

In the name of the Father, the Son and the Holy Spirit. Amen.

Dear Heavenly Father,

Please guide these special individuals this evening as they make decisions that will impact students and their families. I am very grateful for all the teachers at FLVT especially my teacher Mrs.

Clewes. Thank you God for a wonderful school year. I have learned SO much! Please watch over all of the students, staff and their families as they finish off this school year and as we head into summer vacation please protect us.

God give me clear eyes, a faithful heart and courage to soar!

St. Kateri, pray for us!

In the name of the Father, the Son and the Holy Spirit. Amen.

Holy Spirit Catholic School Division

Board Meeting
St. Basil Catholic Education Centre
Wednesday, June 25, 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 (Father Leonard Van Tighem School) – Vice Chair Linda Ellefson

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) May 28, 2025 Regular Board Meeting
 - c) Business Arising/Unfinished Business from the Minutes
 - d) Presentation: Playground Improvements - St. Joseph School, Coaldale (Principal Brent Christensen)
 - e) Presentation: Playground Improvement – Father Leonard Van Tighem School (Principal Shannon Collier)
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- B.1 Share the Mission Award for 2024/2025
 - B.2 Board Meeting Schedule 2025/2026
 - B.3 School Council Chairs / Board of Trustees Meeting Schedule 2025/2026
 - B.4 Alberta School Councils' Association (ASCA) Membership Renewal
 - B.5 Infrastructure and Maintenance Renewal Plan
 - B.6 Lethbridge Boundary Reconfiguration
 - B.7 Naming of New Westside Lethbridge School
 - B.8 Locally Developed Courses
 - B.9 Playground Improvements St. Joseph School, Coaldale
 - B.10 Playground Improvements Father Leonard Van Tighem School

C. POLICY REVIEW

- C.1 Policy Review Schedule for 2025/2026

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

F. ADVOCACY

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

G. INFORMATION ITEMS

- G.1 Third Quarter Financial Report
- G.2 Holy Spirit School Division's Opening Mass 2025/2026
- G.3 Diocese of Calgary Personnel Update
- G.4 Holy Spirit Social Media Analytics Report
- G.5 Annual First Ride Event 2025
- G.6 Correspondence from the Minister of Education
- G.7 Correspondence to Minister Rick Wilson
- G.8 Holy Spirit Stars
- G.9 Enrolment Data Update

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER Approval of Agenda Previous Minutes Business Arising from the Minutes <u>PRESENTATION</u> 2025-2028 Faith Plan <u>ACTION ITEMS</u> Three-Year Education Plan 2025-2028 Operating Budget 2025/2026	Present 10756/0525 Blake Dolan 10757/0525 Bob Spitzig B.1 10758/0525 Cheralan O'Donnell B.2	MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, MAY 28, 2025, COMMENCING AT 3:10 P.M. BOARD Board Chair Carmen Mombourquette Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Thomas Machacek Trustee Cheralan O'Donnell Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Secretary-Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Board Chair Carmen Mombourquette called the May 28, 2025, Regular Board Meeting to order at 3:10 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Tricia Doherty, led the Board with a prayer by students from St. Paul School. M/C That the agenda for the May 28, 2025, Board Meeting be approved, as presented. M/C That the minutes of the April 30, 2025 Regular Meeting of the Board be approved, as presented. There was no business arising from the minutes. Aaron Skretting, Director of Religious Education, spoke to the Board regarding the division's new 3 Year Faith Plan 2025-2028 entitled "Open Wide The Doors. Sent to Share Christ's Love". The title of the plan can be read as a call to us to open wide the doors for Christ in our own hearts as well as our own schools and parishes. The first year of the plan's theme is to "Walk Humbly with God". We are called to "Know God" and we encounter Christ in the Gospels. B.1 The Board reviewed a draft version of the Three-Year Education Plan for 2025-2028 which was prepared in accordance to the responsibilities under the <i>Education Act</i> and the <i>Fiscal Planning and Transparency Act</i>. This document will be placed on the division's website. M/C That the Board of Trustees approves the Three-Year Education Plan 2025-2028, authorizing the Board Chair to make any incidental corrections, as necessary; AND FURTHER, that the Three-Year Education Plan 2025-2028 be submitted to Alberta Education by the May 31, 2025, deadline and posted on the division's website. A brief recess was called at 4:54 p.m. The Board reconvened at 5:22 p.m. B.2 Secretary Treasurer Amanda Lindemann presented the Operating Budget for the 2025/2026 school year, developed using the New Funding and Assurance Model by Alberta Education, noting that the division-funding shortfall for 2025/2026 is predicted to be \$184,000 dollars.
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Meeting with Local MLAs Agenda Items	10759/0525 Frances Cote	M/C	That the Board of Trustees approves Holy Spirit Catholic School Division's Operating Budget for 2025/2026;			
			AND FURTHER, authorizes the submission of the Operating Budget for the 2025/2026 school year to Alberta Education.			
	B.3	The Board of Trustees is attempting to schedule a meeting with the division's local MLAs. In preparation for this meeting, the Board provided direction regarding items for the agenda.				
	10760/0525 Bob Spitzig	M/C	That the Board of Trustees places the following discussed items on the agenda for the meeting on the agreed date with the division's local MLAs:			
			• Bill 51: Real Property Act Implications • Support of Transportation Changes to Ridership • Value Scoping of SFJH • New School Update • SMBI Capital Plan Priority • Jordan's Principle • Piloting Grade 7 Math Curriculum • Impact on Election Ballot Processes • Student to Staff Ratios • Joint City/Boards Committee			
Locally Developed Courses		B.4	A list of locally developed/acquired courses was presented for Board consideration and approval before being submitted to Alberta Education.			
	10761/0525 Tricia Doherty	M/C	That the Board of Trustees for The Holy Spirit Catholic School Division, at its May 28, 2025 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources:			
					</	

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	(2025-2029)			
Chamber Ensemble 25	3 Credits (2025-2029)	LDC2417	2025-2026	2028-2029
Chamber Ensemble 25	5 Credits (2025-2029)	LDC2417	2025-2026	2028-2029
Chamber Ensemble 35	3 Credits (2025-2029)	LDC3417	2025-2026	2028-2029
Chamber Ensemble 35	5 Credits (2025-2029)	LDC3417	2025-2026	2028-2029
Choir 15	3 Credits (2025-2029)	LDC1414	2025-2026	2028-2029
Choir 15	5 Credits (2025-2029)	LDC1414	2025-2026	2028-2029
Choir 25	3 Credits (2025-2029)	LDC2414	2025-2026	2028-2029
Choir 25	5 Credits (2025-2029)	LDC2414	2025-2026	2028-2029
Choir 35	3 Credits (2025-2029)	LDC3414	2025-2026	2028-2029
Choir 35	5 Credits (2025-2029)	LDC3414	2025-2026	2028-2029
Dance 15	3 Credits (2023-2027)	LDC1413	2025-2026	2026-2027
Dance 15	5 Credits (2023-2027)	LDC1413	2025-2026	2026-2027
Dance 25	3 Credits (2023-2027)	LDC2413	2025-2026	2026-2027
Dance 25	5 Credits (2023-2027)	LDC2413	2025-2026	2026-2027
Dance 35	3 Credits (2023-2027)	LDC3413	2025-2026	2026-2027
Dance 35	5 Credits (2023-2027)	LDC3413	2025-2026	2026-2027
EAL Introduction to Mathematics 15	5 Credits (2024-2028)	LDC1350	2025-2026	2027-2028
Forensic Studies 25	3 Credits (2025-2029)	LDC2256	2025-2026	2028-2029
Forensic Studies 35	3 Credits (2025-2029)	LDC3256	2025-2026	2028-2029
Forensic Studies 35	5 Credits (2025-2029)	LDC3256	2025-2026	2028-2029
Instrumental Jazz 15	3 Credits (2025-2029)	LDC1431	2025-2026	2028-2029
Instrumental Jazz 15	5 Credits (2025-2029)	LDC1431	2025-2026	2028-2029
Instrumental Jazz 25	3 Credits (2025-2029)	LDC2431	2025-2026	2028-2029
Instrumental Jazz 25	5 Credits (2025-2029)	LDC2431	2025-2026	2028-2029
Instrumental Jazz 35	3 Credits (2025-2029)	LDC3431	2025-2026	2028-2029
Instrumental Jazz 35	5 Credits (2025-2029)	LDC3431	2025-2026	2028-2029

The following course has been extended for use through to 2025-2026:

- Academic achievement through English Language Development 35 (3 & 5 credit, LDC3149)

The following courses have been withdrawn or expired and not renewed:

- Studio Art 35 is expiring and will not be renewed (3 credit, LDC3693).

Locally Developed Courses that are ongoing:

Course Name	Credits	First Year	Last Year
Leadership in the Arts 35	3, 5	2022-2023	2025-2026
Musical Theatre 15	3	2022-2023	2025-2026

May 28/25: page 4		Musical Theatre 15, 25, 35	3, 5	2022-2023	2025-2026	
		Technical Theatre 15, 25, 35	3, 5	2022-2023	2025-2026	
		Guitar 15, 25, 35	3, 5	2022-2023	2025-2026	
		Competencies in Math 15	3, 5	2022-2023	2025-2026	
		Learning Strategies 15, 25, 35	3, 5	2022-2023	2025-2026	
		Psychology - Abnormal 35	3	2022-2023	2025-2026	
		Fire Rescue Services 15	3	2023-2024	2026-2027	
		Portfolio Art 35	3, 5	2023-2024	2026-2027	
		Theatre Appreciation 15, 25, 35	3	2023-2024	2026-2027	
		ESL Introduction to Science 15, 25 <i>*Renamed: EAL Introduction to Science</i>	3, 5	2023-2024	2026-2027	
		Religious Studies Roman Catholic 15, 25, 25	3, 5	2023-2024	2026-2027	
		ESL Introduction to Canadian Studies 15, 25 <i>*Renamed: EAL Introduction to Canadian Studies</i>	5	2023-2024	2026-2027	
	<u>POLICY REVIEW</u>		The Board had no policies to review at this time as per the Policy 7: Appendix C: Policy Development and Review Schedule.			
	<u>ADMINISTRATIVE REPORTS</u>					
Superintendent's Report	D.1	The Board reviewed the Superintendent's May 28, 2025 Report.				
	10762/0525 Linda Ellefson	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, First Nations, Metis and Inuit and Facilities Reports for May 28, 2025.			
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's May 28, 2025 Report.				
Secretary Treasurer's Report	D.3	The Board reviewed the Secretary Treasurer's May 28, 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 the Maintenance and Facilities Department.				

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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 activities.
	10763/0525 Frances Cote	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, and PCCELC Reports for May 28, 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, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
Pincher Creek Early Learning Centre Report	E.5	Trustee Bob Spitzig, Board representative to the Pincher Creek Early Learning Centre, 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.
	10764/0525 Roisin Gibb	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for May 28, 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.
Holy Spirit High School Graduation Planning	F.3	The most recent information for the division's Grade 12 graduations was shared with the Board.
<u>INFORMATION ITEMS</u>		
Administrative Procedures Update	G.1	The Board received the following Administrative Procedures and appendices that were revised recently: • AP 311: Administering Medical Treatment to Students • AP 220: Focus Programs • AP 319: Suspension and Expulsion of Students • AP 123: Administrative Procedure Development • AP 403: Teacher Professional Growth Plans These versions reflect current language, procedures and supports regarding all learners and staff in the Holy Spirit Catholic School Division. This information will be placed on the division's website.
Division Calendars 2025/2026	G.2	The most recent drafts of the division's calendars were provided for Board review.
Holy Spirit Catholic School Division Family Gathering	G.3	The Board was provided information regarding the upcoming Annual Division Family Gathering, to be held June 4, 2025 at Father Leonard Van Tighem School starting at 5:00 p.m.
Holy Spirit Catholic School Division Retirement Celebration	G.4	Holy Spirit Catholic School Division's retirement celebration will be held June 10, 2025 beginning at 6:00 p.m. at the Lethbridge Sandman Signature Lodge.

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Holy Spirit Catholic School Division's Contributions to the Terry Fox Foundation Ready, Set, Go Program Donation Correspondence to the Minister of Education Holy Spirit Stars Enrolment Data Update	G.5 The Board received correspondence indicating that, due to the participation of twelve (12) Holy Spirit Catholic Schools in Terry Fox events, \$7,846.39 has been raised for cancer research over the 2024 year. G.6 The Knights of Columbus #5726 recently donated \$6,200.00 to support our partnership program Ready, Set, Go, an initiative that assists students in need to arrive equipped for the first day of school. A letter of gratitude was penned, sent to the Knights and included for Board information. G.7 The Board received as information correspondence from the Board Chair Carmen Mombourquette addressed to Minister Nicolaides, Minister of Education, highlighting the accomplishments of Holy Spirit Catholic School Division's high school graduates, noting the role of innovative programming and the dedication of staff in fostering students' strong ambitions and future goals. G.8 The Board reviewed the activities and achievements of the division's students and staff over the past month. G.9 The Board received the division enrolment report for April, 2025.
ADJOURNMENT	10765/0525 Bob Spitzig M/C That the Board of Trustees convenes into the Committee of the Whole at 6:40 p.m. 10766/0525 Thomas Machacek M//C That the Board of Trustees reconvenes into the Regular Meeting at 7:30 p.m. 10767/0525 Thomas Machacek M/C That the Board of Trustees adjourns the Regular Board Meeting of May 28, 2025 at 7:30 p.m.
	_____ Board Chair _____ Secretary-Treasurer

ACTION NO: B.1

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Share the Mission Award Committee

SUBJECT: Share the Mission Award 2024/2025

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. In keeping with *Policy 17: Awards*, the Committee will make a recommendation regarding the Share the Mission Award recipient for the 2024/2025 school year for the Board's consideration.

RECOMMENDATION

Pending Board discussion.

ACTION NO: B.2

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Board Meeting Schedule for 2025/2026

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

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

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

2. Attached is a draft version of the Board Meeting Schedule for 2025/2026 for Trustee review and approval.

RECOMMENDATION

That the Board of Trustees approves the Board Meeting Schedule for 2025/2026, as presented.



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

2025/2026 School Year

DATE

September 24, 2025

*October 29, 2025

November 26, 2025

*December 17, 2025

January 28, 2026

February 25, 2026

March 25, 2026

April 22, 2026

May 27, 2026

June 24, 2026

****The Organizational Meeting will be held October 2025 as 2025/2026 is an election year and again in June 2026 for the 2026/2027 school year.**

Please note:

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

***All meetings are set for the 4th Wednesday of the month unless otherwise indicated**

ACTION NO: B.3

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: School Council Chairs/Board of Trustees
Meeting Schedule for 2025/2026

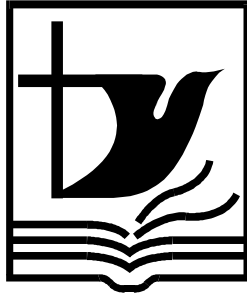
ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Board of Trustees and the division's School Council Chairs generally meet two times annually; in late November and the beginning of March.
2. Attached for the Board's consideration is the proposed meeting schedule for the 2025/2026 school year.

RECOMMENDATION

That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2025/2026, as presented.



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

2025/2026 School Year

Monday, December 1, 2025
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

Monday, March 2, 2026
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

ACTION NO: B.4

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Alberta School Councils' Association (ASCA) Membership

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Attached for Board review is the membership renewal letter from the Alberta School Councils' Association (ASCA) detailing membership and other associated fees.
2. The division's ASCA membership will be expiring at the end of June 2025.

RECOMMENDATION

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

Schools (15) Within the Holy Spirit Catholic School Division

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

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

★2025-2026 Membership Fees are \$125.00 per SC

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

Please choose one of the following payment options:

- **Request an invoice:** Email parents@albertaschoolcouncils.ca
- **Credit Card / e-Transfer:** [Click here](#)
- **Cheque:** Mail to ASCA at #207, 11010 142 Street NW, Edmonton, AB T5N 2R1



June 2025

Subject: ASCA Membership Renewal – Strengthening Parent Voice in Your Division

Dear Superintendent Chantel Axani,

Thank you for your continued support of school councils in your division through sponsoring ASCA Memberships. Your investment in the parent voice helps create strong, engaged school communities—and we deeply value that commitment.

Why Renew ASCA Membership?

ASCA Member School Councils gain access to:

- Rights and privileges outlined in [ASCA Bylaw Article 4.1](#)
- Exclusive [Members Only](#) access to tools and resources to fulfill their legislated responsibilities
- Materials to enhance parent engagement and support student success
- Exciting **new resources** coming September 2025!

2025–2026 Added Member Benefits

This year, we're excited to offer:

- **25% off** [Scheduled Learning Opportunities \(SLOs\)](#) and select workshops for ASCA Member School Councils
- **25% off** [Division-Wide Learning Opportunities](#) when your division renews (or signs up) all school councils **by August 31, 2025**
- **\$375 savings** on two new *Principal Development* sessions—available to divisions renewing ASCA Memberships for all school councils at any time in the 2025–2026 year:
 - *School Councils: What Every Principal Needs to Know*
 - *A Principal's Guide to a Functioning Fundraising Association*

Renewal Made Easy

Membership expires June 30, 2026.

For 2025–2026, the ASCA Board has approved:

- **Voting Members (School Councils): \$125 each**
- **Non-Voting Associate Members (Fundraising Associations): \$200 each**

✓ Please review your attached school list for accuracy, and let us know if changes are required. ***Note*** *Alberta Education has confirmed that Collegiate Schools are required by legislation to have School Councils. If you have any Collegiate Schools that are not listed, please update and return your list.*

Then choose one of the following payment options:

- **Request an invoice:** Email parents@albertaschoolcouncils.ca
- **Credit Card / e-Transfer:** [Click here](#)
- **Cheque:** Mail to ASCA at #207, 11010 142 Street NW, Edmonton, AB T5N 2R1



Reminder: [ASCE Grant Supports Learning](#)

Alberta Education's **\$500 ASCE Grant per school council** will continue for 2025–2026. While ASCA Membership Fees are not eligible, the ASCE Grant can be used for:

- Virtual or in-person [ASCA Learning Opportunities](#)
- [ASCA Support](#) services for school councils
- ASCA's *new* [Access Pass](#) (**Membership NOT required**)

A Quick Note on Insurance

- The [Alberta School Fundraising Association Insurance Program](#), in partnership with Lloyd Sadd, will continue for 2025–2026—offering comprehensive coverage for Alberta-based fundraising associations. (Application required.)

Please help us share this as your school communities plan their upcoming year.

We look forward to continuing to support your division's efforts to meet the **Assurance Framework** and **Leadership Quality Standards** by engaging parents in meaningful ways—and contributing to the success of every Alberta student.

Warm regards,

A handwritten signature in purple ink that reads "Wendy Keiver".

Wendy Keiver

Executive Director

Alberta School Councils' Association

ACTION NO: B.5

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

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

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Attached for Board review is the 2025-2028 Infrastructure and Maintenance Renewal Plan.

RECOMMENDATION

That the Board of Trustees approves the Infrastructure and Maintenance Renewal Plan for 2025 to 2028, as presented.



The Holy Spirit Roman Catholic Separate School Division

2025 - 2028 Infrastructure Maintenance and Renewal (IMR) Plan and Capital Maintenance and Renewal (CMR) Plan

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

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

Since there is not enough funding for all needs identified as IMR projects, it is necessary to prioritize work based on the highest needs. These needs are identified through Alberta Infrastructure's facility audits, which are carried out on each facility every five to seven years, as well as our own local knowledge. Further, school visits and meetings with school principals took place in Spring 2025. Many of the projects identified during our school visits have been incorporated into the IMR plan.

