

Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, October 25, 2023
6:00 p.m.

AGENDA

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

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (*St. Patrick School, Taber*) Trustee Thomas Machacek

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) September 27, 2023 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes

- B.1 Catholic Education Sunday Schedule
- B.2 Voluntary Teacher Retirement Opportunity
- B.3 Voluntary Support Staff Retirement Opportunity
- B.4 Council of School Council Agenda Items
- B.5 St. Catherine School Playground Request
- B.6 ATA Negotiating Committee

C. POLICY REVIEW

- C.1 Policy 7: Board Committees and Board Representation
- C.2 Policy 17: Awards
- C.3 Policy 18: Board Governance and Operations

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 Joint City / School Boards Report
- E.6 Economic Development Committee

F. ADVOCACY

- F.1 MLA Meeting Update
- F.2 Individual Advocacy Reports
- F.3 School Council Advocacy

G. INFORMATION ITEMS

- G.1 ASBA Fall General Meeting
- G.2 ACSTA Fall General Meeting
- G.3 ERDI Update
- G.4 Holy Spirit Retiree Mass
- G.5 Catholic Education Sunday Letter from the Bishops
- G.6 Correspondence to Minister Jason Nixon and Minister Dan Williams
- G.7 Correspondence to the Minister of Education
- G.8 Director of Learning Update
- G.9 Director of Religious Education Update
- G.10 Director of Support Services Update
- G.11 First Nations, Metis, and Inuit Education Update
- G.12 Holy Spirit Stars
- G.13 Enrolment Data Update

