website and social media, conducting community engagement sessions, and determining other means by which publicly funded Catholic education can be promoted locally.
3. Serve as representative of the Board to the provincial GrACE organization.

## **2025/2026 NOMINATIONS FOR STANDING COMMITTEES**

### **1. NEGOTIATIONS COMMITTEES**

#### **a) ATA Local #5 (3 trustees)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Committee Chair.

#### **c) CUPE Local #1825 (3 trustees)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the CUPE Local #1825 Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Committee Chair.

### **2. AUDIT COMMITTEE (2 trustees and the Vice Chair)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Audit Committee;

AND FURTHER, that \_\_\_\_\_ (Vice Chair) be appointed as Chair of the Audit Committee.

### **3. FINANCE COMMITTEE (3 trustees and Chair)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Finance Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Chair of the Finance Committee.

### **4. SHARE THE MISSION AWARD COMMITTEE (2 trustees and Chair or Vice Chair)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Share the Mission Award Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Chair of the Share the Mission Award Committee.

**5. TEACHER BOARD ADVISORY COMMITTEE (3 trustees, ensuring urban and rural representation)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_,  
be appointed as the Board's representatives to the Teacher / Board Advisory  
Committee.

**6. POLICY COMMITTEE (3 trustees and Chair)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and  
\_\_\_\_\_, be appointed to the Policy Committee;

AND FURTHER, that \_\_\_\_\_ be appointed as Chair of the  
Policy Committee.

**7. GrACE (2 trustees)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be  
appointed as the Board's representative to the GrACE Committee;

**2025/2026 NOMINATIONS FOR EXTERNAL COMMITTEES**

**1. ACSTA (1 trustee and 1 alternate)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the  
Board's representative to the ACSTA Board of Directors;

AND FURTHER, that \_\_\_\_\_ be appointed as alternate.

**2. ASBA (1 trustee and 1 alternate)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the  
Board's representative to the ASBA Zone 6;

AND FURTHER, that \_\_\_\_\_ be appointed as alternate.

**3. TEACHER EMPLOYERS' BARGAINING AUTHORITY (1 trustee)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the  
Board's representative to the Teacher Employers' Bargaining Authority.

**4. JOINT CITY/SCHOOL BOARDS' COMMITTEE (2 trustees)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Board's representatives to the Joint City/School Boards Committee.

**5. ECONOMIC DEVELOPMENT COMMITTEE (1 trustee)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ be appointed as the Board's representative to the Economic Development Committee.

**6. TEAM LETHBRIDGE (2 Lethbridge trustees)**

Moved by: \_\_\_\_\_, that \_\_\_\_\_ and \_\_\_\_\_, be appointed as the Board's representatives on the next Team Lethbridge Mission.

**ACTION ITEM: B.4**

**October 29, 2025**

## **BOARD AGENDA ACTION ITEM**

**TO:** Board of Trustees

**FROM:** Amanda Lindemann, Secretary Treasurer

**SUBJECT:** School Liaisons

**ORIGINATOR:** Board of Trustees

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### **BACKGROUND:**

1. It has become the Board's practice that individual Trustees are nominated to liaise with specific schools within the division. This ensures that there is a Board member present at each school's major events and that there is better communication between the schools and the Board in general.
2. The Board Chair will speak to this item.

### **RECOMMENDATION**

That the Board of Trustees proceeds to appoint trustees to work with individual schools within the division.

## **2025/20256 SCHOOL LIAISON NOMINATION**

1. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Catholic Central High School in Lethbridge.
2. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Children of St. Martha Elementary School in Lethbridge.
3. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for École St. Mary Elementary in Lethbridge.
4. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Father Leonard Van Tighem School in Lethbridge.
5. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Our Lady of the Assumption Elementary School in Lethbridge.
6. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Catherine School in Picture Butte.
7. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Francis Junior High School in Lethbridge.
8. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Joseph School in Coaldale.
9. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Mary School in Taber.
10. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Michael's School in Bow Island.
11. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Michael's School in Pincher Creek.
12. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Patrick Fine Arts Elementary School in Lethbridge.
13. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Patrick School in Taber.
14. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Paul Elementary School in Lethbridge.
15. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for St. Teresa of Calcutta School in Lethbridge.
16. Moved by \_\_\_\_\_, that \_\_\_\_\_ be appointed to serve as the Board liaison for Trinity Learning Centre in Lethbridge.