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

IMR

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

Fiscal Year	Carry Forward Balance	Actual Funding	Estimated Funding	Total Available Funding	Planned Expenditures	Estimated Interest	Estimated Carry Forward
2024/2025	3,779,523	715,752		4,495,275	1,164,018	120,000	3,451,257
2025/2026	3,451,257	697,002		4,148,259	1,637,925	100,000	2,610,334
2026/2027	2,610,334		690,000	3,330,334	1,223,300	90,000	2,167,034
2027/2028	2,167,034		690,000	2,857,034	1,394,751	80,000	1,542,283
					<u>\$5,419,994</u>		

2025 - 2028 IMR Expenditure Plan Summary

	2025	2026	2027	2028	IMR Total
Catholic Central High East	\$61,002	\$145,825	\$185,100	\$265,000	\$656,927
Catholic Central High West	\$46,537	\$69,325	\$21,100	\$2,000	\$138,962
Children of St. Martha	\$45,324	\$59,725	\$49,100	\$36,000	\$190,149
Ecole St. Mary School	\$56,663	\$21,225	\$68,100	\$70,000	\$215,988
Father Leonard Van Tighem	\$75,234	\$115,225	\$268,600	\$139,251	\$598,310
Our Lady of the Assumption	\$65,193	\$18,725	\$32,100	\$70,000	\$186,018
St. Catherine Picture Butte	\$23,536	\$67,425	\$55,600	\$3,000	\$149,561
St. Francis Junior High	\$71,164	\$24,225	\$103,600	\$158,000	\$356,989
St. Joseph School	\$32,983	\$65,425	\$58,600	\$77,500	\$234,508
St. Michael's Bow Island	\$29,673	\$11,425	\$101,600	\$115,000	\$257,698
St. Michael's Pincher Creek	\$33,442	\$77,025	\$74,600	\$50,000	\$235,067
St. Mary's Taber	\$30,322	\$9,925	\$17,800	\$30,000	\$88,047
St. Patrick Fine Arts	\$39,045	\$12,225	\$76,600	\$120,000	\$247,870
St. Paul School	\$18,748	\$79,225	\$36,600	\$1,000	\$135,573
St. Patrick Taber	\$22,201	\$18,925	\$5,600	\$85,000	\$131,726
St. Teresa of Calcutta	\$25,724	\$8,725	\$6,600	\$85,000	\$126,049
Trinity Learning Centre	\$27,225	\$8,325	\$2,000	\$3,000	\$40,550
All Schools	\$250,000	\$500,000			\$750,000
Contingency	\$210,000	\$325,000	\$60,000	\$85,000	\$680,000
Grand Total	\$1,164,018	\$1,637,925	\$1,223,300	\$1,394,751	\$5,419,994

CMR

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

Fiscal Year	Carry Forward Balance	Actual Funding	Estimated Funding	Total Available Funding	Planned Expenditures	Interest	Estimated Carry Forward
2024/2025	1,214,614	833,199		2,047,813	1,393,549	40,000	694,264
2025/2026	694,264	906,000		1,600,264	718,000	20,000	902,264
2026/2027	902,264		800,000	1,702,264	864,565	30,000	867,699
2027/2028	867,699		800,000	1,667,699	1,469,000	25,000	203,699
					<u>\$ 4,465,114</u>		

2025 - 2028 CMR Expenditure Plan Summary

	2025	2026	2027	2028	CMR Total
Catholic Central High East	\$117,000	\$70,000	\$40,000	\$40,000	\$267,000
Catholic Central High West	\$159,900	\$70,000		\$16,000	\$245,900
Children of St. Martha	\$266,090	\$170,000	\$28,000	\$226,000	\$690,090
Ecole St. Mary School	\$167,608		\$95,000	\$97,000	\$359,608
Father Leonard Van Tighem	\$17,050		\$150,000	\$265,000	\$432,050
Our Lady of the Assumption	\$306,707	\$50,000	\$30,565		\$387,272
St. Catherine Picture Butte	\$45,000	\$20,000	\$294,000	\$360,000	\$719,000
St. Francis Junior High	\$7,000				\$7,000
St. Joseph School	\$221,099	\$90,000	\$50,000	\$141,000	\$502,099
St. Michael's Bow Island		\$10,000	\$37,000	\$56,000	\$103,000
St. Michael's Pincher Creek		\$80,000	\$40,000		\$120,000
St. Mary's Taber	\$8,000	\$20,000		\$102,000	\$130,000
St. Patrick Fine Arts	\$8,900	\$38,000			\$46,900
St. Paul School		\$20,000	\$40,000	\$106,000	\$166,000
St. Patrick Taber	\$9,195				\$9,195
St. Teresa of Calcutta		\$10,000			\$10,000
Trinity and C.A.R.E.		\$10,000		\$20,000	\$30,000
Contingency	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
Grand Total	\$1,393,549	\$718,000	\$864,565	\$1,489,000	\$4,465,114

The following 3 documents provide detail into projects that were completed and planned for 2024/2025 to 2027/2028.

2024-25 CMR Allocation and Project List

This list shows the projects that the GoA based our CMR funding amount of \$833,199.

2024-25 Q4 CMR Year End Report

This report shows the projects that we completed for the CMR fiscal year April 2024 to March 2025. This is submitted to Alberta Education and Alberta Infrastructure.

List of New CMR Projects

This list of projects is submitted to Alberta Education and Alberta Infrastructure as the basis for subsequent CMR funding.

The above lists outline what the Maintenance Department anticipates are the greatest asset renewal needs. At times, both programming requirements and emergent issues arise and the lists are subject to change.

2024-25 CMR Allocation and Project List

* This is a list of approved CMR projects and funding allocation for the 2024-25 fiscal year.

Jurisdiction		2024-25 GoA Fiscal Year - CMR Funding Allocation		
The Holy Spirit Roman Catholic Separate School Division		\$ 833,199		
User Defined Field	Asset Name	Asset ID	Project Name	Budgeted Cost
Supportable	Catholic Central High School East Campus	B3667A	Flooring Replacements CCHE 1980 Auxiliary Gym Spaces	\$ 25,000
			Roof Replacement CCHE Area G	\$ 168,000
			Roof Replacement CCHE Area H	\$ 504,000
			Roof Replacement CCHE C.A.R.E Portables	\$ 155,400
	Catholic Central High School West Campus	S3667	Rooftop Unit Component and Exhaust Fan Replacements CCHE	\$ 50,000
			Parking Lot Asphalt Resurfacing and Line Painting CCHE (and SFJH)	\$ 120,000
			Flooring Refinish CCHW Gym Floor	\$ 50,000
			Flooring Refinish SMPC Gym Floor	\$ 60,000
	Children of St. Martha	B5808A	Roof Replacement CSM Area F	\$ 79,800
			Roof Replacement CSM Area G	\$ 88,452
			Rooftop Unit Component and Exhaust Fan Replacements CSM	\$ 25,000
	Ecole St. Mary	B3705A	Parking Lot Asphalt Resurfacing and Line Painting CSM	\$ 90,000
			Flooring Replacements ESM 2007 Carpet	\$ 20,000
			Roof Replacement ESM Area K	\$ 46,200
			Roof Replacement ESM Area M	\$ 63,000
	Father Leonard Van Tighem School	B3673A	Flooring Refinish FLVT Gym Floor	\$ 50,000
			Flooring Refinish SMPC Gym Floor	\$ 60,000
			Rooftop Unit Component and Exhaust Fan Replacements FLVT	\$ 35,000
	Our Lady of the Assumption School	B3694A	Flooring Replacements OLA 2002 Classroom and Corridor Carpet	\$ 53,222
			HVAC Design and Installation OLA	\$ 25,000
			Roof Restoration OLA Section 4	\$ 168,480
			Roof Restoration OLA Section 5	\$ 207,120
	St. Catherine's School	B3870A	Roof Replacement SCPB Area A	\$ 252,000
			Roof Replacement SCPB Area B	\$ 294,000
			Rooftop Unit Component and Exhaust Fan Replacements SCPB	\$ 35,000
	St. Catherine's School Picture Butte	B3870A	Program Functional Upgrade SFJH Second Basement	
			Dance Studio	\$ 30,000
			Roof Restoration SFJH Section 2	\$ 50,000
			Roof Restoration SFJH Section 5	\$ 70,000
	St. Francis Junior High School	B3704A	Rooftop Unit Component and Exhaust Fan Replacements SFJH	\$ 15,000
			Flooring Refinish SJS Gym Floor	\$ 50,000
			Flooring Replacements SJS 2002 Admin Area Carpet and VCT	\$ 100,000
			Roof Replacement SJS Area A	\$ 504,000
	St. Joseph School	B2956A	Roof Replacement SJS Area B	\$ 138,600
			Roof Replacement SJS Area D	\$ 168,000
			Roof Replacement SJS Area L	\$ 399,000
			Roof Replacement SJS Area Q	\$ 113,400
	St. Mary's School Taber	B4165A	Rooftop Unit Component and Exhaust Fan Replacements SJS	\$ 25,000
			LED Lighting Upgrades SMT Gym	\$ 20,000
			Rooftop Unit Component and Exhaust Fan Replacements SMT	\$ 25,000
	St. Michael's School - Bow Island	B2477A	Roof Restoration SMBI Section 6	\$ 252,288
	St. Michael's School Bow Island	B2477A	Fan Coil Replacements SMBI	\$ 70,000
	St. Michael's School Pincher Creek	B3879A	LED Lighting Upgrades SMPC Gym	\$ 50,000
		S3879	Parking Lot Asphalt Resurfacing and Line Painting SMPC	\$ 40,000

2024-25 CMR Allocation and Project List

* This is a list of approved CMR projects and funding allocation for the 2024-25 fiscal year.

Jurisdiction		2024-25 GoA Fiscal Year - CMR Funding Allocation		
The Holy Spirit Roman Catholic Separate School Division		\$ 833,199		
User Defined Field	Asset Name	Asset ID	Project Name	Budgeted Cost
Supportable	St. Patrick's Fine Arts School	B3673A	Exterior Wall Replacement FLVT	\$ 37,733
		B5413A	Exterior Wall Replacement SPFA	\$ 45,638
			Flooring Replacements SPFA 2004 Carpet	\$ 30,000
			Roof Restoration SPFA Section 1	\$ 38,352
			Roof Restoration SPFA Section 15	\$ 237,984
			Roof Restoration SPFA Section 16	\$ 45,360
			Roof Restoration SPFA Section 17	\$ 142,320
			Roof Restoration SPFA Section 5	\$ 81,384
			Roof Restoration SPFA Section 6	\$ 87,360
			Roof Restoration SPFA Section 9	\$ 162,768
			Rooftop Unit Component and Exhaust Fan Replacements SPFA	\$ 25,000
	St. Paul School	S5413	Parking Lot Asphalt Resurfacing and Line Painting SPFA	\$ 90,000
		B3707A	LED Lighting Upgrades SPL Gym	\$ 20,000
			Rooftop Unit Component and Exhaust Fan Replacements SPL	\$ 25,000
	St. Teresa of Calcutta School	B7922A	Parking Lot Reconfiguration STC	\$ 70,000

2024-25 Q4 CMR Year End Report

The projects below were submitted to Alberta Education and Alberta Infrastructure on March 14, 2025. Some information was omitted for brevity.

Project Name	Project Description	School Name	Funds Spent/Committed up to December 31, 2024	Funds Spent/Committed from December 31, 2024 to March 14, 2025	2025-2026	2026-2027	2027-2028	Future Years
South Wing AHU-2 Cooling Installation	Supply and installation of condenser and cooling coil for AHU-2	Ecole St. Mary School	\$ 83,846	\$ 53,440	\$ 46,954	\$ -	\$ -	\$ -
Portable Exterior Envelope Repairs And Replacement	Supply and installation of smart panel and flashing on portables	St. Patrick Fine Arts Elementary School	\$ 34,581	\$ -	\$ 8,884	\$ -	\$ -	\$ -
Roof Replacement of Sections G & H	Supply and installation of roofing for Sections G and H	Catholic Central High School	\$ 519,008	\$ -	\$ -	\$ -	\$ -	\$ -
Roof Restoration For Sections 9 and 14	Supply and installation of roofing for Sections 9 and 14	St. Patrick Fine Arts Elementary School	\$ 160,980	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt Parking Lot Resurfacing	Lifecycle replacement of asphalt parking lot surface	St. Patrick Fine Arts Elementary School	\$ 43,140	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Lighting Upgrades	Replacement of gym fluorescent lights with LEDs	St. Paul Elementary School	\$ 23,337	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt Playground Resurfacing	Lifecycle replacement of asphalt playground surface	St. Paul Elementary School	\$ 15,121	\$ -	\$ -	\$ -	\$ -	\$ -
Office And Corridor Flooring Replacement	Lifecycle replacement of flooring in St. Joe's Wing Corridor and Gym Offices	Catholic Central High School	\$ 101,474	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt Parking Lot Patching	Repair small areas of asphalt parking lot; deferring lifecycle resurfacing to FY 2025-2026	Catholic Central High School	\$ 3,782	\$ -	\$ -	\$ -	\$ -	\$ -
Installation of New Stair Lift	Supply and install new stair lift in gym vestibule for access to basement classrooms - carryover costs from 2020	St. Francis Junior High School	\$ 17,322	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt Parking Lot Patching	Repair small areas of asphalt parking lot; deferring lifecycle resurfacing to FY 2025-2026	St. Francis Junior High School	\$ 4,212	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt Parking Lot Resurfacing	Lifecycle replacement of asphalt parking lot surface	Children of St. Martha School	\$ 63,173	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Lighting Upgrades	Replacement of gym fluorescent lights with LEDs	Children of St. Martha School	\$ 14,483	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Lighting Upgrades	Replacement of gym fluorescent lights with LEDs	Father Leonard Van Tighem School	\$ 33,875	\$ -	\$ -	\$ -	\$ -	\$ -
Portable Exterior Envelope Repairs And Replacement	Supply and installation of smart panel and flashing on portables	Father Leonard Van Tighem School	\$ 38,805	\$ -	\$ -	\$ -	\$ -	\$ -
Office And Classroom Flooring Replacement	Lifecycle replacement of flooring in Corridor and Admin Offices	St. Joseph's School	\$ 84,767	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Lighting Upgrades	Replacement of gym fluorescent lights with LEDs	St. Mary's Roman Catholic Separate School	\$ 20,303	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Floor Sanding and Repainting	Sanding and repainting of gym wood floor	St. Mary's Roman Catholic Separate School	\$ 59,228	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Crawlpace Waterproofing, Floor Sanding and Repainting	Supply and install insulation and waterproofing membrane for gym crawlpace, and sanding and repainting gym wood floor	St. Michael's School	\$ 63,122	\$ -	\$ -	\$ -	\$ -	\$ -

Gym Bleacher Replacement	Supply and install electric gym bleachers	St. Michael's School	\$ 60,312	\$ 5,080	\$ -	\$ -	\$ -	\$ -
Concrete Slab Repair	Repair and replace east side of Admin Office and Staffroom concrete slab	St. Patrick's Roman Catholic Separate School	\$ 91,671	\$ -	\$ -	\$ -	\$ -	\$ -
Roof Replacement of Section I	Supply and installation of roofing for Section I	Catholic Central High School	\$ 27,352	\$ -	\$ -	\$ -	\$ -	\$ -
Gym Lighting Upgrades	Replacement of gym fluorescent lights with LEDs	Ecole St. Mary School	\$ -	\$ 16,154	\$ -	\$ -	\$ -	\$ -
Installation of Auto-Operators for Barrier Free Door Access	Supply and installation of barrier free auto-operators for north entrance doors	St. Patrick's Roman Catholic Separate School	\$ -	\$ 9,195	\$ -	\$ -	\$ -	\$ -
Sanitary Piping Repair	Replacement of sanitary piping line from West Gathering Space washroom group and locker room	Catholic Central High School	\$ -	\$ 3,396	\$ 60,000	\$ -	\$ -	\$ -

New CMR Projects

The list below was submitted to Alberta Education and Alberta Infrastructure on August 16, 2024. It will be updated and submitted to GoA on August 16, 2025.

Project	Asset Name	2025-2026	2026-2027	2027-2028	Future Years
Roof Replacement CCHE C.A.R.E Portables	Catholic Central High School East Campus	\$ 155,400			
Roof Replacement ESM Area M	Ecole St. Mary	\$ 63,000			
Roof Replacement ESM Area K	Ecole St. Mary	\$ 46,200			
Roof Replacement SJS Area B	St. Joseph School		\$ 138,600		
Roof Replacement SJS Area A	St. Joseph School			\$ 504,000	
Roof Replacement SCPB Area A	St. Catherine's School				\$ 252,000
Roof Replacement SCPB Area B	St. Catherine's School				\$ 294,000
Roof Replacement SJS Area Q	St. Joseph School				\$ 113,400
Roof Replacement SJS Area L	St. Joseph School				\$ 399,000
Roof Replacement SJS Area D	St. Joseph School				\$ 168,000
Roof Replacement CSM Area F	Children of St. Martha		\$ 79,800		
Roof Replacement CSM Area G	Children of St. Martha		\$ 88,452		
Roof Restoration SPFA Section 15	St. Patrick's Fine Arts School		\$ 237,984		
Roof Restoration SPFA Section 16	St. Patrick's Fine Arts School	\$ 45,360			
Roof Restoration SPFA Section 17	St. Patrick's Fine Arts School	\$ 142,320			
Roof Restoration SPFA Section 1	St. Patrick's Fine Arts School		\$ 38,352		
Roof Restoration SPFA Section 6	St. Patrick's Fine Arts School		\$ 87,360		
Roof Restoration SPFA Section 5	St. Patrick's Fine Arts School			\$ 81,384	
Roof Restoration OLA Section 5	Our Lady of the Assumption School	\$ 207,120			
Roof Restoration OLA Section 4	Our Lady of the Assumption School	\$ 168,480			
Roof Restoration SMBI Section 6	St. Michael's School - Bow Island			\$ 252,288	
Parking Lot Reconfiguration STC	St. Teresa of Calcutta School				\$ 70,000
Parking Lot Expansion CCHW	Catholic Central High School West Campus		\$ 70,000		
Parking Lot Asphalt Resurfacing and Line Painting CCHE (and SFJH)	Catholic Central High School East Campus	\$ 120,000			
Parking Lot Asphalt Resurfacing and Line Painting SMPC	St. Michael's School Pincher Creek	\$ 40,000			
Flooring Replacements ESM 2007 Carpet	Ecole St. Mary			\$ 20,000	
Flooring Replacements OLA 2002 Classroom and Corridor Carpet	Our Lady of the Assumption School			\$ 53,222	
Flooring Refinish SJS Gym Floor	St. Joseph School			\$ 50,000	
Flooring Refinish FLVT Gym Floor	Father Leonard Van Tighem School		\$ 50,000		
Flooring Refinish CCHW Gym Floor	Catholic Central High School West Campus	\$ 50,000			
Flooring Replacements SPFA 2004 Carpet	St. Patrick's Fine Arts School	\$ 30,000			
Fan Coil Replacements SMBI	St. Michael's School Bow Island	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000
Rooftop Unit Component and Exhaust Fan Replacements CCHE	Catholic Central High School East Campus	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Rooftop Unit Component and Exhaust Fan Replacements CSM	Children of St. Martha	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Rooftop Unit Component and Exhaust Fan Replacements FLVT	Father Leonard Van Tighem School	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Rooftop Unit Component and Exhaust Fan Replacements SFJH	St. Francis Junior High School	\$ 5,000	\$ 5,000		
Rooftop Unit Component and Exhaust Fan Replacements SPFA	St. Patrick's Fine Arts School	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Rooftop Unit Component and Exhaust Fan Replacements SPL	St. Paul School	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Rooftop Unit Component and Exhaust Fan Replacements SMT	St. Mary's School Taber	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Rooftop Unit Component and Exhaust Fan Replacements SCPB	St. Catherine's School Picture Butte	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Rooftop Unit Component and Exhaust Fan Replacements SJS	St. Joseph School	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
HVAC Design and Installation OLA	Our Lady of the Assumption School		\$ 140,000		
LED Lighting Upgrades CSM Gym	St. Mary's School Taber	\$ 20,000			
LED Lighting Upgrades SMPC Gym	St. Michael's School Pincher Creek	\$ 20,000			
Program Functional Upgrade SFJH Second Basement Dance Studio	St. Francis Junior High School	\$ 30,000			
Barrier Free Upgrade SFJH Upper Floor Washroom	St. Francis Junior High School		\$ 60,000		
Barrier Free Upgrade SFJH Gym Egress Ramp	St. Francis Junior High School	\$ 10,000			
Upgrade Pneumatic BMS Controls to DDC CCHE	Catholic Central High School East Campus	\$ 16,000		\$ 7,000	
BMS and Pneumatic to DDC Upgrades FLVT	Father Leonard Van Tighem School	\$ 16,000	\$ 175,000		
BMS and Pneumatic to DDC Upgrades CSM	Children of St. Martha	\$ 16,000		\$ 86,000	\$ 50,000
Upgrade BMS N2 Controllers to M4 SCPB	St. Catherine's School Picture Butte			\$ 94,000	
Upgrade BMS N2 Controllers to M4 SJS	St. Joseph School				\$ 101,000
Upgrade BMS N2 Controllers to M4 ESM	Ecole St. Mary				\$ 97,000
Upgrade BMS N2 Controllers to M4 SMT	St. Mary's School Taber				\$ 102,000
Upgrade BMS N2 Controllers to M4 SPFA	St. Patrick's Fine Arts School				\$ 78,000
Upgrade BMS N2 Controllers to M4 SPL	St. Paul School				\$ 98,000
Upgrade Obsolete Electrical Panels CCHE	Catholic Central High School East Campus	\$ 60,000			
Upgrade Obsolete Electrical Panels CSM	Children of St. Martha		\$ 190,000		
Upgrade Obsolete Electrical Panels ESM	Ecole St. Mary	\$ 30,000			
Upgrade Obsolete Electrical Panels SJS	St. Joseph School	\$ 20,000			
Upgrade Obsolete Electrical Panels SMT	St. Mary's School Taber	\$ 20,000			
Upgrade Obsolete Electrical Panels SPL	St. Paul School			\$ 20,000	
Replace Motor Starters SMBI	St. Michael's School Bow Island			\$ 27,000	