H. ADJOURNMENT

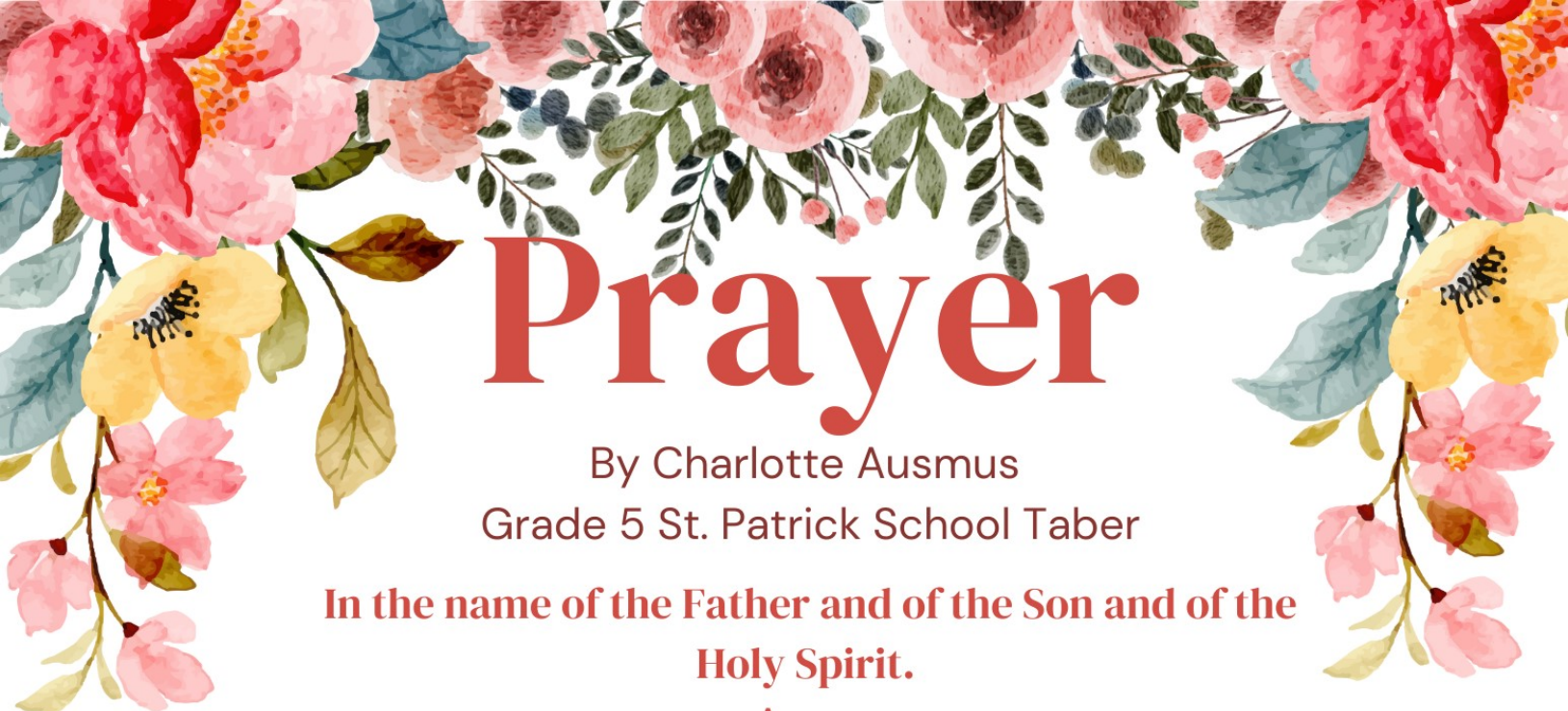
CALL TO ORDER OPENING PRAYER	Present	MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, SEPTEMBER 27, 2023, COMMENCING AT 6:02 P.M. BOARD Board Chair Carmen Mombourquette Vice Chair Thomas Machacek Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Linda Ellefson Trustee Roisin Gibb Trustee Cheralan O'Donnell Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Ken Sampson Deputy Superintendent Michelle MacKinnon Secretary-Treasurer Lisa Palmarin Recording Secretary Rhonda Kawa Chair Carmen Mombourquette called the September 27, 2023 Regular Board Meeting to order at 6:02 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 and led the Board in the opening prayer.
Approval of Agenda	10405/0923 Linda Ellefson	M/C That the agenda for the September 27, 2023 Board Meeting be approved, as presented.
Previous Minutes	10406/0923 Bob Spitzig	M/C That the minutes of the June 28, 2023 Organizational Meeting of the Board be approved, as presented.
Business Arising from the Minutes	10407/0923 Tricia Doherty	M/C That the minutes of the June 28, 2023 Regular Meeting of the Board be approved, as presented. Trustee Tom Machacek let the Board of Trustees know that the committee met to review <i>Policy 17: Awards</i> in September and seeing as Policy 17 is under review in October as per the 2023/2024 Policy Review Schedule, the committee will be bringing forth any recommendations at that time.
PRESENTATIONS Year 2: Build! Pilgrims of Hope		Aaron Skretting, Director of Religious Education, spoke to the Board about Year 2 of the division's 3 Year Faith Plan 2022-2025 entitled "Build! Pilgrims of Hope". The division is in the second year of the Faith Plan and the theme is "Build!". The faith focus for this year is <i>God is in Our Minds</i>. We are called to look outward and take action as individuals and as a collective faith community; to participate in our community, serving the needs of others, to build relationships and a city based on the love of God as our foundation.
ACTION ITEMS Board Self-Evaluation	B.1 10408/0923 Cheralan O'Donnell	The Board reviewed its annual self-evaluation, which took place on August 30, 2023. M/C That the Board of Trustees approves the Board Self-Evaluation Report, as conducted with the online questionnaire from May 23-June 1, 2023; AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.