Upgrade Obsolete Fire Alarm Panels CSM	Children of St. Martha		\$ 20,000		
Upgrade Obsolete Fire Alarm Panels OLA	Our Lady of the Assumption School	\$ 20,000			
Upgrade Obsolete Fire Alarm Panels SCPB	St. Catherine's School Picture Butte	\$ 20,000			
Upgrade Obsolete Fire Alarm Panels SMT	St. Mary's School Taber		\$ 20,000		
Upgrade Obsolete Fire Alarm Panels SPFA	St. Patrick's Fine Arts School		\$ 20,000		
Upgrade Obsolete Fire Alarm Panels SPL	St. Paul School		\$ 20,000		
Stage Divider Replacement SMPC	St. Michael's School Pincher Creek	\$ 40,000			
Repair and Replace Pedestrian Paving CCHE	Catholic Central High School East Campus	\$ 20,000			
Repair and Replace Pedestrian Paving CSM	Children of St. Martha	\$ 20,000			
Repair and Replace Pedestrian Paving ESM	Ecole St. Mary	\$ 100,000			
Repair and Replace Pedestrian Paving OLA	Our Lady of the Assumption School			\$ 26,000	
Repair and Replace Pedestrian Paving SCPB	St. Catherine's School Picture Butte	\$ 20,000			
Repair and Replace Pedestrian Paving SJS	St. Joseph School	\$ 40,000			\$ 100,000
Repair and Replace Pedestrian Paving SPL	St. Paul School		\$ 50,000		
Kindergarden Washroom Installation SJS	St. Joseph School	\$ 60,000			
Library Renovation CCHE	Catholic Central High School East Campus	\$ 10,000	\$ 250,000		
Cosmetology Lab Classroom Renovation CCHE	Catholic Central High School East Campus	\$ 10,000			
Sports Medicine Classroom Renovation CCHW	Catholic Central High School West Campus	\$ 10,000			
E-Learning and Study Hall Classroom Renovation CCHW	Catholic Central High School West Campus	\$ 10,000	\$ 75,000		
Science Lab Flooring and Millwork Replacement FLVT	Father Leonard Van Tighem School	\$ 30,000			
Kindergarten Washroom Installation OLA	Our Lady of the Assumption School	\$ 60,000			
North Elevator Replacement SMPC	St. Michael's School Pincher Creek	\$ 10,000	\$ 90,000		
Exterior Gym Wall Stucco Repair SPFA	St. Patrick's Fine Arts School	\$ 52,000			

ACTION NO: B.6

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Tricia Doherty and Bob Spitzig, Trustee Representatives on Lethbridge Boundary Review Committee

SUBJECT: Lethbridge Boundary Reconfiguration

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. With the construction of the new West Lethbridge School, adjustments to the existing boundaries in Lethbridge, addressing growth and capacity concerns in Lethbridge, was undertaken.
2. A Lethbridge Boundary Review Committee was formed with the mandate to gather public feedback, distribute students in a manner that is balanced and maintains school viability and to provide ample notice of any boundary reconfigurations.
3. A total of four (4) public consultations were held and two (2) public surveys were implemented.

RECOMMENDATION

Pending Board discussion.

ACTION NO: B.7

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Naming of the New Westside Lethbridge School

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. In June 2025, Holy Spirit School Division put out a call for suggestions of what to name the new elementary school on the Westside of Lethbridge.
2. As outlined in the attached *Administrative Procedure 127: Naming of Educational Facilities*, the Board was presented with the survey results and the approved list of possible names was shared with the Bishop.

RECOMMENDATIONS

That the Board of Trustees names the new Holy Spirit Catholic School Division Lethbridge school being constructed in the Piers subdivision, St. Kateri.

NAMING OF EDUCATIONAL FACILITIES

Background

Board Policy 2: Role of the Board indicates the Board's faith leadership is embodied when the Board makes decisions which reflect Catholic values and beliefs. Each community should have the opportunity to participate in the naming of a new or modernized school facility. The chosen name should reflect the mission, values, and vision of our school division.

Value and Core Commitment Link

"Stewardship"

- "We are receptive to our stakeholders."

"Our Collaborative Community"

- "We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools."

Guidelines

1. The Superintendent of Schools shall develop a process to invite students, staff, community members and Trustees to submit suggestions to name schools. The process will involve research and rationale for such naming that includes recognition of the mission, values and vision of the school division.
2. When inviting suggestions, the Superintendent should make stakeholders aware of the following criteria:
 - a) Avoid selecting names of individuals who are currently living or have recently passed away;
 - b) Select names that refer to the Trinity, Catholic saints, or other prominent Catholic figures officially recognized by the Church (i.e., Servant of God, Blessed, or Venerable).
3. Information will be summarized and presented to the Board for consideration and approval.
4. In an in-camera session, the Board will identify a preferred name from the approved list of names and share it with the Bishop.
5. The Board will make a public decision and share it with all educational stakeholders, including Alberta Education.

6. The school's name shall be determined at least one year prior to the school opening.
7. The proposed name for a new facility should be advertised within the affected community through school newsletters and the local news media for a period of not less than one month. Such advertising will outline:
 - 7.1 The proposed new name;
 - 7.2 The contact name of someone within the division to talk to about the reasons of the proposed new name;
 - 7.3 The name and address to send written feedback to regarding the new name.
8. Dedicating rooms, gyms, and/or wings of buildings:
 - 8.1 A portion of a school or facility may be named providing that a consultation of suggested names is carried out with school council and parish communities.
 - 8.2 When a memorial dedication is recommended, confidential consultation with the family is essential.
 - 8.3 All recommendations must be presented through the following protocol:
 - 8.1.1 Initiated by the broader community, including school staff, pursuant to Guideline 1.
 - 8.1.2 Further recommendations are made by the Principal to the Superintendent.
 - 8.1.3 Superintendent presents the recommendations to the Board of Trustees.
 - 8.1.4 Approval by the Board of Trustees.
 - 8.4 Schools must keep records as to which rooms, gyms, and wings of buildings have been dedicated to whom, and for what reason(s).
 - 8.5 For appropriate cause, not requiring disclosure, the Board of Trustees may rescind a name of a portion of a school facility.
9. From time to time, schools may be gifted with a Blackfoot name. This is typically initiated by an Elder from the community.
 - 9.1 The process for this naming shall be developed by the Elder and Principal of the school, and approved by the Superintendent.
 - 9.2 In these circumstances, the name given shall not replace the official name of the school, and shall align with the spirit and intent of the school's given name.
 - 9.3 Where possible, a record of the stories connected to this naming shall be maintained for the understanding of the community.

ACTION NO: B.8

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Locally Developed Courses

ORIGINATOR: Carmen Larsen, Director of Learning

BACKGROUND

The Board is required to authorize any locally developed/acquired courses used within the Division. A request has been submitted to acquire the following Locally Developed Courses, which were not available for the May 2025 Board Meeting.

Course Name	Version	Course Code	First Approved Year	Last Approved Year
Leadership, Character & Social Responsibility 15	3 Credits (2025-2029)	LDC1509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 15	5 Credits (2025-2029)	LDC1509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 25	3 Credits (2025-2029)	LDC2509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 25	5 Credits (2025-2029)	LDC2509	2025-2026	2028-2029

Leadership, Character & Social Responsibility 35	3 Credits (2025-2029)	LDC3509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 35	5 Credits (2025-2029)	LDC3509	2025-2026	2028-2029

RECOMMENDATION

That the Board of Trustees for The Holy Spirit Catholic School Division, at its June 25, 2025 Regular Meeting, approves the use and implementation of the following additional Locally Developed Courses and their accompanying learning resources:

Course Name	Version	Course Code	First Approved Year	Last Approved Year
Leadership, Character & Social Responsibility 15	3 Credits (2025-2029)	LDC1509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 15	5 Credits (2025-2029)	LDC1509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 25	3 Credits (2025-2029)	LDC2509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 25	5 Credits (2025-2029)	LDC2509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 35	3 Credits (2025-2029)	LDC3509	2025-2026	2028-2029
Leadership, Character & Social Responsibility 35	5 Credits (2025-2029)	LDC3509	2025-2026	2028-2029

ACTION NO: B.9

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: St. Joseph School, Coaldale Playground Improvements

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. *Policy 2: Role of the Board* indicates that efforts to replace or build school playground structures should first be approved by the Board of Trustees.
2. Attached for Board reference is *Policy 2: Role of the Board*.
3. Principal Brent Christensen of St. Joseph School, Coaldale presented to the Board and provided an overview of the scope of the project.

RECOMMENDATION

That the Board of Trustees approves the proposal by the school community of St. Joseph School, Coaldale to upgrade and install cement pads and basketball courts to the school playground that will conform to current Canadian safety standards,

AND FURTHER, that all funding will come from donations, grants and fundraising and that there will be no cost to the Holy Spirit Catholic School Division for this project.

POLICY 2

Revised November 2024

ROLE OF THE BOARD

Section 33 of the *Education Act* outlines the role of the Board. Further to this, as the body elected by the Catholic electors of the division, the Board is responsible to the electors for the development of the educational objectives and goals of the division in keeping with the Christian ideals and values of the Catholic community. As a corporate entity with natural person powers established by provincial legislation and given authority by the *Education Act* and attendant Regulations, and the corporate body elected by the electors that support the Holy Spirit Catholic School Division, the Board shall provide overall direction and leadership to the division. It is accountable for the provision of appropriate educational programs and services to students of the division to enable their success, in keeping with the requirements of government legislation, values of the electorate, and alignment with the Magisterium of the Catholic Church.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability, and the generative engagement of constituents.

The Board must fulfill its key roles of ensuring education in our division is Christ-centered and models Catholic values.

Areas of Responsibility

1. Faith Leadership
 - 1.1 Make decisions which reflect Catholic values and beliefs.
 - 1.2 Be visible within the Catholic faith community.
 - 1.3 Be involved in and supportive of parish functions in each of the communities served by the division.
 - 1.4 Participate in and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.

- 1.5 Be accountable to the division's Catholic ratepayers by being an advocate for the preservation of Catholic education constitutional rights in Alberta.
 - 1.6 Ensure faith leadership decisions align with recommendations from the Bishop of Calgary and/ or resources provided by the Bishops of Alberta and Northwest Territories, Canadian Conference of Catholic Bishops, and documents from the Vatican.
 - 1.7 Participate in faith development opportunities and ensure that a strong faith development component is provided for all students and staff.
 - 1.8 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.
2. Accountability to Provincial Government
- 2.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
 - 2.2 Perform Board functions required by governing legislation and existing Board policy.
3. Accountability to Community
- 3.1 Make data-informed decisions which reflect the Gospel values and represent the interests of the entire Catholic community served.
 - 3.2 Establish processes and provide opportunities for community input.
 - 3.3 Report division results at least annually.
 - 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
 - 3.5 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.
 - 3.6 Proactively work to build community support for this Catholic education system.
 - 3.7 Be visible in our school communities.

4. Three-Year Education Plan

- 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities, and key results, in three-year cycles.
- 4.2 Annually approve the Annual Education Assurance Results Report and the Three-Year Education Plan.
- 4.3 Monitor progress toward desired results.

5. Recognition

- 5.1 Staff - long term service and retirement.
- 5.2 Community - modeling Catholic values within the school system.
- 5.3 School – annual recognition in some form acceptable to the Board.

6. Policy

- 6.1 Determine the goals and objectives the division wishes to pursue.
- 6.2 Identify the areas that require Board policy.
- 6.3 Develop and revise policies as per *Policy 7: Appendix C: Policy Development and Review Committee Terms of Reference*.
- 6.4 Monitor policy impact to determine if policy is producing the desired results.

7. Superintendent / Board Relations

- 7.1 Select the Superintendent.
- 7.2 Provide the Superintendent with clear corporate direction.
- 7.3 Delegate, in writing, authority to the Superintendent and identify responsibility subject to provisions and restrictions in the *Education Act*.
- 7.4 Entrust the day-to-day management of the school division to the staff through the Superintendent.
- 7.5 Interact with the Superintendent in an open, honest, respectful, and professional manner.

- 7.6 Evaluate the Superintendent on an agreed upon schedule based upon the Superintendent job description and additional Board direction
 - 7.7 Annually review the compensation of the Superintendent.
8. Political / Advocacy
- 8.1 Utilize Alberta School Boards' Association (ASBA) and ACSTA advocacy services.
 - 8.2 Develop a yearly work plan that addresses advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.
 - 8.3 Enlist the support of the municipal and provincial government and provide a leadership role in support of our students and Catholic education initiatives.
 - 8.4 Be the voice of, and advocate for Catholic education within our communities on the role of locally elected Boards and other political issues.
9. Board Development
- 9.1 Annually evaluate Board effectiveness.
 - 9.2 Ensure the Board engages in professional learning. And consider increasing knowledge of role, processes, and issues.
 - 9.3 Consider ASBA, ACSTA, Canadian Catholic School Trustees' Association (CCSTA) and Canadian School Boards Association (CSBA) resources.
10. Fiscal Responsibility
- 10.1 Determine annual resource allocations based on the Board's strategic priorities.
 - 10.2 Approve budget annually and ensure resources are allocated to achieve desired results.
 - 10.3 Approve annually the Three-year Capital Plan and Infrastructure and Maintenance Renewal (IMR) Plan.

- 10.4 Review and approve all new and replacement playground requests.
- 10.5 Establish reserve funds through the regular budget process for the purchase, replacement, or upgrading of capital assets.
- 10.6 Establish reserve funds for an accumulated operating surplus, which approaches but does not exceed the percentage threshold set by Alberta Education.
- 10.7 Appoint the auditor.
- 10.8 Receive audit report and ensure quality indicators are met.
- 10.9 Monitor fiscal management and internal financial controls of the division.
- 10.10 Approve the Audited Financial Statements.
- 10.11 Support and respond to the fiscal requirements and regulation established from time to time by the Auditor General and Alberta Education.
- 10.12 Set the mandates for labour negotiations and ratify memoranda of agreement with bargaining units.

References Sections 33, 51, 52, 53, 54, 60, 67, 139, and 122, *Education Act*
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Investment Regulation
School Fees Regulation
Truth and Reconciliation Commission Calls to Action

ACTION NO: B.10

June 25, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Father Leonard Van Tighem School, Playground Improvements

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. *Policy 2: Role of the Board* indicates that efforts to replace or build school playground structures should first be approved by the Board of Trustees.
2. Attached for Board reference is *Policy 2: Role of the Board*.
3. Principal Shannon Collier of Father Leonard Van Tighem School presented to the Board providing an overview of the scope of the project.

RECOMMENDATION

That the Board of Trustees approves the proposal by the school community of Father Leonard Van Tighem School to upgrade and install basketball standards to the school playground that will conform to current Canadian safety standards,

AND FURTHER, that all funding will come from donations, grants and fundraising and that there will be no cost to the Holy Spirit Catholic School Division for this project.

PR NO:

C.1

June 26, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy Review Schedule 2025/2026

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Attached for Board review is a list of policies that were reviewed, amended, and adopted over the 2024/2025 school year, as well as a tentative schedule for the Board to review its Policy Manual during the 2025/2026 school year.
2. A copy of the Board's Mission, Vision, and Values is also attached for Board reference.

RECOMMENDATION

That the Board of Trustees approves the Policy Review Schedule for the 2025/2026 school year, as presented.

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

2025/2026 School Year

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

* All appendices shall be reviewed with the associated policy.

23 of 24 policies, and their respective appendices,
were reviewed, amended or adopted during the 2024/2025 school year.

Board Policy	Date Reviewed/Amended
Policy 1: Board Mandate, Mission, Values and Goals	Reviewed September 26, 2024
Policy 2: Role of the Board	Amended November 27, 2024
Policy 3: Role of the Trustee	Amended November 27, 2024
Policy 4: Trustee Code of Conduct	Tabled for September 2025
Policy 5: Role of the Board Chair	Reviewed September 26, 2024
Policy 6: Role of the Vice Chair	Reviewed September 26, 2024
Policy 7: Board Committees and Board Representation	Amended September 26, 2024 Defeated Policy 7: Appendix D: Together in Faith: School. Home. Parish Committees
Policy 8: Policy Making	Rescinded October 23, 2024
Policy 9: Role of the Superintendent	Amended January 22, 2025
Policy 10: Board Delegation of Responsibility	Amended January 22, 2025
Policy 11: Staff Code of Conduct	Amended January 22, 2025
Policy 12: Teaching Staff Reduction	Amended February 26, 2025
Policy 13: Hearings on Teacher Matters	Amended March 26, 2025
Policy 14: Appeals and Hearings on Student Matters	Amended March 26, 2025
Policy 16: School Closure	Amended March 26, 2025
Policy 17: Awards	Amended November 27, 2024
Policy 18: Board Governance and Operations	Reviewed January 22, 2025 Amended February 26, 2025
Policy 19: Conflict of Interest and Nepotism	Amended April 30, 2025
Policy 20: Fiscal Stewardship	Amended March 26, 2025
Policy 21: Public Interest Disclosure (Whistleblower Protection)	Amended April 30, 2025
Policy 22: Vaccination Protocol	Amended April 30, 2025
Policy 23: Extra-Curricular Activity	Amended April 30, 2025
Policy 24: Budget	Amended March 26, 2025

REPORT NO: D.1

June 25, 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 June 25, 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 June 25, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

June 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Attended CCH Graduation Mass
- Attended St. Mary's Taber Graduation Mass
- Attended LLT Year End Mass
- Attended St. Paul's School Year End Mass
- Attended CCSSA Board Meeting
- Monthly lunch with Fr. Kevin (ONGOING)
- Attending daily prayer at CEC when present
- Faith reflections in, "Superintendent Sunday" (ONGOING)

Attending our graduation and year-end Masses has truly been a profound blessing, and I wanted to share some reflections with you all. Witnessing our students, their families, and our dedicated staff gather to celebrate academic achievements grounded in faith is one of the most rewarding aspects of our ministry. Each ceremony beautifully showcased the vibrant spirit of our school communities. These events are powerful reminders of the incredible privilege we have to nurture young minds and spirits, guiding them not just in their educational journey but in their walk with Christ. It is a testament to the collective efforts of our entire division that we can provide such meaningful experiences, and I am deeply grateful for the opportunity to participate in these joyous celebrations.

Building Effective Relationships

- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Monthly lunch with Fr. Kevin (ONGOING)
- Monthly supper meeting with ATA Local President and Deputy Superintendent
- Attended TBAC supper meeting with TBAC reps, Trustees, and Deputy Superintendent

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

- Attended St. Michael's Pincher Creek, St. Mary's Taber Graduation Ceremonies
- Attend Construction meetings with FWBA, Alberta Infrastructure and partners re: New Westside Elementary School (Bi-weekly, ONGOING)
- Attended Board Retirement Evening Event
- Attended OLA Grade 6 Learning Exhibition
- Attended FLVT FNMI Awards
- Attended FLVT Mini-Powwow
- Attended Education Services Agreement Meeting with Zone 6 Superintendents
- Conducted SALT Future Planning Meetings
- Attended Holy Spirit Mental Health and Wellness Fair

It's truly a blessing to continue deepening our relationships with both our dedicated staff and the broader community, and I've had several wonderful opportunities recently to do just that. Engaging with our students' innovative spirit at the Our Lady of the Assumption (OLA) Grade 6 Learning Exhibition was inspiring, showcasing the incredible talent within our schools. The Father Leonard Van Tighem (FLVT) FNMI Awards and the FLVT Mini-Powwow were powerful celebrations of Indigenous culture and student achievement, reinforcing our commitment to reconciliation and inclusive education. Furthermore, collaborating with my colleagues at the Education Services Agreement Meeting with Zone 6 Superintendents and conducting the SALT (Superintendent's Advisory Leadership Team) Future Planning Meetings allowed us to strategically plan for the future of Catholic education, ensuring we're always striving for excellence. Finally, the Holy Spirit Mental Health and Wellness Fair underscored our shared commitment to the well-being of our entire school community. These engagements are vital; they strengthen our bonds and help us collectively work towards the flourishing of every individual in our division.

Visionary Leadership

- Weekly SALT meeting
- Finance Committee Meeting (ONGOING)
- Board Policy Committee Meeting (ONGOING)
- LLT Meeting (ONGOING)
- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- Attended DREC/IEL (ONGOING)
- Met with Secretary Treasurer and Director of Facilities for Value-Scoping Interviews

- Presented Calendar changes: implementation of Division-wide ISP Day, reallocating EA hours to ensure best practices and school-level supports, LLT start up meeting date, expectations for first week back for staff (August 25-29)
- Presented the Inclusive Education Leads: Reimagined to LLT
- Presented LLT Professional Development/School Based PD Plan expectations and overview for 2025-2026 school year
- Presented DRAFT Start Up At A Glance: Start Up At A Glance documents for Administrators and Staff
- Presented: SPACES- Reporting and Assessment for Administrators (survey results and expectations for the 2025-2026 school year)
- Named, Regan Holt, Director of Technology
- Hired, Dr. Jana Boschee, FNMI Division Principal
- Toured Trinity/CARE with Deputy Superintendent; looking at spacing options for SFJH
- Met with numerous principals re: enrolment pressures and capacity concerns

It's truly a blessing to continue developing our visionary leadership abilities within the division, and the past few weeks have been particularly fruitful in this regard. We've made significant strides in operational planning, including presenting important calendar changes for the upcoming school year, such as the implementation of a division-wide ISP Day and the strategic reallocation of EA hours to optimize school-level support. We also laid out clear expectations for staff during the first week back, from August 25-29, including the LLT start-up meeting date. I was pleased to present the reimagined Inclusive Education Leads to the LLT, along with the comprehensive Professional Development/School Based PD Plan for the 2025-2026 school year. Additionally, we've shared the DRAFT Start Up At A Glance documents for both administrators and staff, ensuring a smooth beginning to the new academic year, and discussed the SPACES-Reporting and Assessment expectations based on survey results. In terms of staffing, we've strengthened our leadership team with the naming of Regan Holt as Director of Technology and the hiring of Dr. Jana Boschee as our FNMI Division Principal, both of whom will be invaluable assets. Furthermore, the Deputy Superintendent and I toured Trinity/CARE to explore spacing options for St. Francis Junior High, and I've been actively meeting with numerous principals to address enrollment pressures and capacity concerns. These collaborative efforts are essential as we plan for a future that best serves our students and staff.

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
- Monthly meetings with CCSSA Board
- Engaging Superintendent Evaluation meetings and prep work (with Gary Strother)

It is a true blessing to be a model a commitment to professional learning, and I believe this dedication is vital for effective leadership within our Catholic division. This commitment has been particularly evident recently through the engaging Superintendent Evaluation meetings and the extensive preparatory work undertaken with Gary Strother. These sessions are invaluable opportunities for deep reflection on our strategic direction, operational effectiveness, and alignment with our Catholic mission. The rigorous process of self-assessment and external feedback not only strengthens my own leadership capacity but also reinforces to our entire staff the importance of continuous growth and development. By actively participating in and embracing such thorough evaluations, we demonstrate our unwavering pursuit of excellence and our accountability to both our educational standards and our faith-based values, ultimately benefiting every student and family we serve.

Leading Learning

- Reviewed SPACES Stakeholder Survey (Parents, Teachers, Administrators)- made decision on expectations for 2025-2026 school year
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Completing Principal/Deputy Superintendent evaluations
- Examining new Administration procedures: Inclement Weather, Student Retention

A significant part of leading learning has involved our recent deep dive into the role of SPACES. We have just completed a thorough review of the SPACES Stakeholder Survey, gathering invaluable feedback from parents, teachers, and administrators. This comprehensive examination has been crucial in understanding the diverse perspectives and experiences with our current reporting and assessment system. Based on this rich data, we have made informed decisions regarding the expectations for SPACES for the 2025-2026 school year. This work is a testament to our commitment to continuous improvement and ensuring that our tools and processes effectively support student learning and clear communication. By carefully considering all voices and making data-

driven decisions, we are confident that we are moving forward in a way that best serves the educational journey of our students and the needs of our entire school community.

Ensuring First Nations, Métis and Inuit Education for All Students

- Ongoing discussions 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 FLVT FNMI Awards
- Attended FLVT Mini-Powwow
- Attended ESM Naming Ceremony
- Hired, Dr. Jana Boschee, FNMI Division Principal
- Attended Education Services Agreement Meeting with Zone 6 Superintendents
- Planning: Wisdom and Visioning Circle (Monday, June 23)

It is a profound blessing to continue to support and deepen my understanding of the First Nations, Métis, and Inuit community, and recent engagements have been particularly enriching in this regard. My participation in the Father Leonard Van Tighem (FLVT) FNMI Awards and the FLVT Mini-Powwow offered powerful insights into the vibrant cultures and achievements of our Indigenous students, strengthening our shared journey of reconciliation. Further enhancing this understanding was the privilege of attending the subsequent Educational Services Agreement Meeting with Zone 6 Superintendents. These experiences provided invaluable opportunities to witness traditional protocols firsthand and to collaborate with colleagues on strengthening educational pathways and supports for Indigenous students across the zone. Each of these events has not only deepened my appreciation for the rich heritage and contributions of our First Nations, Métis, and Inuit peoples but has also underscored our collective responsibility to foster truly inclusive and culturally responsive learning environments within our division.

School Authority Operations and Resources

- Presented 2025-2026 Budget to Board of Trustees - was approved
- Met with Secretary Treasurer and Director of Facilities for Value-Scoping interviews; selected contractor
- Met with Principals to support increasing enrollment conversations and capacity issues (SFJH, SPS)

It is an important and ongoing responsibility to effectively oversee our school authority operations and resources, ensuring they best serve our students and staff. A significant focus of this oversight recently has been addressing the pressing capacity concerns within our division. I've had productive meetings with the Secretary Treasurer and Director of Facilities for Value-Scoping interviews, which has led to the selection of a contractor to help us with this process. Furthermore, I've met extensively with principals, particularly at St. Francis Junior High (SFJH) and St. Paul's School (SPS), to support their increasing enrollment conversations and to strategically address the capacity issues they are currently facing. These discussions are critical as we work collaboratively to manage growth, optimize our spaces, and ensure that every student continues to receive a high-quality, faith-based education in an optimal learning environment.

Supporting Effective Governance

- Board Agenda setting meeting with Chairs and Executive Secretary (Monthly)
- Attended Finance Committee Meeting
- Attended Board Policy Committee Meeting
- Attended ASBA Spring General Meeting
- COW and Board meeting with Board of Trustees (ONGOING)
- Engaging Superintendent Evaluation meetings and prep work (with Gary Strother)

My recent attendance at the Alberta School Boards Association (ASBA) Spring General Meeting provided invaluable insights into provincial governance trends and best practices, directly informing how we can strengthen our own Board's effectiveness. Additionally, the ongoing and engaging Superintendent Evaluation meetings and preparatory work with Gary Strother are crucial to this support. This process not only ensures accountability and transparency in my role but also serves as a model for strong governance, reinforcing our shared commitment to strategic oversight and the flourishing of Catholic education within our division.

REPORT NO: D.2

June 25, 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 June 25, 2025.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees June, 2025

Embodying Catholic Leadership

- This month, I had the opportunity to attend the beautiful graduation Mass for the high school students at St. Mary School in Taber;
- I was also able to attend the farewell and year-end Masses for St. Joseph School, St. Michael's School (Pincher Creek), St. Paul School and our Learning Leadership Team. It is such a gift to be able to celebrate Mass together and I am inspired by the respect and reverence shown by our students;
- I attended the sacrament of Confirmation at St. Martha's Parish. Seeing more than 40 young people committing to living out their faith more fully, and choosing a saint name to guide them is inspiring;
- Leading prayer at St. Basil Catholic Education Centre as well as before interviews and other meetings has become second nature to me now. I like to compose prayers based on the situations and include the names of the individuals involved. This really sets the tone for the meeting and reminds us to seek God's guidance and allow him to speak through us;
- Our monthly faith formation at LLT not only included Mass with Fr. Kevin but also an introduction and some preliminary reflection on our new 3 Year Faith Plan - *Open Wide the Doors*.

Building Effective Relationships

- During the month of June, we had a Teacher/Board Advisory Committee (TBAC) Dinner Meeting which provides us an opportunity to connect and build relationships with our teachers;
- I attended a Labour Management Meeting this month. I appreciate the opportunity to connect with our CUPE support staff to ensure we are proactively addressing concerns as they arise;
- Another Teachers' Employer Bargaining (TEBA) Engagement Session was held this month. I appreciate the opportunity to collaborate with divisions across the province in order to have a united voice in serving our educators.

Modeling Commitment to Professional Learning

- I met with the uLead CCSSA Working Committee to plan our sessions at the *2026 uLead Conference for Educational Leaders*. This is the second year I have served on this committee and it is an opportunity to infuse Catholic faith leadership into this respected international leadership conference;
- I had the honour of attending the *OLA PYP Exhibition*. I feel this was beneficial professional learning, as these student projects taught me about the *United Nations Sustainable Development Goals* and allowed me to witness first-hand how the students were meeting global challenges with local action;
- I participated in another learning session with my coach, Ray Hoppins. The focus remains on learning as much as I can about serving our division through effective, people-centered Human Resource Department practices.



Holy Spirit Catholic School Division

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Visionary Leadership

- Ongoing executive and senior administrative weekly meetings to discuss supporting schools with the Board priorities. Our senior leadership team set aside time on a weekly basis to ensure that we are working collaboratively and not in silos. As a new team, we are working hard to build trust and understanding of the role that we have in serving our school communities effectively;
- Posted, interviewed and added new team members to our Learning Leadership Team - including a Division Principal. We are excited about the interest expressed in these leadership positions as it speaks to not only the leadership capacity being built in our schools, but also a willingness to serve alongside those of us already at the table;
- Reviewing Teacher and Associate Principal evaluations - This is such a learning opportunity and provides me insight into the great things that are happening in our schools, and the leadership capacity that exists among our school teams.

Leading Learning

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

Supporting First Nations, Métis and Inuit Education for All

- I recently attended the *Division Family Gathering* at Father Leonard Van Tighem School. It was a beautiful evening of connection, complete with food, dancing, and drumming;
- Being a part of the interview process for Division Principal further deepened my understanding of how to embed this leadership quality standard throughout our division.

Supporting School Authority Operations and Resources

- It is a busy time in Human Resources and together with my team, we ensure weekly *Here in Spirit* newsletter is up to date with relevant detailed job postings for all positions available in the division;
- In collaboration with school principals we continue to advertise, shortlist, interview and on-board staff for the upcoming school year;
- Representatives from ASEBP came to Lethbridge to meet with us for the *Spring Client Engagement Meeting*, where we discussed all topics that were top of mind and how ASEBP can continue to support our division.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Supporting Effective Governance

- Had the honour of attending and being the Master of Ceremonies for the Board Retirement Banquet at the Signature Sandman Hotel. It was an intimate evening where we were able to honour and celebrate those who have dedicated many years in service of the division;
- Reviewing staffing for each school with SALT and site-based administrators to ensure we are meeting the needs of our students to the best of our ability, and sharing relevant information with our Board of Trustees;
- Supporting effective communication on new hires, especially to our leadership team, and other important issues;
- It has been a priority for me to attend and participate in the monthly Board Meetings in order to support the Board with the priorities that have been established.

REPORT NO: D.3

June 25, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Secretary-Treasurer's Report for June 25, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees June 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Submitted approved budget to Alberta Education
- Attended a stakeholder meeting with Alberta Infrastructure regarding real property governance and school ownership
- Contributed to weekly SALT Meetings
- Met with fellow Joint Use stakeholders
- Participated in the quarterly Joint Health and Safety committee meeting
- Collaborated with the Finance Committee
- Attended the TEBA monthly engagement session
- Lead the Business Services team in our monthly staff meeting
- Lead the Transportation, Technology, Maintenance, Finance and Student information monthly meeting
- Participated in CUPE Labor Management Meeting
- Attended bi-weekly construction meetings for our new westside elementary school
- Attended annual ASBOA conference
- Aided in evaluation and prioritization of furniture and equipment capital purchases
- Participated in the review of Value Scoping proposals and attended meetings with potential candidates
- Attended annual USIC Risk Management Seminar and USIC AGM

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

- Participated in the monthly USIC Risk Management committee meeting to discuss emerging issue, claims and risk mitigation strategies across the consortium
 - Attended the monthly USIC IT subcommittee meeting
 - Attended annual ASBOA conference
-

- Attended the annual USIC Risk Management Seminar and USIC AGM
- Reviewed and approved risk assessments and field trip requests, volunteer and chaperone applications
- Attended the Traffic Safety Culture Committee meeting and
- Attended the quarterly Joint Health and Safety Committee meeting
- Monitored WCB claim files

TECHNOLOGY UPDATE (REGAN)

- Daily school visits are helping teachers and students with technology
 - Onsite school assistance with Diploma Exam and Provincial Achievement Tests via Vretta online assessment platform
 - Assisted with AV support for various school services and celebrations
 - School coordination with principals for upcoming assignment changes, classroom logistic needs, etc.
 - Support for IMR projects is ongoing including classroom AV modernizations, PA and security camera upgrades in schools
-

REPORT NO: D.4

June 25, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Learning
Board Report - June 2025

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- A small group of Division I teachers curated and vetted a list of picture books to complement the K-3 Science curriculum. This [set of books](#) will be delivered to each of our elementary schools before the end of the year and will be available as teacher resources to support instruction in Science. This purchase was funded through new curriculum resource implementation funding. Thank you again to the University of Lethbridge Bookstore for providing us with a significant discount on our purchase.

Schools reflect collaborative teaching and learning environments.

- The Junior High Curriculum orientation session was held on Tuesday, June 3. Teachers were provided with a walkthrough of the new curriculum's architecture, as well as access to New LearnAlberta. Great conversations were had about planning for continuity for our students, as well as the potential for shifts in planning and assessment practices with the implementation of new curriculum.
 - It was announced on May 30th that new curriculum piloting for junior high will not be available for the 2025-2026 school year. Instead, Field Testing of certain curricular outcomes will be an option for teachers, but no information has been shared from the Ministry to date on the logistics of this. Draft curriculum documents are also not yet available at the time of writing this report.
- The Music Audit Committee that presented to the Board earlier this year met on Thursday, June 19 to plan for the 2025-26 school year.
 - Learning Services is covering the sub costs for this meeting and has budgeted for sub release time to provide collaboration and professional learning opportunities for music teachers throughout 2025-26.

We prepare students for career pathways.

- CASS and The Consortium (formerly ARPDC) have received a conditional grant to strengthen professional learning in career education across Alberta. This initiative supports the delivery of high-quality CTS, CTF, and new career education curricula in alignment with Alberta Education's priorities. Key goals include:
 - Expanding access to CTS and CTF professional learning
 - Supporting the implementation of new career education curricula
 - Helping students explore career pathways and prepare for post-secondary transitions
 - Building sustainable programming for Grades 7–12
- All CTS/CTF teachers and administrators in Holy Spirit have been invited to provide feedback on the survey that will help shape future professional learning opportunities in career education.
- The Holy Spirit now has a Memorandum of Agreement with Bow Valley College, further expanding the list of post-secondary partners that can offer our students dual credit learning opportunities.

REPORT NO: D.5

June 25, 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
June 2025**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Bishop's Assurance** - At our recent Calgary Diocese School Leadership Team Meeting, we heard from Calgary Catholic about their experience in piloting the Bishop's Assurance Tool, which is based on the Catholic School Inventory Assessment Tool which I was involved in developing a couple of years ago. They will be presenting their final findings at our meeting in the fall, but Bishop McGrattan is committed to expanding the use of this assurance tool throughout the Diocese. We welcome this guidance and will be looking to implement this on a pilot basis in the next school year. The model is appreciative in nature, and has opened up positive relationships and understanding between clergy and schools, as well as highlighting the many great things that are happening in Catholic schools.
- **Divisional Opening Mass** - We will be hosting our Divisional Opening Mass for all staff on Friday, August 29, 2025. As usual, Mass will be held at Catholic Central High School (East Campus), beginning at 9:00. Bishop McGrattan will be presiding at the Mass, which will be followed by the presentation of the Share the Mission Award. A light lunch will be provided at the conclusion of the morning, and our host school this year will be St. Joseph School (Coaldale).

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

- **GrACE Summit** - As mentioned in earlier reports, there will be a provincial GrACE summit for students in grade 9-11 on Friday, October 23, 2025 in Sherwood Park. Due to the logistics that are related to this (transportation and hotels, chaperones, etc.), I believe that we will be better served by joining this summit virtually. I will make arrangements to host a central gathering at St. Basil Catholic Education Centre with lunch to be provided. In the spirit of the summit, we may coordinate with Medicine Hat Catholic to invite their students to join with us. We have asked our administrators to consider students that should be included in the fall.
- **CCSSA RCIA Pilot** - I would like to thank our Holy Spirit participants in this Diocesan/CCSSA Pilot project, which has resulted in Jill Weatherhead (SMBI), Kortlyn Suberlak (CSM) and Tracy Platt (CSM), along with her husband Bill, being received into the Church this month. Stacey MacNeil-Ayeh and I will be completing a review of the program and reporting to both the Bishop and CCSSA about the lessons learned in our experience.
- **Diocese of Calgary Artificial Intelligence Conference** - At the recent MCI Summit on AI, it was announced that the Diocese will be hosting its own AI conference October 17-18, 2025 at St. Mary's University in Calgary. We anticipate further information and believe that we will have many interested participants from Holy Spirit.

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

- **Faith Plan 2022-2025 Feedback Summary** - A survey was created and sent to staff at the beginning of June to capture feedback related to our 2022-2025 Faith Plan. A summary is attached to this report.
- **Faith Plan 2025-2028** - After the presentation of the new faith plan to the Board in May, I have subsequently presented to our Learning Leadership Team, and had a working session with DREC to propose and refine tools and benchmarks for the fall. A video has also been recorded and shared for use with staff in introducing the new plan.

“As part of our "Proclaim" this year, we had several staff stand up and witness to their faith. These were powerful and touching moments and it brought people closer together.”