September 27/23: page 2 Superintendent Evaluation Audit Committee Mass for Retired Staff Locally Developed Courses POLICY REVIEW Policy Review Schedule for 2023/2024 Policy 1: Board Mandate, Mission, Vision, Values, and Goals Policy 2: Role of the Board	B.2 10409/0923 Tricia Doherty B.3 10410/0923 Tom Machacek B.4 10411/0923 Linda Ellefson B.5 10412/0923 Tricia Doherty C.1 C.2 10413/0923 Linda Ellefson C.3 10414/0923 Cheralan O'Donnell	The Board reviewed its annual evaluation of the Superintendent, which was conducted on August 30, 2023. M/C That the Board of Trustees approves the Superintendent's Evaluation Report, as established in the evaluation meeting of August 30, 2023, as an accurate accounting of the Superintendent's performance for the period June 1, 2022 to May 31, 2023; AND FURTHER, that the Board of Trustees authorizes the Board Chair to make any technical edits and to sign the report on the Board's behalf. As stated in <i>Policy 7A: Audit Committee: Terms of Reference</i> the committee will consist of two (2) public members who are not employees. The public members would sit for a two-year term with the option to reappoint for a second term. M/C Pending their acceptance to these positions, that the Board of Trustees appoint Shelley Taylor, CPA, CA as a public member to the Audit Committee for an additional two-year term ending August 31, 2025; AND FURTHER, that the Board of Trustees appoint Sonya von Heyking, CPA, CA, CIA as a public member to the Audit Committee for an additional two-year term ending August 31, 2025. The Board of Trustees discussed their role in formally recognizing our retirees and their service to our division by sponsoring the annual Mass for Retired Staff. Our Mass for Retired Staff for the 2023/2024 school year will be held November 9, 2023. M/C That the Board of Trustees sponsors the annual Mass for Retired Staff and Trustees. A list of locally developed/acquired courses was presented for Board consideration and approval before being submitted to Alberta Education. M/C That the Board of Trustees for The Holy Spirit Catholic School Division, at its September 27, 2023 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources: Competencies in Math 15-3 and 15-5 until August 2026. The Board examined the Policy Review Schedule for the 2023/2024 school year adopted in June 2023. <i>Policy 1: Board Mandate, Mission, Vision, Values, and Goals</i> was brought forward for Board review. It was determined that no changes were required. M/C That the Board of Trustees accepts <i>Policy 1: Board Mandate, Mission, Vision, Values and Goals</i>, as presented. The Board reviewed <i>Policy 2: Role of the Board, with Appendix A, Board Annual Work Plan</i> and determined that no changes were required. M/C That the Board of Trustees accepts <i>Policy 2: Role of the Board and its appendices</i>, as presented.
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Policy 3: Role of the Trustee	C.4	The Board reviewed <i>Policy 3: Role of the Trustees</i> , and associated appendices and determined that no changes were required at this time.
	10415/0923 Linda Ellefson	M/C That the Board of Trustees accepts <i>Policy 3: Role of the Trustee and its appendices</i>, as presented.
Policy 4: Trustee Code of Conduct	C.5	The Board reviewed <i>Policy 4: Trustee Code of Conduct</i> , and associated appendices and determined that no changes were required at this time.
	10416/0923 Linda Ellefson	M/C That the Board of Trustees accepts <i>Policy 4: Trustee Code of Conduct and its appendices</i>, as presented.
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's September 27, 2023 Report.
	10417/0923 Tricia Doherty	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, and Secretary Treasurer Reports for September 27, 2023.
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's September 27, 2023 Report.
Secretary Treasurer's Report	D.3	The Board reviewed the Secretary-Treasurer's September 27, 2023 Report.
<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.
	10418/0923 Cheralan O'Donnell	M/C That the Board of Trustees receives and files the Board Chair, ASBA, ACSTA, GrACE, PCCELC and the Audit Committee Reports for September 27, 2023.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
	10419/0923 Linda Ellefson	M/C That the Board of Trustees formally nominate Kelly Whalen for the position of President of the Alberta Catholic School Trustees' Association (ACSTA).
ASBA Report	E.3	Trustee Roisin Gibb, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC	E.5	Trustee Bob Spitzig, Board representative to PCCELC, provided a report to the Board regarding recent business, events, and activities.
Audit Committee	E.6	Vice Chair Thomas Machacek, Chair of the Audit Committee, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Meeting with Minister of Education	F.1	On July 6, 2023, a virtual meeting was held with the Minister of Education, the Board of Trustees, and Superintendent Ken Sampson. The discussion centered around funding, specifically the Weighted Moving Average framework, enrolment, transportation and budget deficits.

September 27/23: page 4		
Individual Trustee Advocacy	F.2	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.
	10420/0923 Linda Ellefson	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 27, 2023.
School Council Advocacy	F.3	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.
<u>INFORMATION ITEMS</u>		
Correspondence from Premier Smith	G.1	The Board of Trustees received correspondence by the Premier Smith in response to the division letter congratulating Premier Smith on her reappointment as Premier of Alberta.
Truth and Reconciliation Week	G.2	Over the course of the September 25-29, 2023 week, Holy Spirit Catholic School Division will be focusing on recognizing and providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being. The division will be providing resources and activities for our schools throughout the week that are focused on the division's strategic priority: Living Truth and Reconciliation.
Alberta Education Assurance Measure Results	G.3	Alberta Education assesses performance across all school authorities. The Alberta Education Assurance Measures (AEAMs) are used to inform the division's education plan. Provided for information to the Board of Trustees was the AEAMs overall summary for the division for Spring 2023.
Dual Credit Grant	G.4	Holy Spirit Catholic School Division recently received a Dual Credit Enhancement Grant of \$83,000.00 to be put toward the construction, purchasing of equipment and / or upgrading of facilities for the Trades Hub located at Catholic Central High School West Campus.
Minister of Education's Back to School Letter	G.5	The Minister of Education, Demetrios Nicolaidis, welcomed the students of Alberta back into the classroom with a letter to the parents and guardians throughout the province.
Minister of Education's Youth Council 2023/2024	G.6	A letter of congratulations was sent to St. Mary's School, Taber, student Sophia Reyes as she was selected to be part of the Minister of Education's Youth Council for the 2023/2024 school year.
Bearing Witness Presentation	G.7	The Board of Trustees reviewed the invitation that was sent to the division's school council chairs and vice chairs to the upcoming Bearing Witness Presentation on September 28, 2023 from 6:00 – 8:30 p.m. at St. Basil Catholic Education Centre.
Save the Date: Teachers as Missionary Disciples Symposium	G.8	The Board of Trustees received as information the Save the Date invitation from the Alberta Catholic School Trustee Association (ACSTA) for a symposium titled, "Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools" being held February 9-10, 2024 in Leduc, Alberta.
Holy Spirit Chamber of Commerce Award	G.9	Holy Spirit Catholic School Division was recently recognized as a Long-Standing Member of the Lethbridge Chamber of Commerce for our 25 year-long partnership.
Valley of the Birdtail Book Study	G.10	Holy Spirit Catholic School Division will be hosting a book study on the Valley of the Birdtail by Andrew Stobo Sniderman and Douglas Sanderson.
IMR and CMR Expenditure Report	G.11	Provided for Board information is the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Expenditure Report for the year ending August 31, 2023.
Director of Learning Update	G.12	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.

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Director of Religious Education Update	G.13	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	G.14	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to Support Services.
First Nations, Métis and Inuit Education Update	G.15	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.
Holy Spirit Stars	G.16	The Board reviewed the activities and achievements of the division's students and staff over the past month.
ADJOURNMENT	10421/0923 Blake Dolan	M/C That the Board of Trustees convenes into the Committee of the Whole at 8:03 p.m. A brief recess was called at 8:03 p.m. The Board reconvened at 8:10 p.m.
	10422/0923 Tom Machacek	M/C That the Board of Trustees reconvenes into the Regular Meeting at 8:50 p.m.
	10423/0923 Tom Machacek	M/C That the Board of Trustees adjourns the Regular Board Meeting of September 27, 2023 at 8:51 p.m.
		_____ Board Chair Secretary-Treasurer



Prayer

By Charlotte Ausmus
Grade 5 St. Patrick School Taber

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

Dear Jesus,
Thank you for our farmers, our teachers, our
students and all of our school workers.
Please help us to be honest, to forgive ourselves and
others, to be creative and to be welcoming.
We would like to pray for our students, our teachers,
the sick, and for our families.
I love you Jesus. Thank you for hearing our prayer.