- Administrator, St. Catherine

“I really focused on being an example to my students and my family, by leading with example, making time for prayer, and making mass a priority (even when travelling for sports). It was fulfilling to go to new places and meet new people. Through this I found ways to make my own faith journey a priority.”

- Administrator, St. Patrick

“I found myself able to focus on a long-term yearly faith goal. For example, the theme of “to build”. I was able to use the theme to approach my day with that in mind. Building relationships, building programs, building knowledge etc. I tried to approach this year through the lens of our “to proclaim” theme. Our Monday morning prayer sessions were usually reminding staff to proclaim by living with integrity, showing love and compassion, practicing forgiveness etc. My own faith development this year moved to trying to proclaim through my living example. The themes have been phrased in a simple enough way to make it easy to work towards over the course of a school year.”

- Administrator, Catholic Central High

“Proclaim inspired me in my own personal life to share about my Faith and not be so shy when my friends ask questions (especially in secular settings).”

- Teacher, Catholic Central High

“I tend to be quiet in my faith, and this year's theme encouraged me to speak out - to students and to colleagues. We rarely truly know the impact of our words on others, but one led to weekly prayer time with a colleague that has become a cornerstone of both of our weeks, and of our relationship.”

- Teacher, Catholic Central High

“Helped me to be more aware of sharing faith experiences with my students, and giving them the opportunity to do the same.”

- Teacher, St. Paul

“It helped to me to focus in my personal prayer and service actions. Being able to discuss Hope with students in difficult times was a great tool to remind me ways to guide them and always look for hope and keep persevering as God is always with them.”

- Teacher, St. Michael's Pincher Creek

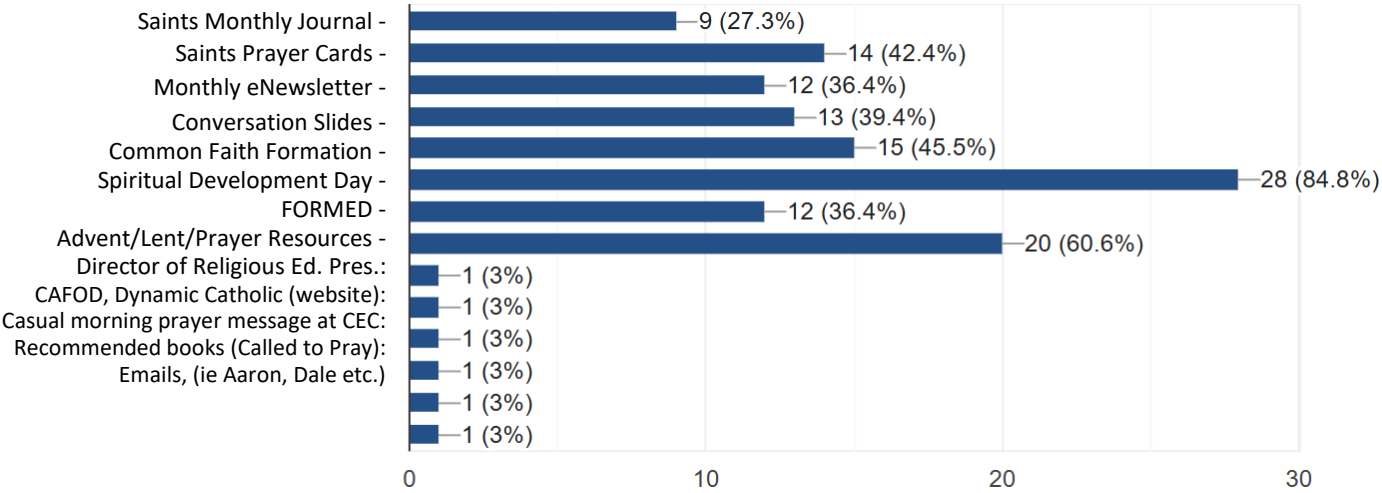
“I was able to have many impactful conversations with a lot of students as I organized student faith witness speakers for our school wide retreat this may. I certainly witnessed many students being a Gospel witness to their fellow students, as well as encouraged me to continue to share my faith experiences with my students inside and outside of classroom setting.”

- Teacher, Catholic Central High

“I proudly shared my beliefs, what I know and the things I learned! I happily conversed and learned more about subjects related to my Faith! I helped my students be proud of their faith and also speak about it openly! Growing my pride and confidence in my Faith helped me be able to speak about it more openly!”

- Teacher, École St. Mary

We created or shared resources for you to access to help you and/or your students grow in our faith this year. Please check all that you used this year. (33 responses)



Please describe how these were helpful to you. (33 responses)

“I love using the Saint prayer cards and journal pages with my students. We always learn something new about them.”

- Teacher, École St. Mary

“There was a clear goal to the year and the collaborative sense of everyone going the same direction. Having the slides immediately available for the novena after Pope Francis's death, for instance, was very helpful.”

- Teacher, Catholic Central High

“It's super important to constantly provide context. The WHY (historical perspective) was a focal point this year and I am sure it resonated with many as it unveils the layers of our faith. I hope this makes sense.”

- Teacher, SBCEC

“I enjoy understanding more about my faith and its history. These allowed me to feel more knowledgeable in my faith and helped me understand my own spirituality more. This made me more comfortable to share with others and speak with greater conviction.”

- Administrator, St. Joseph

“They helped me grow my understanding and confidence and then I was able to bring what I knew back into the classroom.”

- Teacher, École St. Mary

Please describe any other tools, resources, or strategies that you found helpful in your work to intentionally respond to the elements in the Faith Plan. (33 responses)

“The image and message of the image was powerful and supported the journey. It was so nice to see it present everywhere.”

- Teacher, SBCEC

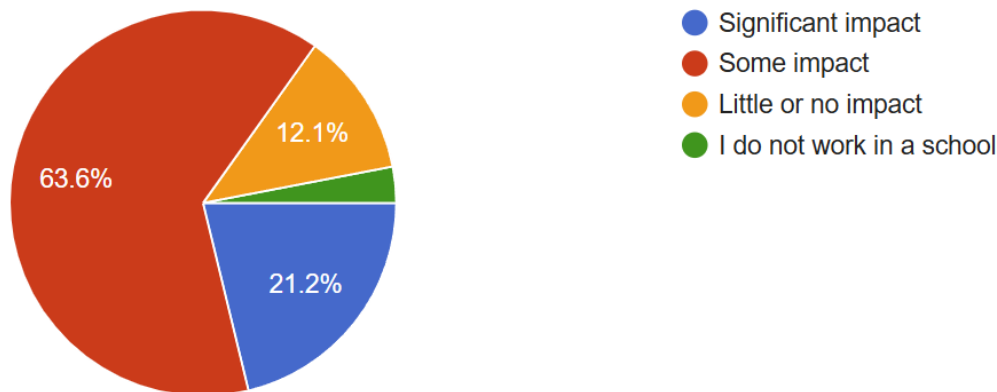
“As a social studies teacher, I integrated our faith into my lessons to frame how we see the world through the perspective of our Catholic beliefs.”

- Teacher, Catholic Central High

“Relationships with people; in my faith journey specifically, a call to the Indigenous community that extends far beyond the school division.”

- Teacher, SBCEC

How did the Catholic identity of your school/site grow in relation to the Faith Plan this year? (33 responses)



Please share an example of a positive change that you saw in your school/site in this regard. What helped your school/site make this change? (33 responses)

“I saw more engagement in liturgy/celebration volunteering and participation. I also feel that the many resources helped to unite our school which is PreK-12 under one topic/focus each year.”

- Administrator, St. Michael's Pincher Creek

“I don't see as much impact on students as I do on staff. There seems to be further willingness and comfort to talking about matters of faith with each other.”

- Administrator, St. Catherine

“Being a witness to how the students behave in liturgical celebrations. Within the last two years, the students have a better understanding of certain things that we do as part of our faith instead of just knowing "this is just something that we do." Being able to break things down and teach them so they understand the importance and the "why" behind aspects of our faith is truly important.”

- Administrator, Father Leonard Van Tighem

“Proclaim Nominations – we have students and staff recognize each other when they are seen proclaiming – whether in gesture, word or deed.”

- Teacher, St. Patrick Fine Arts

“Students shared symbols and actions of faith through various classes. Active participation in proclaiming!”

- Administrator, St. Francis Junior High

-

“I feel like our students all demonstrated a better understanding of our faith and why we do the things we do. This was evident in behaviour and participation at school wide masses, division level masses, and our grade 9 farewell. We also had 2 families get their children baptized this year and I feel like we are seeing an increase in sacramentality amongst our student population.”

- Administrator, St. Joseph

“Teachers were able to use great resources in their classroom to build faith and hope with students. My own children brought home their learning and it was interesting to discuss their perspectives over dinner.”

- Teacher, St. Michael's Pincher Creek

“I feel like most students state more proudly their Faith and talk about it more freely. They have always lived the kindness and love of our Faith but now they also proclaim it more openly. (K-2).”

- Teacher, École St. Mary

REPORT NO: D.6

June 25, 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

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

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support.

Donation to Ready, Set, Go: Longtime supporters of Ready Set Go, Knights of Columbus and Community Foundation of Lethbridge and Southwest Lethbridge recently donated \$6200 to support the Holy Spirit Catholic Schools Ready Set Go program. This donation will be used to support both rural and urban schools. We are blessed!

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

Screenagers Documentaries: In June 2025, the Holy Spirit Catholic School Division's Indigenous Student Wellness Access Guide (I-SWAG) team led a successful series of family-focused film screenings featuring the acclaimed *Screenagers* documentaries. Offered free of charge to all Holy Spirit families and hosted at the Movie Mill, each weekly session explored timely topics such as youth mental health, substance use, and healthy digital habits for children and teens. Designed to spark meaningful parent-child conversations and promote digital wellness, this initiative reflects the division's continued commitment to supporting families through proactive, community-based education. The I-SWAG team's leadership in organizing and promoting these sessions demonstrates a strong alignment with divisional priorities around mental health, parent engagement, and student well-being.

Mental Health Capacity Building Team Summer Programming: The Mental Health Capacity Building (MHCB) team is offering nine weeks of free, family-friendly programming throughout July and August to support student well-being and community connection. The Summer programming series will begin with a summer kick-off event at Legacy Park on July 2, 2025 and continue with weekly activities in the city every Tuesday and Wednesday, as well as in select divisional rural communities on Thursdays. Summer calendars have been shared across the division, and school communities have been encouraged to continue promoting these opportunities through newsletters and social media. We encourage everyone to come out for a visit and keep an eye out for our Holy Spirit Catholic School Division tent this summer!

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

Patron Saint of Early Learning - Saint Thérèse of Lisieux

Saint Thérèse of Lisieux has been selected as the patron saint for Early Learning Programs in Holy Spirit Catholic School Division. Last year, Program Leaders were introduced to her life and her "little way," exploring how her example could be shared meaningfully with our 3 and 4 year old learners. Her simplicity and accessibility resonated strongly, prompting continued interest in incorporating her story into early learning. For the 2025-26 school year, each program was provided with a book about St. Thérèse for use during carpet time, and a statue of St. Thérèse will be added to each classroom prayer corner.

REPORT NO: D.7

June 25, 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
June 2025

Board Strategic Priority: Living Truth and Reconciliation

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

- **Jordan's Principle** - With no announcement of any further funding for our group applications under Jordan's Principle, we will be concluding our program this month. It is disappointing to be sure to know that we will not be able to continue supporting students with the cultural and specialised services that have been provided over the past years with this funding. Some concluding statistics from this school year (as of June 18):
 - Every school (with the exception of SMBI, having no self-identified Indigenous students) received some type of service this year, with over 330 students receiving at least one service;
 - Our schools had 159 Elder visits this year - this works out to 87% of our instructional days;
 - Over 100 students received dedicated Blackfoot Language programming, and 26 students received support through our Itinerant Niitsitapi Facilitator where no service was provided previously.
- **Changing Horses Partnership** - We continue to be grateful for our ongoing partnership with Changing Horses and their Mioohpokoiksi Blackfoot language revitalization. We have had a number of our students engaged in language learning and research throughout the spring, and they will be continuing this in the summer with an intensive week of immersion with Elders.

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

- **Division Principal Appointment** - With the retirement of Shelley Kirkvold, we are pleased to have been able to appoint Dr. Jana Boschee to the position of Division Principal. Dr. Boschee brings with her a wealth and breadth of experiences that will serve our students and staff well as we continue to live truth and reconciliation in Holy Spirit.
- **Division Family Gathering** - We were pleased to be able to welcome over 150 staff, students, and community members to our family gathering at Father Leonard Van Tighem school earlier this month. Attendees were able to enjoy a barbecue, drumming and round dance and time to reconnect with one another.

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

- **École St. Mary School Naming** - On Thursday, June 19, ESM became the fourth Holy Spirit school to receive a Blackfoot name, gifted by Shane Little Bear. The name bestowed, *Naatoo pii poikaaks*, translates to Holy Children, and is rooted in stories about the faith filled nature of the school, and their culture of welcome and care for all of their students.

REPORT NO: D.8

June 25, 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 June 2025

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

As of June 18, 2025, Construction Meeting #6 has taken place. Ward Bros. has completed the east half of our school foundation. The City is working on removing the overhead power lines.

Project Milestones:

- Contract Award - March 2025
- Construction Start-Up Meeting - April 11, 2025 (bi-weekly starting April 23, 2025)
- Groundbreaking - April 30, 2025
- Construction Duration - March 2025 to August 2026

ST. FRANCIS VALUE SCOPING WORKSHOP

We have accepted the fee proposal from Stantec. The workshop and report timeline will be reviewed with the Board and the SFJH Principal. The value scoping report completion date is set for November 1, 2025.

FURNITURE AND EQUIPMENT REQUESTS AND VENDOR SELECTION

The furniture and equipment list has been approved by the Superintendent. Ordering to commence in June and July.

MAINTENANCE ROADMAP

The following is an update to Maintenance Department priorities for 2024/25. See attached Roadmap for reference.

FORESIGHT - Objective 2A: 10-Year Capital Plan Timeline

Phase	Key Activities	Target Timeline
Phase 1: Background & Historical Review	Collect population growth data, review existing facilities, analyse historical trends, gather strategic plans and enrolment data.	May-25
Phase 2: 10-Year Capital Plan Development	Align growth forecasts with division priorities, collaborate with community and municipal stakeholders, define preliminary project goals.	May – November 2025
Phase 3: Facility & Inventory Review	On-site assessments of schools, evaluate modular units, review structural integrity, identify accessibility and efficiency gaps.	June – August 2025
Phase 4: Future Needs Assessment & Forecasting	Forecast student capacity needs, assess hybrid models (K–6, 7–12), collaborate with SALT team, and identify priority schools.	August – September 2025
Phase 5: Roadmap & Recommendations	Develop a phased approach to facility upgrades, modular replacements, and new builds. Align with funding cycles and division goals.	Oct-25
Phase 6: Final Report & Presentation	Compile final deliverables, present findings, collect board feedback, and provide a list of actionable next steps.	November – December 2025

CMR/IMR PROJECTS

The Maintenance team is kicking into high gear for Summer 2025 and planning for School Year 2025-2026. The following is a list of some projects for the 2024-2025 School Year.

Catholic Central High School East Campus

- o In planning – Gym AV Design
- o In progress - HVAC Component Repairs and Replacements
- o In progress - 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 Complete – 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 In planning - Roof Replacement of Sections F, G & H

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 In planning - Corridor Flooring 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 In progress - Interior Wall Painting

St. Catherine's School

- o Complete - HVAC Component Repairs and Replacement and BMS Reprogramming
- o In planning - Roof Replacement of Sections A, B & E
- o In planning - West Hardscaping and Parging Repairs

St. Francis Junior High School

- o In planning - Gym Vestibule Painting

St. Joseph School

- o Preliminary information gathering – Pre-K/Kindergarten Washroom Addition
- o In planning - Roof Replacement of Sections B & L

St. Mary School Taber

- o Reviewing maintenance projects for likelihood and criticality
-

St. Michael's School Bow Island

- o Reviewing maintenance projects for likelihood and criticality

St. Michael's School Pincher Creek

- o Quoting - Classroom and Weight Room Soundproofing

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 In Planning - HVAC Compressor Replacement
- o Quoting - Roof Anchor Repairs

St. Teresa of Calcutta School

- o In progress - Classroom Soundproofing
- o In planning - HVAC Component Repairs
- o In planning - Slab-on-Grade Study

Trinity/CARE Campus

- o Reviewing maintenance projects for likelihood and criticality

All Schools - Annual Inspection and Testing for:

- o Fire Alarm and Sprinklers/Fire Extinguishers
- o Roofs
- o Backflow Valves
- o Elevators and Lifts
- o Electrical Panels
- o Boilers/Hot Water Tanks/HVAC Equipment
- o Gym Equipment/Playgrounds

END OF REPORT

REPORT NO: E.1

June 25, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Committee Reports for June 25, 2025.

[illegible]

CORRESPONDENCE:

Month	Description
23 May	ASEBP Trustees Report
23 May	CCSTA memos
24 May	School Council Newsletter
26 May	Letter to Minister of Education from Evergreen SD re Jordan's Principle
26 May	Notice from Minister of Education about survey about contents of school libraries
26 May	Letter from concerned staff member - forwarded to the Superintendent
26 May	Letter from Evergreen Catholic to Minister
26 May	ASBA - Updates on Minister meetings
26 May	GrACE Youth Summit
27 May	Letter from NLSD to Minister re Jordan's Principle
27 May	Invitation from FLVT to attend Farewell
27 May	Invitation from St. Francis to attend Farewell Mass
27 May	Update from Mr. Strother re Superintendent Evaluation
28 May	ASBA Zone meeting notes
28 May	ASBA - Spring General Meeting updates
29 May	St. Mike's BI newsletter - bittersweet with the last Graduation (for now) for that school and the departure of the 2 grade nine students
29 May	ASBA - Municipal Elections Kits
29 May	ASBA - Impacts of wildfires on schools
29 May	Note to Bishop - re naming of new elementary school
29 May	St. Patrick Taber newsletter
29 May	Letter sent to Minister Wilson - Trustee Doherty
30 May	CCHS newsletter
30 May	OLA - IBPYPP Report received - they are now recognized as an IB school. Congrats to the school for their hard work and dedication to moving this important school initiative forward
30 May	ASBA - Spring General Meeting update
30 May	ASBA - Information on new Social Studies curriculum
30 May	TEBA - Update on negotiations with ATA and some frequently asked questions answered
2 June	Rescheduling of MLA meeting
2 June	Saints Newsletter
2 June	Connections Newsletter
2 June	Letter was sent to the Minister of Education about concern for placement of Quarter 3 Diploma Exams - no date change to happen
2 June	ACSTA - Weekly Memo
2 June	ASBA - SGM - Member passed resolutions
2 June	St. Paul Newsletter
5 June	ASBA - Funding possibility for work around family violence
5 June	ASBA - Fairness in sport legislation
5 June	ASBA - Hold the date for Board Chairs meeting with the Minister on June 13th
6 June	ASBA - Education Amendment Act summary
6 June	Invitation to St. Patrick Fine Arts School closing Mass

[illegible]

REPORT NO: E.2

June 25, 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.



Holy Spirit Board ACSTA Report June 25, 2025

KEY Messages:

- The ACSTA Board of Directors approved the 2026 Budget considerations and assumptions.
- ACSTA received a clean audit for 2024.
- A survey around SPICE and Blueprints is forthcoming on format, location, cost, etc. for consideration over the next 3 years.
- Materials have been provided to assist trustees in meeting with their local UCP MLAs on both Bill 27 and Bill 51.
- We have welcomed back Bishop McGrattan as the Liaison Bishop for ACSTA.
- The Bishop's assurance review in three pilot divisions is nearly complete and has proven valuable. Work continues to expand this effort across other divisions.
- A change in terms to the ACSTA Appreciation Awards was approved to allow up to 3 recipients annually.
- An Advocacy position statement regarding Support of Choice in Education will be presented by the ACSTA Board of Directors to the membership at the 2025 AGM.

Contact Info

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T5K 2N2

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Facebook: <https://www.facebook.com/ACSTANews/>

Vimeo: <https://vimeo.com/user50824673>

REPORT NO: E.3

June 25, 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.

ASBA Zone 6 Meeting

June 18, 2025

ASBA Zone 6 General Meeting Agenda

- Scheduled for June 18, 2025, at 10:30 AM Mountain Time via Zoom.
- Key agenda items include call to order, land acknowledgment, introductions, and approval of previous minutes.
- Reports from ASBA officials and Zone 6 Chair, along with financial updates and award nominations.
- Discussion on Alberta Health Services presentation regarding a measles outbreak and round table discussions on various topics.

Alberta Education: Report on Ministry Communications. Will request information to answer emergent questions.

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

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

Financial Report: Monthly financial update attached to Agenda

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

Advocacy

Next Meeting : September 2025

REPORT NO: E.4

June 25, 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.

GrACE Report for June 25,2025



Reminder of:

GrACE Youth Summit 2025: ANCHORED IN CHRIST, BEACON OF HOPE

Date: Friday, October 24, 2025

Venue: Our Lady of Perpetual Help Parish, Sherwood Park

Time: 10:00 AM-3:00 PM

Target Audience: Grades 9-11

Hosted by: GrACE; Elk Island Catholic Schools and Our Lady of Perpetual Help Parish

This year's summit draws special inspiration from the life of **Blessed Carlo Acutis**, whose upcoming canonization makes him the first millennial Saint.

Details to follow in September as to how Holy Spirit Catholic Schools will be participating.

Prayers of the Faithful:

+For Catholic Education: That government decisions will be made to protect Catholic Education, we pray to the Lord.

+ For Catholic Education: That our catholic schools may always receive their identity from the teachings of Christ Jesus, we pray to the Lord.

+ For all students and staff that this summer be a time of rest, peace and safe travels, we pray to the Lord.

+ For growing respect among people of all races, cultures and religions, we pray to the Lord.

REPORT NO: E.5

June 25, 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
May 27th, 2025 @ 7:00 pm**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of Minutes of April 2025:** [PCCELC Board Meeting Minutes - April 29, 2025.docx](#)**Current status**
 - a) Sage Operations Report:
 - b) Canyon Creek Operations Report:
 - c) ED Report: ED
- 4) Budget & Financial Reports:**
 - a) Canyon Creek Financial Report: [Canyon - April 2025.pdf](#)
 - b) Sage Financial Report: [April 2025 - Sage.pdf](#)
 - c) Budget schedule and reporting
- 5) New and unfinished business**
 - a) Group Source (Canoe benefits renewal) (*for information*)
 - i) [PC HSA.xlsx](#)
 - b) Inclusive Spaces Grant update/ Visions Grant update (*for information*)
 - c) Board training - end of June
 - i) [Links to Board Learning Webinars.docx](#)
 - d) Oath of confidentiality policies
 - i) [PCCELC Board Oath of Confidentiality - sample.doc](#)
 - ii) [PCCELC Board Confidentiality Policy.docx2](#)
- 6) HR (CLOSED SESSION)**
 - a) Contract update (*for information*)
 - b) Leave request
- 7) Date for next meeting: June 24th, 2025**
- 8) Adjournment**

REPORT NO: E.6

June 25, 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.

REPORT NO: E.7

June 25, 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 final meeting of the year on Monday, May 26, 2025 at 5:00 p.m.
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 – May 26/25

Topics of Discussion:

- A. ISP Day- At the start of next year Teachers will have a ½ day to develop ISP Plans, with the second ½ of the activities for that day at the discretion of the principal. Supports will be available to assist in writing said plans. Interesting question was “Will info about previous ISPs carry over or will the plans have to be made from scratch?”
- B. Non-Certified Classroom Supervisor Update – When a Substitute Teacher is needed all reasonable efforts will be made to bring in a Certified Teacher. Because of a shortage of Certified Staff then a Non-Certified Supervisor will be called in. These individuals will receive some form of training. They are not Teachers and not Markers but are Supervisors. Also Non-Certified Classroom Supervisors are not ATA or CUPE Members.
- C. 2025/2026 Calendar Update – The Deputy Superintendent stated that the Calendar has yet to be approved by the Board of Trustees. She gave an overview of dates and makeup of the Calendar proposed. A discussion followed about the merits of a Spring Break vs an Easter Break.
- D. Staff Transfers – The Deputy Superintendent said she receives requests for transfers and tries her best to accommodate those requests, keeping in mind the matching of skills sets and the openings available.
- E. New Westside School Update – dirt work is complete at site with foundation work commencing. Value Scoping for St. Francis Junior High - a firm will be hired with the goal of completing this report by Nov 1st. This date will hopefully get that report in before the next Provincial Budgeting cycle begins.
- F. Graduation Ceremonies. – If Graduation Ceremonies are held on a Saturday are Teachers obliged to attend? Is this assignable time, or voluntary? The answer is in a grey area.

ADVOCACY NO: F.1

June 25, 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 June 25, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
June 10	FLVT School Council
June 12	Ecole St. Mary's Year End and Potluck

PARISH COMMITMENTS:

Date:	Key Discussions:
June	Regular lector at Mass, Hospitality and Choir

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
June 11	ACSTA Catholic Ed Talk with Dr. Sinda Vanderpool
June 16	Catholic Education Working Committee (Virtual)
June 18	ACSTA Advocacy Committee (Virtual)
June 2, 3	ASBA Spring Meeting in Calgary

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 4	FNMI Awards and Division Family Gathering at FLVT
June 5	IB YPY Celebration at Our Lady of the Assumption School
June 5	St. Francis Grade 9 Farewell Mass
June 6	St. Michael's Pincher Creek Grad Mass
June 7	St. Michael's Pincher Creek Grad Ceremonies
June 10	Retirement Banquet honouring 20 Retirees
June 11	Kindergarten Celebration at FLVT
June 12	St. Joseph's Year End Mass
June 12	St. Catherine's Grade 9 Farewell Mass
June 13	Agenda Setting
June 17	St. Francis Year End Mass



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: June 25, 2025

Date:	Name and Key Discussions:
June 17	Staff Appreciation at OLA
June 19	Naming Ceremony at Ecole St. Mary
June 19	FLVT Grade 9 Farewell (Bringing greetings from the Board)
June 20	Staff Appreciation to CSM, ESM, FLVT
June 21	St. Michael's Grad Ceremonies Bow Island
June 23	ESM Year End Mass at Assumption
June 25	CSM Year End Mass
June 25	COW and Public Board Meeting
June 26	FLVT Meeting
June 26	Board Workshop



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
June 5, 2025	Graduation Mass and Celebrations
June 13, 2025	Long Service Awards at St Joseph School
June 18, 2025	Staff Appreciation visit

PARISH COMMITMENTS:

Date:	Key Discussions:
June 1, 2025	Attended First Communion Mass
June 7, 2025	Attended Confirmation Mass
June 3, 2025	Parish Finance Council Meeting
June	Weekly Mass attendance and ongoing conversation with parish priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 25, 2025	COW and Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
May 30, 2025	CCH Coffeehouse Performance
June 4, 2025	CCH - Equipment move and set up/tear down for In Full Bloom Concert
June 4, 2025	CCH - In Full Bloom Spring Concert
June 5, 2025	SFJH - Grade 9 Farewell
June 6, 2025	CCH - Music Masterclass Recording session at U of L
June 12, 2025	SFJH - Bluebird Cafe year end concert
June 20, 2025	SPS - Grade 6 Farewell

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
June 10, 2025	CCH Year end Mass
June 15, 2025	Mass at St Basil to join St Paul Choir providing music for Mass
June 17, 2025	SFJH Year End Mass
June 18, 2025	SPS Year End Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
June 1, 2025	ASBA Public Affairs Event
June 2, 2025	ASBA SGM Business Session
June 3, 2025	ASBA PD sessions - Estelle Métayer - Polycrisis: Navigating the Collision of Global Threats and Kevin Freedman - Navigating Objective Decision-Making with Political Pressures
June 18, 2025	ASBA Zone 6 meeting - virtual

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 10, 2025	Retirement Banquet
June 17, 2025	SFJH Staff Appreciation - Booster Juice
June 17, 2025	SPS Staff Appreciation - Booster Juice
June 18, 2025	SFJH Long Service, athletic and fine arts awards
June 25, 2025	Board meeting
June 26, 2024	Superintendent Review Workshop



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
June 3, 2025	SMPC School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass
June 6, 2025	St. Michael's Grad Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 3, 2025	Feather Blessing Ceremony for FNMI Grads at St. Michael's
June 7, 2025	SMPC Graduation - Attended and spoke
June 10, 2025	Attended ATA/Staff Retirement Banquet
June 11, 2025	Finance Committee Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
June 5	OLA IB Exhibition
June 25	Long service award CSM and farewell Mass 9am

PARISH COMMITMENTS:

Date:	Key Discussions:
June 1	Sacristan 9 am St. Martha
June 14	Confirmation St. Martha's 5pm Mass
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:
June 1,2,3	ASBA SGM Calgary
June 18	ASBA ZONE 6 Meeting - Chair

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
May 23	Finance Meeting
May 28	Public Board Meeting and COW
June 10	Division Retirement Banquet
June 11	Finance Meeting
June 17	Board Self Evaluation
June 25	Public Board Meeting and COW
June 26	Superintendent Evaluation Workshop



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
June 12	SMBI School Council
June 17	SMT School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
	Weekly Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 10	Retirement Banquet
June 13	Grad Mass SMT
June 14	Grad Ceremony SMT
June 17	Long service awards SMBI
June 21	Grad SMBI
June 25	Holy Spirit Board Meeting
June 26	Board workshop
June 11	Finance Committee Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: June 25, 2025

SCHOOL MEETINGS:

Date:	School and Key Discussions:
	Superintendent Sunday updates
June 12	Year end mass and recognition at St. Ambrose with St. Joseph School
June 16	St. Catherine Athletic Awards - prepared tribute to SV girls volleyball team
June 18	Year end mass and Christian Living Awards St. Catherine's (regrets as unable to attend)
June 19	Staff Appreciation- pick up Booster juice and deliver to staff at St. Catherine

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
June 1	Alberta School Board Association ASBA Event Q & A Panel
June 2	Alberta School Board Association Spring General Meeting
June 3	Alberta School Board Association PD session
June 18	ASBA Zone Meeting: Virtual Meeting (regrets) prepare report

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
May 26	Teacher & Board Advisory Council
June 10	Retirement Banquet
June 12	Grade 9 Farewell St. Catherine's School
June 25	Committee of the Whole Board Meeting
June 25	Public Board Meeting
June 26	Superintendent Evaluation
June	Board Evaluation



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: June 25, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
June 4	CCH Spring Concert
June 18	St Paul's Mass
June 19	St Teresa Mass

PARISH COMMITMENTS:

Date:	Key Discussions:
May 30	Maintenance Meeting
June	On going mass at All Saints
June 2 /9	Marriage Prep
June 18	PPC

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
June 12	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
May 27	PCCELC
May 28	Board Meeting
June 10	Retirement Banquet
June 18	CCH West Staff Appreciation
June 19	CCH East Staff Appreciation
June 19	St Teresa Staff Appreciation

ADVOCACY NO: F.2

June 25, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

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

INFORMATION NO: G.1

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Third Quarter Financial Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Attached for Board review is the 2024/2025 Third Quarter Financial Report.

Holy Spirit Roman Catholic Separate School Division
Statement of Revenue and Expense
Budget vs. Actual Variance
September 1, 2024 - May 31,2025

	2024/2025 Budget Approved May 2024	2024/2025 Adjusted Budget Funding July 2024	Prorated Budget For Q3	YTD Actual	YTD Budget Variance - Q2	% Budget Rec'd/Used	MGMT Benchmark %
Revenue							
Alberta Education / Infrastructure	63,348,961.00	63,928,752.00	47,946,564.00	48,764,856.00	818,292.00	76%	75%
Other - Government of Alberta	323,657.00	323,657.00	242,742.75	156,773.00	(85,969.75)	48%	75%
Federal Government / First Nations	1,394,210.00	1,394,210.00	1,045,657.50	2,953,496.00	1,907,838.50	212%	75%
Fees	2,215,389.00	2,215,389.00	1,772,311.20	1,013,190.00	(759,121.20)	46%	80%
Other Sales and Service	557,600.00	557,600.00	446,080.00	881,119.00	435,039.00	158%	80%
Investment income	400,000.00	400,000.00	300,000.00	270,028.00	(29,972.00)	68%	75%
Gifts and Donations	198,750.00	198,750.00	159,000.00	254,090.00	95,090.00	128%	80%
Rental of Facilities	75,000.00	75,000.00	56,250.00	41,969.00	(14,281.00)	56%	75%
Fundraising	250,000.00	250,000.00	250,000.00	476,865.00	226,865.00	191%	90%
Other Revenue	380,776.00	240,776.00	168,543.20	114,108.00	(54,435.20)	47%	60%
Total Revenue	69,144,343.00	69,584,134.00	52,387,148.65	54,926,494.00	2,539,345.35	79%	25%
Expense							
Certificated Salaries & Benefits	36,591,729.00	36,800,085.00	27,600,063.75	27,701,536.00	101,472.25	75%	75%
Non-Certificated Salaries & Benefits	15,680,650.00	15,680,650.00	11,760,487.50	13,047,105.00	1,286,617.50	83%	75%
Subtotal	52,272,379.00	52,480,735.00	39,360,551.25	40,748,641.00	1,388,089.75	78%	75%
Services, Contracts & Supplies	13,340,116.00	13,340,116.00	10,672,092.80	10,131,480.00	(540,612.80)	76%	80%
Amortization	4,643,165.00	4,643,165.00	3,482,373.75	2,936,775.00	(545,598.75)	63%	75%
Bank charges	27,500.00	27,500.00	20,625.00	23,941.00	3,316.00	87%	75%
Total Expense	70,283,160.00	70,491,516.00	53,535,642.80	53,840,837.00	305,194.20	76%	75%
Surplus/(Deficit)	(1,138,817.00)	(907,382.00)	(1,148,494.15)	1,085,657.00	2,234,151.15		
(includes 727,465 in unsupported amort)							
Positive/(Negative) Budget Variance					2,234,151.15		

The positive budget variance is mainly due to the timing of revenues and expenditures. As well as additional grants received but not budgeted.
Foreign student tuition paid at the start of the school year, fundriasing efforts, collection of other sales and services for school generated funds
as well as the timing of when unsupported amortization is recorded contribute to the positive variance. These fluctuations are normal.
Jordan's Principle, which was not budgeted still remains the biggest reason for the large variance to buget.

	INSTRUCTION - ECS	INSTRUCTION GRADE 1 - 12	PLANT OPERATIONS AND MAINTENANCE	TRANSPORTATION	BOARD & SYSTEM ADMINISTRATION	Total	Budget % Rec'd Used	Management Benchmark	Explanation
ALBERTA EDUCATION	2,323,193.00	34,761,556.00	4,355,736.00	2,092,141.00	1,829,937.00	45,362,563.00	76%	75%	Although we have received additional grants, they remain deferred until spent. We did receive the bump we expected in our transportation grant, approx 130k additional is reflected here.
ALBERTA INFRASTRUCTURE			3,402,293.00			3,402,293.00	76%	75%	This is equal to our supported amortization and our CMR funding, currently we have allocated 3 quarters of supported amortization from deferred capital allocations. We also received a quarterly installment for CMR
OTHER - GOVERNMENT OF ALBERTA	-	156,773.00	-	-	-	156,773.00	48%	75%	This is mainly our Mental Health Capacity building grant, we invoice for expenditures as they occur. Expenses match revenue. Expenditures less than expected budget due to some staff turnover. Full staff complement did not start until part way through the year.
FEDERAL GOVERNMENT AND FIRST NATIO	-	2,953,496.00	-	-	-	2,953,496.00	212%	75%	We received funding for our supplies purchases for SMPC students from Pikani, as well as Jordan's Principle funds. JP is matched to the expenditures each month. We also accrued tuition rates for 3 quarters based on tuition estimates. Our FNMI students on reserve students grew from 109 to 121
FEES	-	1,008,526.00	-	4,664.00	-	1,013,190.00	46%	80%	Fees are budgeted for the entire year, timing of collection of fees makes a difference, some fees for trips that increase the expected budget haven't happened yet. This number is difficult to predict as we ask schools to estimate fees for all possible activities that could happen over the year. This does not necessarily mean all the fees budgeted are charged.
OTHER SALES AND SERVICES	132,333.00	748,786.00	-	-	-	881,119.00	158%	80%	This includes our tuition for International students, tuition is paid up front for the year before the students arrive. This is predominantly full year students, we do have students who come short term, or in January so we continue to receive tuition throughout the year. Tuition makes up the majority of our Other sales and service (\$513,000). PreK fees can also be seen here, this is predominatley the monthly fees, although a small % of families pay full year. As well schools collect revenues for lockers, hot lunch, swag, grad etc which rounds out the additional 229K)
INVESTMENT INCOME	-	-	-	-	270,028.00	270,028.00	68%	75%	In quarter 2 we see a slight decline in the interest over the previous quarter, this is due to a decrease in the Prime rate for which our interest is based on. (6.45 in Sept, to 5.95 at end of Oct, 5.20 in January and 4.95 currently. Our investment rate is prime less 1.8%. Please note this is also the operating interest earned. Interest earned on our capital reserves is deferred.
GIFTS AND DONATION	-	254,090.00	-	-	-	254,090.00	128%	80%	This fluctuates regularly, budgeting is based on previous year, however depending on school projects where grants and donations are requested, this changes.
RENTAL OF FACILITIES	-	-	41,969.00	-	-	41,969.00	56%	75%	This is made up of rent from both the Boys and Girls club and SAPDC. Funds for joint use have been sent to schools. They appread under their ther sales revenue that is consolidated total is (\$30,271).
FUNDRAISING	-	476,865.00	-	-	-	476,865.00	191%	90%	Significant fundraisers have already occurred this school year. Schools often have a larger push for fundraising at the beginning of the year, to help fund activities throughout the year. Should they require more funds they will fundraise again in the spring. We have had a couple of larger scale initiatives (outdoor classroom for FLVT, E sports, and outdoor space beautification for St. Joseph)
GAIN ON DISPOSAL OF CAPITAL ASSETS	-	-	-	-	-	-			
OTHER REVENUE	-	114,108.00	-	-	-	114,108.00	47%	60%	This is our city of Lethbridge grant for our Family First Facilitators, their fiscal year end is different than ours and we file invoices with them quarterly.(We have invoiced them for quarters 3 and 4 as well as Q1, but only includes 7 months of our fiscal period instead of 9. Also when comparing to budget, I had included the ISSP grant through the Calgary Youth Foundation. As their salaries are directly reimbursed, it only flows through our balance sheet and not our income statement). I also allocate 100,000 of capital interest here at year end to cover off the extra hire in maintenance due to the New West side school. This is not reflected until year end.
Total revenue	2,455,526.00	40,474,200.00	7,799,998.00	2,096,805.00	2,099,965.00	54,926,494.00			
						-			
						-			

CERTIFICATED SALARIES & WAGES	1,103,107.00	21,007,492.00	-		320,759.00	22,431,358.00	75%	75%	These are right on target as expected. While we did hire a few extra teachers at the beginning of the year when we received funds from AB Ed. (To cover hot spots), we budget on an average rate, and the hiring of teachers lower on the grid, as well as the timing of hiring has kept us on track.
CERTIFICATED BENEFITS	180,740.00	5,040,932.00	-	-	48,506.00	5,270,178.00			
NON-CERTIFICATED SALARY & WAGES	888,252.00	6,683,072.00	1,461,026.00	63,370.00	689,138.00	9,784,858.00	83%	75%	This is higher than budgeted due to several support staff being hired for Jordan's Principle. These expenditures are matched with revenue, as you can see the increase above in the Federal government and first nations line. This is why I have left it in blue. It is higher but covered, and thus not a concern.
NON-CERTIFICATED BENEFITS	345,630.00	2,229,842.00	455,161.00	17,472.00	214,142.00	3,262,247.00			
	2,517,729.00	34,961,338.00	1,916,187.00	80,842.00	1,272,545.00	40,748,641.00			
						-			
SERVICES, CONTRACTS AND SUPPLIES	48,828.00	4,323,419.00	2,748,424.00	2,386,411.00	624,398.00	10,131,480.00	76%	80%	This is under budget , most of our expenditures for schools, transportation etc happen over the course of the school year, which is why the management target is 80% or 8/10 months, however we tend to see more spending in the first and 3rd quarters of the year. The first because of school start up, but then Christmas Break and reading week tend to minimize some of those expenditures, and they ramp up again for spring and end of year trips, activities etc. As well, many of our software renewals happen in April/May, and some over the summer which are large budget items and we will see this in the next quarters coming. While we have seen an increase in spending, most if it has started to occur a bit later this year with numerous invoices being slotted for payment in June.
AMORTIZATION EXPENSE- unsupport	-	-	-	-	-	-			
Amortization expense- supported	-	-	2,936,775.00	-	-	2,936,775.00	63%	75%	The budget includes both supported and unsupported amortization. However we only calculate and expense unsupported amortization at year end.
INTEREST ON CAPITAL DEBT	-	-		-		-			
OTHER INTEREST AND FINANCE CHARGES	-	21,924.00	-	-	2,017.00	23,941.00	87%	75%	These fluctuate with the collection of fees, fundraising and other sales and service. This is tied to the charges levied by the banks and credit card companies. As our fundraising and other sales and services revenues are higher, this is expected as well.
CURRENT YEAR CAPITAL	-	-	-	-	-	-			
Total Expenses	2,566,557.00	39,306,681.00	7,601,386.00	2,467,253.00	1,898,960.00	53,840,837.00			
						-			
Surplus (Deficit)	(111,031.00)	1,167,519.00	198,612.00	(370,448.00)	201,005.00	1,085,657.00			

Please note:

Grants received not budgeted for:

FCSS	\$	40,000.00		
Jordan's Principle	\$	1,930,936.00	\$	1,800,922.00 carryforward, includes St. Paul
Mental Health in Schools (SWAG)	\$	160,827.00	\$	313,762.00 extend from Jan to Jun, carry forward.
LISS	\$	37,796.00		Targeted funding/purchases
Learning and Collaboration (Curriculum)	\$	45,600.00		Targeted funding/purchases
Learning Disruption	\$	105,279.00		Targeted funding/purchases
Transportation increase due to grant filing	\$	260,700.00		Have received 6 months of this increase in Feb.
	\$	2,581,138.00		

Unsupported amortization for the year estimate (this is a change from the budget of 727,465)	836,000	(based on last year)
---	---------	----------------------

Variance to budget can be explained by the addition of grants noted above. There are also fluctuations in our expenditures (ie. underspent services contracts and supplies, adding to our additional revenues, this helps to explain the variation to budget. This is not our surplus. These grants either have corresponding expense or have been deferred. Our surplus is expected to be 1,085,657 - 836,000 = 249,657

This is what I would expect. There will be some adjustments for capital purchases etc that are currently expensed in school budget lines and transfers of deferred revenue. There will also be CUPE retro so this could go down slightly.