St. Paul, Pray for us
St. Patrick, Pray for us
Holy Spirit, Guide us

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



ACTION NO: B.1

October 25, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Catholic Education Sunday Schedule

ORIGINATOR: Board of Trustees

BACKGROUND

1. Catholic Education Sunday will take place on Sunday, November 5, 2023.
2. Each Trustee is asked to assist in bringing a brief message to all Masses taking place within our parishes over the November 4-5, 2023 weekend.
3. A schedule of Masses is attached for Board reference.

RECOMMENDATION

That the Board of Trustees provide a message in all local parishes and at all Masses celebrating Catholic Education Sunday.

Catholic Education Sunday – Reading Schedule

Please sign in if you are able to help our division deliver a message to parishioners on Catholic Education Sunday (November 4-5, 2023). Superintendent Ken Sampson will draft the message.

All parishes will be contacted and will be expecting our representatives at the Masses that weekend. Please check-in prior to Mass as to when you will be called upon to deliver the message.

St. Michael's Parish, Bow Island

Saturday – 5:00 p.m. _____

Sunday – 9:00 a.m. _____

St. Michael's Parish, Pincher Creek

Saturday – 7:00 p.m. _____

Sunday – 8:00 a.m. _____

Sunday – 10:00 a.m. _____

St. Augustine Parish, Taber

Saturday -5:00 p.m. _____

Sunday – 9:00 a.m. _____

St. Ambrose Parish, Coaldale

Sunday – 9:00 a.m. _____

Sunday – 4:00 p.m. _____

St. Catherine's Parish, Picture Butte

Sunday – 11:00 a.m. _____

Ss. Peter and Paul Parish, Lethbridge

Saturday – 9:00 a.m. _____

Sunday – 10:00 a.m. _____

St. Martha's Parish, Lethbridge

Saturday – 5:00 p.m. _____

Sunday – 9:00 a.m. _____

Sunday – 11:00 a.m. _____

All Saints Parish, Lethbridge

(Assumption) Saturday – 5:00 p.m. _____

(St. Basil) Saturday – 7:00 p.m. _____

(St. Basil) Sunday – 7:30 a.m. _____

(Assumption) Sunday – 9:00 a.m. _____

(St. Basil) Sunday – 11:00 a.m. _____

(Assumption) Sunday – 6:00 p.m. _____

ACTION NO: B.2

October 25, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Michelle MacKinnon, Deputy Superintendent

SUBJECT: Voluntary Teacher Retirement Opportunities

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Each year, the Board must decide whether the division will offer a voluntary retirement program for teachers who are planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular salary.
2. Superintendent Ken Sampson will speak to this item.

RECOMMENDATION

That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its teachers:

Any eligible teacher who, by December 15, 2023, submits his/her notice of retirement, effective January 31, 2024, will be offered a temporary teaching contract beginning February 1, 2024 until June 30, 2024.

VOLUNTARY TEACHER RETIREMENT PROGRAM 2024

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

The voluntary retirement program for teachers who are planning on retiring at the end of this school year is as follows: The program allows teachers to retire on January 31, 2024 and then be offered a temporary contract, from February 1, 2024 to the end of June, 2024. Pension would commence effective February 1, 2024. Beginning in February, 2024 and continuing until the end of June, 2024, retired continuing teachers would receive their regular salary, plus their pension.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2024 and hold a continuing teaching contract;
 - Teachers must submit their notice of retirement by December 15, 2023, with an effective date of January 31, 2024 to Mr. Ken Sampson, Superintendent of Schools;
 - Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2024 for pensions to commence on February 1, 2024. For additional information please go to the following link: <http://www.atrf.com/teacher/publications>;
 - Information and application forms for ASEBP early retirement benefits can be found at the following link: <https://www.asebp.ca/using-my-plan/guiding-you-through-life-events>. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 8, 2024. If you have any questions on the application process, please contact our payroll department.
 - A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2024 to June 30, 2024.
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ACTION NO: B.3

October 25, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Michelle MacKinnon, Deputy Superintendent

SUBJECT: Voluntary Support Staff Retirement Opportunities

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Each year the Board must decide whether the division will offer a voluntary retirement program to support staff planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular wages.
2. Superintendent Ken Sampson will speak to this item.