Budgeted Deficit	(411,352.00)
Alberta Ed increase to funding	579,791.00
Enrolment increase funding	134,000.00
Expected Surplus	302,439.00

INFORMATION NO: G.2

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Holy Spirit School Division's Opening Mass 2025/2026

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division's Opening Mass will be held Friday, August 29, 2025 at 9:00 a.m., at Catholic Central High School East Campus, celebrated by His Excellency Bishop William McGrattan.
2. Attached for Board information is the poster for the Division Opening Mass.



Holy Spirit
Catholic School Division

Opening Mass

Officiated by Bishop William McGrattan



Open Wide the Doors!

Sent to Share Christ's Love

Friday, August 29

9:00am Mass

Catholic Central High

405-18 Street S. (East Campus)

"Share the Mission" Award
followed by Lunch



INFORMATION NO: G.3

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Diocese of Calgary Personnel Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

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



ROMAN CATHOLIC
DIOCESE
of Calgary

PERSONNEL ANNOUNCEMENT

June 12, 2025

PRIESTS LEAVING THE DIOCESE

- **Rev. Cyprian Obioha, C.F.I.C.**, current Associate Pastor of Mary, Mother of the Redeemer Parish, effective June 1, 2025.
- **Rev. Ivan Obando, O.P.**, currently Associate Pastor of St. Mary's Cathedral, Calgary, is completing his sabbatical and returning to the Philippines on June 27, 2025.

The following Vietnamese Dominican Friars will be leaving the Diocese having received their new assignments from their Provincial:

- **Rev. John Baptist Vuong Duc Nguyen, O.P.**, current Pastor of St. Vincent Liem Parish, Calgary.
- **Rev. Joseph Canh Quang Vu, O.P.**, current Pastor of St. Francis Parish, Calgary.
- **Rev. Martin Maria Thong Huy Nguyen, O.P.**, current Associate Pastor of St. Vincent Liem Parish, Calgary.

The follow Franciscan Friars will be leaving the Diocese having received their new assignment from their Provincial:

- **Bro. Michael Perras, O.F.M.**, current Guardian of the Franciscan community at Mount St. Francis Retreat, Cochrane.
- **Rev. Dan Gurnick, O.F.M.**, currently with the Retreat Team of Mount St. Francis Retreat, Cochrane.

RETIREMENT

- **Deacon Douglas Lynch**, currently serving at St. Paul's Parish, Calgary, has been granted retirement from ministry, effective July 1, 2025.
- **Rev. Eleuterio Gubiana**, currently assigned to Hospital Chaplaincy, Calgary, has been granted retirement from chaplaincy ministry, effective August 1, 2025.
- **Rev. Terrance Connolly**, currently assigned to Hospital Chaplaincy, Calgary, has been granted retirement from chaplaincy ministry, effective August 1, 2025.

The Diocese of Calgary is grateful to all of these priests and to Deacon Doug for their dedicated service, and wish them our prayers and best wishes.

Sincerely yours in Christ,

✠William T. McGrattan
Bishop of Calgary

PRIESTS ARRIVING IN THE DIOCESE

- **Rev. Vincent Thao Ngoc Dinh, O.P.**, of the Vietnamese Dominican Friars has been appointed Pastor of St. Vincent Liem Parish, Calgary, effective August 1, 2025.
- **Rev. Michael Dinh Giang Pham, O.P.**, of the Vietnamese Dominican Friars has been appointed Associate Pastor of St. Vincent Liem Parish, Calgary, effective August 1, 2025.
- **Rev. Michael Phi Tri Nguyen, O.P.**, of the Vietnamese Dominican Friars has been appointed Pastor of St. Francis of Assisi Parish, Calgary, effective August 1, 2025.
- **Rev. Eric Fru, C.F.I.C.**, has been appointed Associate Pastor of Mary, Mother of the Redeemer Parish, Calgary, from July 1 to September 29, 2025.
- **Rev. Edward Jeyapalan Anthonipillai, O.F.M.**, has been appointed Associate Pastor of St. Mary's Parish, Cochrane, effective September 1, 2025.
- **Rev. Ashly Vinoth Christian, S.A.C.**, from the Our Lady of Good Health Province of the Society of the Catholic Apostolate in Tamil Nadu, India, has been appointed by his Superior to the Diocese of Calgary. Bishop McGrattan has appointed Fr. Vinoth, Associate Pastor of St. Mary's Cathedral, Calgary, effective, July 1, 2025.
- **Rev. Luke Tran Van Tram**, ordained a priest in 2024 in the Diocese of Saskatoon and on loan to the Diocese of Calgary for a period of three years, has been assigned to All Saints Parish, Lethbridge, and Hospital Chaplaincy, Lethbridge, effective August 1, 2025.
- **Rev. Mulumba Ikemezie**, of the Diocese of Orlu, Nigeria, has been granted permission by his bishop to serve in the Diocese of Calgary for a term of three years. Bishop McGrattan has appointed Fr. Ikemezie as Associate Pastor of St. James Parish, Okotoks, effective August 1, 2025
- **Rev. Jean Claude Ndanga, C.F.I.C.**, currently Pastor of Paroisse Saint-Thomas D'Aquin, Edmonton, has been appointed Administrator of St. Gabriel the Archangel Parish, Chestermere, effective September 15, 2025.

PRIEST PASTORAL ASSIGNMENT

- **Rev. James Hagel**, currently Pastor of St. Gabriel the Archangel Parish, Chestermere, has been appointed Pastor of Holy Name Parish, Calgary, effective August 1, 2025.
- **Rev. Rodel Abanto**, currently Pastor of Sacred Heart Parish, Oyen, and St. George Parish, Hanna, has resigned from the ecclesiastical office of Pastor of St. George

Parish, Hanna, effective July 31, 2025. He remains as the Pastor of Sacred Heart Parish, Oyen, and continues to be responsible for the care of St. Mary's Church, Acadia Valley.

- **Rev. Lukas Drapal**, in addition to being Pastor of St. Anthony Parish, Drumheller, has been appointed Pastor of St. George Parish, Hanna, effective August 1, 2025.
- **Rev. Ian Gagne**, currently Pastor of St. Ambrose Parish, Coaldale, and St. Catherine's Parish, Picture Butte, has been appointed Associate Pastor of St. Anthony Parish, Drumheller, and St. George Parish, Hanna, effective August 1, 2025. He will be residing at St. Anthony's Parish, Drumheller.
- **Rev. Iqbal Khurshid**, currently Pastor of Holy Family Parish, Medicine Hat, has been appointed Pastor of St. Ambrose Parish, Coaldale, and St. Catherine's Parish, Picture Butte, effective August 1, 2025.
- **Rev. Fernando Genogaling**, currently Pastor of St. Luke's Parish, Calgary, has been appointed Pastor of Holy Family Parish, Medicine Hat, effective August 1, 2025.
- **Rev. Paul Raj, S.A.C.**, currently Pastor of St. Cecilia Parish, Calgary, has been appointed Pastor of St. Luke's Parish, Calgary, effective August 1, 2025.
- **Rev. Derek Remus**, currently Associate Pastor of St. Luke's Parish, Calgary, has been appointed Pastor of St. Cecilia Parish, Calgary, effective August 1, 2025.
- **Rev. William Monis, S.A.C.**, currently Pastor of St. Martha's Parish, Lethbridge, has been appointed Associate Pastor of St. Luke's Parish, Calgary, effective August 1, 2025.
- **Rev. Valentine Suum**, currently Associate Pastor of St. James Parish, Okotoks, has been appointed Pastor of St. Martha's Parish, Lethbridge, effective August 1, 2025.
- **Rev. Roque Pereira**, currently Pastor of St. Patrick's Parish, Medicine Hat, has been assigned to Hospital Chaplaincy, Calgary, effective August 1, 2025.
- **Rev. Paolo Cervantes**, currently assigned to Hospital Chaplaincy, Lethbridge, has been appointed Administrator of St. Patrick's Parish, Medicine Hat, effective August 1, 2025.
- **Rev. Benedicto Marino**, currently Associate Pastor of St. Mary's Cathedral, Calgary, has been appointed Associate Pastor of St. Paul's Parish, Airdrie, for a period of one (1) year effective August 1, 2025.
- **Rev. Peter An**, newly ordained, has been appointed Associate Pastor of St. Peter's Parish, Calgary, effective August 1, 2025.

DEACON PASTORAL APPOINTMENT

- **Deacon John Arbeau**, currently serving at St. Peter's Parish, Calgary, has been appointed to Ascension Parish, Calgary, effective August 1, 2025.

FURTHER STUDIES

- **Rev. Cristino Bouvette**, in addition to his assignment as the Pastor of Sacred Heart Parish, Strathmore, and Director of Seminarians, has been asked by the Bishop to pursue the Master of Arts in Evangelization and Culture from the University of St. Thomas, Houston, USA. This course of studies is online with an intensive in-person residency in the summer.

INFORMATION NO: G.4

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Sean Marks, Communications Coordinator

SUBJECT: Holy Spirit Social Media Analytics Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is a Holy Spirit Social Media Analytics Report from January 1, 2025 to May 31, 2025. The data and metrics provides details on the division's recent social media activities and performance through Facebook and Instagram.



HOLY SPIRIT CATHOLIC SCHOOL DIVISION

Social Media Analytics

January 1, 2025 to May 31, 2025

Facebook & Instagram Review

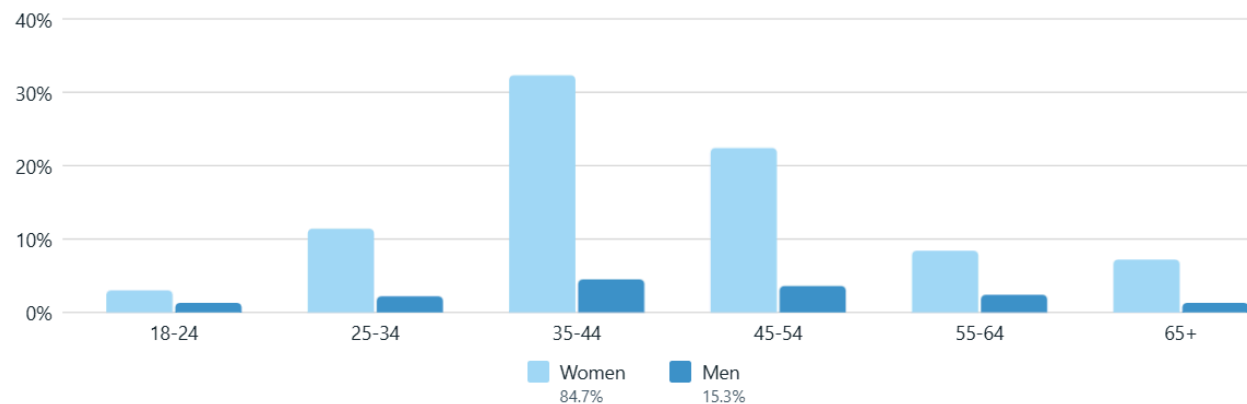
Audience (June 25, 2025)



Followers: 1,122 (+99 - 9.68% Increase)

Last Report: 1,023

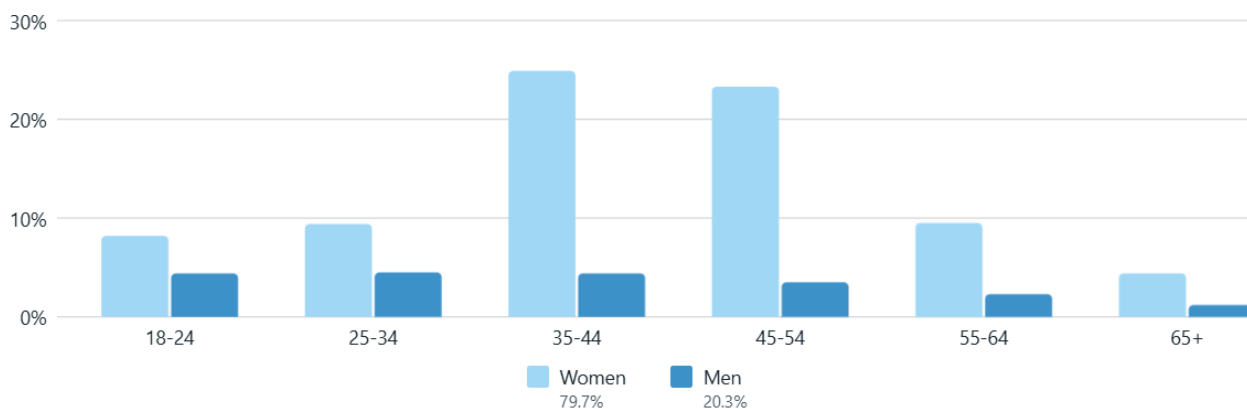
Age & gender ⓘ



Followers: 888 (+68 - 8.29% Increase)

Last Report: 820

Age & gender ⓘ



Holy Spirit Catholic School Division's social media channels continued to grow steadily in the first half of 2025. Facebook followers increased by 9.68% (to 1,122) and Instagram followers by 8.29% (to 888), showing strong and consistent engagement. Growth suggests more parents are following division-wide channels, not just individual school pages. Audience demographics remain mostly female, ages 35–55, with a noted rise in male followers—indicating an expanding reach across key stakeholder groups.

January 2025

Monthly posts with the highest "Reach"

Title		Date published ↑↓	Reach ⓘ ↓
 What a fantastic day at @csmhs4 for Family Literacy Day! 📖🌟 Our stud... Carousel · holyspiritcsd	Boost	Mon Jan 27, 3:30pm	3.1K
 It was a special morning for staff at the Holy Spirit Board office as some o... Multi media · Holy Spirit Catholic School Division, Southern Alberta	Boost	Fri Jan 17, 10:31am	1.2K
 Attention Lethbridge Holy Spirit families! Please Save the Date for two ve... Photo · holyspiritcsd	Boost	Tue Jan 7, 9:59am	1.2K
 The Holy Spirit Mental Health Capacity Building Team were at @sfleth yes... Carousel · holyspiritcsd	Boost	Thu Jan 16, 1:20pm	1.1K
 What a fantastic day at Children of St. Martha School for Family Literacy ... Multi media · Holy Spirit Catholic School Division, Southern Alberta	Boost	Mon Jan 27, 3:30pm	1K



Posts/Shares/Stories: 67



Posts/Shares/Stories: 32

Monthly Reach, Visits and Follows Vs. January 2025

Facebook

Reach ⓘ

4,283 ↓ 76.2%

Visits ⓘ

1,991 ↓ 59.3%

Follows ⓘ

11 ↓ 87.8%

Instagram

Reach ⓘ

5,286 ↑ 255%

Visits ⓘ

296 ↓ 61.8%

Follows ⓘ

22

Our social media growth saw a slight dip in the majority of categories from 2024 to 2025. This is likely due to a slower start to the year because of winter break and fewer large-scale events taking place to kick off the new year. However, Instagram did see an increase in reach year-over-year, showing that we have more parents and stakeholders regularly checking that channel.

February 2025

Monthly posts with the highest “Reach”

Title		Date published	Reach
 Bullying can be something that happens more than in-person with 42% o... Multi media · Holy Spirit Catholic School Division, Southern Alberta	Boost	Wed Feb 26, 1:15pm	11.4K
 Holy Spirit Catholic School Division will be closing St. Francis Junior High ... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Mon Feb 3, 8:50am	1.8K
 It's #takewhatyouneedyql day at @csmhs4!! The bus loop fence at the sc... Carousel · holyspiritrcsd	Boost	Thu Feb 13, 1:24pm	1.6K
 The Holy Spirit Catholic School Division is truly blessed to have some of t... Holy Spirit Catholic School Division, Southern Alberta	Boost	Thu Feb 20, 8:49am	1.5K
 The Holy Spirit Catholic School Division is truly blessed to have some of t... Photo · holyspiritrcsd	Boost	Thu Feb 20, 8:50am	1.5K



Posts/Shares/Stories: 73



Posts/Shares/Stories: 47

Monthly Reach, Visits and Follows Vs. February 2025

Facebook

Reach ⓘ

13,954 ↑ 41.7%

Visits ⓘ

2,655 ↑ 31.4%

Follows ⓘ

20 ↑ 66.7%

Instagram

Reach ⓘ

6,117 ↑ 350.8%

Visits ⓘ

485 ↑ 8.5%

Follows ⓘ

21

February saw an increase in every category in 2025 compared to 2024. The Reach on Instagram saw the largest increase. The rise can likely be credited to consistent content sharing and highlights around Pink Shirt Day and school events. Engagement tends to pick up during this month as families re-engage post-holidays.

March 2025

Monthly posts with the highest "Reach"

Title		Date published ↑↓	Reach ⓘ ↓
 The excitement is in the air as @smttaber proudly hosts the 1A Alberta B... Carousel · holyspiritrcsd	Boost	Thu Mar 20, 12:10pm	2.1K
 Get ready to dance, jive, and have the time of your life as Catholic Central... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Mon Mar 3, 2:54pm	1.9K
 For the past two weeks, @cch.school was blessed to have eight incredibl... Photo · holyspiritrcsd	Boost	Thu Mar 27, 12:21pm	1.9K
 Get ready to dance, jive, and have the time of your life as @cch.school pr... Photo · holyspiritrcsd	Boost	Mon Mar 3, 2:53pm	1.8K
 Tonight was an unforgettable evening for @cch.school student Anna Ca... Carousel · holyspiritrcsd	Boost	Sat Mar 8, 9:21pm	1.7K



Posts/Shares/Stories: 81



Posts/Shares/Stories: 57

Monthly Reach, Visits and Follows Vs. March 2025

Facebook

Reach ⓘ

13,768 ↑ 6.7%

Visits ⓘ

3,542 ↑ 14.7%

Follows ⓘ

29 ↓ 29.3%

Instagram

Reach ⓘ

7,223 ↑ 241%

Visits ⓘ

770 ↑ 13.4%

Follows ⓘ

28

March saw the trends continue to rise year-over-year. With increases in almost all categories, this can likely be attributed to multiple spring activities, Lenten reflections and Easter preparations. Instagram reach saw the highest increase aligning with the fact that more visual content was being shared, including student work and school musicals/plays.

April 2025

Monthly posts with the highest "Reach"

Title		Date published ↑↓	Reach ⓘ ↓
 The Holy Spirit Catholic School Division is pleased to announce Ms. Carl... Holy Spirit Catholic School Division, Southern Alberta	Boost	Tue Apr 1, 1:59pm	2.6K
 The Holy Spirit Catholic School Division is pleased to announce Ms. Carl... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Tue Apr 1, 1:01pm	2.2K
 Please join the Holy Spirit Catholic School Division in congratulating Mrs... Holy Spirit Catholic School Division, Southern Alberta	Boost	Fri Apr 4, 3:05pm	1.5K
 BIG Little Things are coming to St. Michael's! The Holy Spirit Catholic Sc... Video · Holy Spirit Catholic School Division, Southern Alberta	Boost	Tue Apr 8, 3:00pm	1.5K
 There is something exciting happening at St. Francis Junior High School ... Holy Spirit Catholic School Division, Southern Alberta	Boost	Thu Apr 10, 4:01pm	1.4K



Posts/Shares/Stories: 47



Posts/Shares/Stories: 32

Monthly Reach, Visits and Follows Vs. April 2025

Facebook

Reach ⓘ

8,599 ↓ 25.4%

Visits ⓘ

2,554 ↑ 7.4%

Follows ⓘ

18 ↓ 28%

Instagram

Reach ⓘ

4,299 ↑ 187.9%

Visits ⓘ

324 ↓ 37.9%

Follows ⓘ

14

April saw the trends begin to drop in a few categories, particularly in Facebook Reach and Instagram visits. The drops are minor year-over-year and could be attributed to multiple factors including Easter Break and the constant shift from Facebook to Instagram. The reach of posts on Instagram continues to climb with our top posts relating to the Edwin Parr Award and the St. Francis Value Funding announcement.

May 2025

Monthly posts with the highest "Reach"

Title		Date published ↑↓	Reach ⓘ ↓
 Open Your Home. Enrich a Life. Become a Homestay Family! The Holy Sp... Photo · Holy Spirit Catholic School Division, Southern Alberta	Boost	Tue May 6, 10:18am	3.9K
 With shovels in hand, Holy Spirit Catholic School Division officially broke... Multi media · Holy Spirit Catholic School Division, Southern Alberta	Boost	Thu May 1, 10:27am	1.9K
 It was a special evening yesterday for St. Francis Junior High School teac... Multi media · Holy Spirit Catholic School Division, Southern Alberta	Boost	Thu May 22, 2:47pm	1.8K
 Happy National Principals Day! Today we celebrate and give thanks for t... Photo · holyspiritrcsd	Boost	Thu May 1, 2:06pm	1.5K
 It was a special evening yesterday for @sfleth teacher, Ms. Carly Spoulos... Carousel · holyspiritrcsd	Boost	Thu May 22, 2:49pm	1.5K



Posts/Shares/Stories: 66



Posts/Shares/Stories: 44

Monthly Reach, Visits and Follows Vs. May 2025

Facebook

Reach ⓘ

10,743 ↓ 50.9%

Visits ⓘ

2,795 ↓ 57.8%

Follows ⓘ

25 ↓ 61.5%

Instagram

Reach ⓘ

4,541 ↑ 47.6%

Visits ⓘ

342 ↓ 75.9%

Follows ⓘ

23

The downward trend in Facebook analytics continued into May. Despite a wide array of stories and posts, we did see a drop, likely attributed to people moving further away from Facebook and utilizing Instagram more. Our Instagram reach saw another increase but not as significant as past months. More engaging posts moving forward may help to increase these numbers across the board.

X (Twitter) Review

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

Audience (June 25, 2025)



Followers: 2,367 (-46 - 1.91% Decrease)

Last Report: 2,413

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

INFORMATION NO: G.5

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Annual First Ride Event 2025

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. This event provides students an opportunity to experience riding a bus and learning safety rules and protocols prior to their first day of school.
2. The event will be held Saturday, August 16, 2025 from 11:00 a.m. to 2:00 p.m. at Lakeview Elementary School.
3. Attached for Board information is the poster for the fifth annual First Ride event.

SOUTHLAND TRANSPORTATION LTD.



SATURDAY, AUG. 16 - 11 A.M.-2 P.M.

Fifth Annual My First Ride
hosted by Lethbridge School Division,
Holy Spirit Catholic School Division
and Southland Transportation
Saturday, Aug. 16, 2025

11 a.m. to 2 p.m.

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

FOOD AND REFRESHMENTS
WILL BE AVAILABLE ON SITE



Tim Hortons

LAKEVIEW ELEMENTARY SCHOOL
1129, HENDERSON LAKE BOULEVARD SOUTH

INFORMATION NO: G.6

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence to the Minister of Education

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from the Honourable Minister Demetrios Nicolaides, Minister of Education, in response to Holy Spirit Catholic School Division's earlier letter to the Minister of Education, highlighting the successful implementation and results of innovative programming within the division.



ALBERTA
EDUCATION AND CHILDCARE

*Office of the Minister
MLA, Calgary - Bow*

AR 130371

June 17, 2025

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

Dear Dr. Mombourquette:

Thank you for your letter of May 21, 2025, and for sharing information about recent graduation celebrations and divisional highlights. Although I am unable to meet, I appreciate the opportunity to respond.

I am pleased to hear about the efforts by your division to support newcomer students and foster inclusive school environments. All students deserve to feel safe, respected, valued, and welcomed at school. Alberta's government acknowledges the important role our education partners play in celebrating diversity and promoting understanding of the many linguistic, cultural, and ethnic groups in Canada.

I appreciate learning about how you honour First Nations, Métis, and Inuit graduates through Feather Blessing and Métis Sash Ceremonies. These traditions, along with the support of dedicated staff and culturally affirming programming, reflect Holy Spirit Catholic School Division's deep commitment to reconciliation and student success. Targeted supports are making a measurable impact and are reflected in your three- and five-year high school year completion rates, which are above the provincial average.

Thank you again for taking the time to write.

Best,

Demetrios Nicolaides, ECA, PhD.
Minister of Education and Childcare

INFORMATION NO: G.7

June 25, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Tricia Doherty, Trustee

SUBJECT: Correspondence to the Minister Rick Wilson

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence addressed to the Honourable Minister Rick Wilson, as follow-up to a meeting that occurred with Minister Wilson during the Team Lethbridge campaign in November.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

May 30, 2025

Honourable Rick Wilson
Minister of Mental Health and Addictions
403 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Delivered via email: mha.minister@gov.ab.ca

Dear Minister Wilson,

Thank you once again for meeting with members of Team Lethbridge this past November. We truly appreciated the opportunity to engage in such a constructive discussion with you and your team. Your passion and dedication to the Indigenous Relations portfolio were clearly evident and deeply valued.

I am writing to provide a follow-up regarding a question you raised during our meeting about existing collaborations with Red Crow College. At the time, I did not have the details on hand, but I have since gathered information from both Holy Spirit Catholic School Division and Lethbridge School Division. I apologize for the delay in getting this information to you — it took some time to gather the necessary details from both school divisions, and I appreciate your patience.

At Holy Spirit, while we do not currently have formal agreements in place with Red Crow College, we maintain a strong and positive relationship. Following the opening of their new facility, we were welcomed for a tour and visit. Red Crow has also been actively included in several of our Learn-Build-Go visits to the reserve. Over the past few years, they have participated in both general and Indigenous-focused student fairs at our junior and senior high schools. In addition, we have facilitated student visits from Catholic Central High School and St. Michael's School in Pincher Creek to Red Crow to inspire and encourage post-secondary engagement.

From Lethbridge School Division, I have learned that in 2021, Red Crow College sought support for a potential teacher placement program. A few years ago, the division hosted Educational Assistant (EA) placements from Red Crow in their schools, which proved successful. Their Indigenous Education Coordinator has recently reached out to Red Crow regarding their EA Program, the Teacher Cohort Program in partnership with the University of Lethbridge, and the BTEST (Blood Tribe Employment and Skills Training) program. They are currently awaiting responses.

.../2

Although you have since transitioned to your new role as Minister of Mental Health and Addictions, I am confident you will bring the same level of commitment and enthusiasm to this important portfolio. I wanted to ensure you received this information and to ask that, if appropriate, you might share it with your colleague, Minister Rajan Sawhney, who now oversees Indigenous Relations. These collaborations represent just a small example of the strong, community-based partnerships in place in Southern Alberta, and we remain very open to exploring new initiatives that support our First Nations students.

Thank you again for your time, dedication, and continued support.

Sincerely,

Tricia Doherty, Trustee
Holy Spirit Catholic School Division

Cc: Honourable Nathan Neudorf, MLA, Lethbridge East
Rob Miyashiro, MLA, Lethbridge West
Marilyn Dennis, President, Alberta School Boards' Association
Christine Light, Board Chair, Lethbridge School Division
Dr. Carmen Mombourquette, Board Chair, Holy Spirit Catholic School Division
Trustees, Trustee, Holy Spirit Catholic School Division
Mike Nightingale, Superintendent, Lethbridge School Division
Chantel Axani, Superintendent, Holy Spirit Catholic School Division
Patricia Epp, Economic Development

INFORMATION NO: G.8

June 25, 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

June 2025

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

NAME	SCHOOL	ACHIEVEMENT
Kurt Marquez Merhawi Abreha	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about healthcare in Alberta.
Felipe Collazos	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about alternatives to fossil fuels.
Chloe Chebet Logan Le My Ong	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about penguins and raised monies for the Calgary Zoo.
Chinwendu Onwuegbuchunam	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about air pollution.
Emily Lavoie Byanene Wetemwami	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about poverty.
Nigel Green	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about sickness.
Tejiri Owasa Lochan Patabendi Larry Wabo	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about air pollution and trees.
Mack Hargreaves Immanuel Stewart June Bug Cat Face	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about animal habitats.
Matiwos Abreha Aloniab Negasi	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about epilepsy.
Karissa Nguyen Navaneetha Rejeev	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about light pollution.

NAME	SCHOOL	ACHIEVEMENT
Eliab Berhane Joseph Sedra	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about hunger.
Lucas Gutierrez	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about eco homes.
Emmit Gonnely Meekoh Miller	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about water pollution.
Charlotte Dormer Devlyn Jackson	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about oceans and climate change.
Anastasia Plooy Dina De La Hoz	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about endangered animals.
Destiny Merrick	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about mental health and poverty.
Kaylee Comeau	Our Lady of the Assumption	Completed the first Inter-Baccalaureate Primary Years Program Exhibition, learning about mental health.
Wendy Ritz	St. Michael's School, Pincher Creek	Promoted and advocated for World Autism Day on April 2, encouraging the school to wear blue that day. Wendy also recently was accepted in the WISEST program this summer while living on campus at the University of Alberta.
Cristofer Centera Santiago Gaona Estefania Gaona Mateo Bracamontes Natalie Trujillo Joshua Diabordo Sydney Jonson Joshua Limon Jose Baldenegro Emma Van Zeggelaar Nicolas Madsen Maria Ayala Sara Ayala Antonio Aguilar	St. Catherine School, Picture Butte	Received the sacraments of Confirmation recently.

<i>NAME</i>	<i>SCHOOL</i>	<i>ACHIEVEMENT</i>
Hailey Ruth Brown Natalia Eugen Greta Denie Lincoln Sinnott Jazper Ignacio Leanna Estrellado	St. Michael's School, Pincher Creek	Received the sacrament of Confirmation this month.
Liam Banhao Xavier Baptista Hector Boisvert Max Kaupp Parker Ramussen Camden Christensen Kendall Christensen Lynette Njoroge Adrian Nwankwo Leah Richter	École St. Mary	Received the sacrament of Confirmation recently.
Charlotte Dormer Devlyn Jackson Kurt Marquez Ogghenetiejiri Owasa Evelyn Reid	Our Lady of the Assumption School	Received the sacrament of Confirmation recently.
Jemillie Sanchez Samantha Hilario James Ferguson Kevin Ortega Ronin Reibin Yannah Campos	St. Francis Junior High School	Received the sacrament of Confirmation recently.
Stacie Oliveros Kylee Campmans Lorenzo Columna Bensyn Shukaliak	Catholic Central High School	Received the sacrament of Confirmation recently.
Guadalupe Garcia Ashley Malabanan Valentina Diaz Guillermo Orantes	St. Paul Elementary School	Received the sacrament of Confirmation recently.

NAME	SCHOOL	ACHIEVEMENT
Isabella Barrios Marcus Celestial Roland De Castro Isabelle Cruz Kinley Hall Elle Heggie Brevin Laidlaw Emma Miller Thiago Rivera Dylan Shaughnessy Gavin Smiljanec Charlotte Tomas Breeli White Quills Cayelle Santos	St. Teresa of Calcutta	Received the sacrament of Confirmation recently.
Kenton Davey Gabriel Hinger Alex Luczak Luke Wright	St. Patrick Fine Arts Elementary School	Received the sacrament of Confirmation recently.
Julianne De La Cruz Dinara Fernando Nolan Little Bear Tegan Little Bear Brityn Sznerch Benite Asilonu Joshua Bukatka Luke Heilman Ayla Hussey Alana Luczak Nyah Manhas Carlos Ocampo Rachel Peake Zachary Portem Brooklyn Thomas	Father Leonard Van Tighem School	Received the sacrament of Confirmation recently.
Ahmeah Barrientos Fabiola Gonzalez Alaina Niolet James Protomartir Emila Spadavecchia	Children of St. Martha School	Received the sacrament of Confirmation recently.

NAME	SCHOOL	ACHIEVEMENT
Esme Forest-Kurt Venancio Columna Nathan Asilonu Delilah Muire Nixon Pelucco Mackenzie Brinas Mildred Gonzalez Sebastian Gonzalez Violet Stitt Rory Desroche Jerzy Verhage Francisco Bone Macky Vera Cruz Hudson New	Father Leonard Van Tighem School	Received the sacrament of First Communion recently.
Sophia Gordon	Children of St. Martha School	Received the sacrament of First Communion recently.
Lucille Marischuk Dominik Yanes Kenton Davey Elwood Ferrari	St. Patrick Fine Arts Elementary School	Received the sacrament of First Communion recently.
Isabelle Pirot	École St. Mary	Received the sacrament of First Communion recently.
Dawson Laidlaw	St. Francis Junior High School	Won the Junior High Award of Merit in the 2025 Art's Alive showcase.
Evan Poschner	Catholic Central High School	Won the Faculty of Fine Arts New Media Award of Excellence in the 2025 Art's Alive showcase.
Arnie Mpofu	Catholic Central High School	Won the Art 3D Award of Merit and Creativity and an Honourable Mention for the Art 3D Award of Merit in the 2025 Art's Alive showcase.

INFORMATION NO: G.9

June 25, 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 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		% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2023	% Difference Sept 29, 2023
CARE				0				0				0	5	1	4	10	10			0	10	10	7	142.9%	3	6	66.7%
CCHS ENG				0				0				0	308	317	297	922	922			0	922	922	921	100.1%	1	881	4.7%
CCHS FI				0				0				0	30	16	19	65	65			0	65	65	65	100.0%	0	55	18.2%
ESM ENG	14	24	30	68	25	33	23	81				0				0	149	17	16	33	182	165.5	170.5	97.1%	-5	158.5	4.4%
ESM FI	51	29	25	105	36	31	30	97				0				0	202		40	40	242	222	221.5	100.2%	0.5	207	7.2%
FLVT	40	52	51	143	58	54	61	173	96	109	94	299				0	615	17	44	61	676	645.5	639.5	100.9%	6	654.5	-1.4%
ASSUMPTION	27	28	20	75	30	32	32	94				0				0	169	13	25	38	207	188	173	108.7%	15	171.5	9.6%
ST FRANCIS ENG				0				0	176	198	159	533				0	533			0	533	533	532	100.2%	1	478	11.5%
ST FRANCIS FI				0				0	34	30	17	81				0	81			0	81	81	82	98.8%	-1	72	12.5%
ST MARTHA	28	42	37	107	30	24	32	86				0				0	193	11	38	49	242	217.5	205.5	105.8%	12	205	6.1%
ST PATRICK FA	46	39	41	126	45	43	42	130				0				0	256		39	39	295	275.5	272.5	101.1%	3	261.5	5.4%
ST PAUL	46	42	42	130	51	53	43	147				0				0	277	15	32	47	324	300.5	288.5	104.2%	12	243.5	23.4%
ST TERESA	49	55	51	155	70	54	59	183				0				0	338	20	59	79	417	377.5	380.5	99.2%	-3	375	0.7%
TRINITY				0				0				0	7	16	33	56	56			0	56	56	50	112.0%	6	34	64.7%
Sub Total City	301	311	297	909	345	324	322	991	306	337	270	913	350	350	353	1053	3866	93	293	386	4252	4059	4008.5	101.3%	50.5	3802.5	6.7%
ST CATHERINE	12	20	18	50	28	20	20	68	14	15	18	47				0	165	12	16	28	193	179	181.5	98.6%	-2.5	199	-10.1%
ST JOSEPH	33	33	46	112	35	26	41	102	22	23	26	71				0	285	21	36	57	342	313.5	320.5	97.8%	-7	315.5	-0.6%
ST MARY(T)				0			21	21	18	30	27	75	26	27	26	79	175			0	175	175	174	100.6%	1	181	-3.3%
ST MICHAEL PC ENG	23	20	18	61	14	23	10	47	16	16	30	62	18	33	25	76	246	14	22	36	282	264	270.5	97.6%	-6.5	255	3.5%
ST MICHAEL PC FI	6	6	8	20	5	8	4	17				0				0	37			0	37	37	37	100.0%	0	43	-14.0%
ST MICHAEL BI	3	4	6	13	7	0	8	15	5	4	2	11	0	0	5	5	44		4	4	48	46	45	102.2%	1	57.5	-20.0%
ST PATRICK T	29	34	34	97	30	28		58				0				0	155	10	28	38	193	174	182.5	95.3%	-8.5	193	-9.8%
Sub Total Rural	106	117	130	353	119	105	104	328	75	88	103	266	44	60	56	160	1107	57	106	163	1270	1188.5	1211	98.1%	-22.5	1244	-4.5%
TOTALS	407	428	427	1262	464	429	426	1319	381	425	373	1179	394	410	409	1213	4973	150	399	549	5522	5247.5	5219.5	100.5%	28	5046.5	4.0%

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	2	CCHS				0	6	7	8	21	21	
ESM ENG	10	FLVT			1	1				0	1	
FLVT	22	ST FRANCIS			1	1				0	1	
ST PAUL	3	Sub Total City	0	0	2	2	6	7	8	21	23	
ST MARTHA	7	ST JOSEPH				0				0	0	
ST TERESA	11	ST CATHERINE				0				0	0	
Sub Total City	55	ST MARY (T)			1	1	2	2		4	5	
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	1	1	3	2	0	5	6	
ST PATRICK T	22	Total	0	0	3	3	9	9	8	26	29	
Sub Total Rural	76											
Total Pre K	131											

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
150	399	4973	5522	131	29	2	162	5684

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