RECOMMENDATION

That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its CUPE 290, CUPE 1825, and non-union employees:

Any eligible member of the Local Authorities Pension Plan (LAPP) who, by December 15, 2023, submits his/her notice of retirement, effective January 31, 2023, will be offered a temporary contract of employment from February 1, 2024 until the June 2024 end date for the eligible member's position.

VOLUNTARY SUPPORT RETIREMENT PROGRAM 2024

All staff interested in this program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.

Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this school year is as follows: The program allows support staff to retire on January 31, 2024 and then be offered a temporary contract, from February 1, 2024 to the end of June, 2024. Pension would commence effective February 1, 2024. Beginning in February, 2024 and continuing until the end of June, 2024, retired continuing support staff would receive their earned regular wages, plus their pension.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2024 and hold a continuing contract;
 - Support staff must submit their notice of retirement by December 15, 2023, with an effective date of January 31, 2024 to Mr. Ken Sampson, Superintendent of Schools;
 - Application for pension benefits is the responsibility of the individual employee and must be made to the Local Authorities Pension Plan by January 31, 2024 for pensions to commence on February 1, 2024. For access to forms and additional information please go to the following link: <https://www.lapp.ca/page/ready-to-retire>;
 - Information and application forms for ASEBP early retirement benefits can be found at the following link: <https://www.asebp.ca/using-my-plan/guiding-you-through-life-events>. To ensure that your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 8, 2024. If you have any questions on the application process, please contact our payroll department.
 - A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2024 to the end of the school year for your particular position, or June 30, 2024, whichever comes first.
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ACTION NO: B.4

October 25, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Council of School Council Agenda Items

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The next meeting for the Board of Trustees with the Council of School Council Chairs is scheduled for November 27, 2023. In preparation for this meeting, the Board is asked to provide direction regarding any areas of discussion that should be brought forward.

RECOMMENDATION

That the Board of Trustees places the following on the Council of School Council Chairs Meeting agenda scheduled for November 27, 2023:

- *(pending discussion)*

ACTION NO: B.5

October 25, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: St. Catherine School, Picture Butte Playground Request

ORIGINATOR: Ken Sampson, 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. Attached for Board review is correspondence and background information from St. Catherine School, Picture Butte requesting approval to install an additional swing set on the south side of the school's playground area.
4. It is recommended that the Board review the correspondence/proposal received and officially provide approval of the project.

RECOMMENDATION

That the Board of Trustees approves the proposal by the school community of St. Catherine School, Picture Butte to install additional swings and gravel surfacing 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.

ROLE OF THE BOARD

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 and the values of the electorate.

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 regular communication with the Bishop regarding Catholic Education issues in the Division.
- 1.7 Ensure faith leadership decisions align with recommendations or resources provided by the Congregation for Catholic Education.
- 1.8 Participate in Faith Development opportunities and ensure that a strong faith development component is provided for all students and staff.
- 1.9 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.
 - 2.3 Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.
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.
 - 3.8 Engage the community in a dialogue about Division programs, needs and desires.
 - 3.9 Establish plans for collaborative work between the Division and First Nations.
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 Three-Year Education Plan.
 - 4.3 Identify Board priorities at the outset of the annual Three-Year Education Assurance process.
 - 4.4 Annually approve the Three-Year Education Plan and the Annual Education Assurance Report for submission to Alberta Education by the due date and ensure access for the public.
 - 4.5 Annually approve budget (driven by the Three-Year Education Plan).
 - 4.6 Annually evaluate the effectiveness of the division in achieving established goals and desired results.
 - 4.7 Monitor progress toward the achievement of student outcomes and other 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 areas for which Board policy is required.
 - 6.3 Monitor policy impact to determine if policy is producing the desired results.
7. CEO (Superintendent) / Board Relations
 - 7.1 Select the CEO (Superintendent).
 - 7.2 Provide the CEO (Superintendent) with clear corporate direction.
 - 7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.
 - 7.4 Evaluate the CEO (Superintendent) on an agreed upon schedule based upon the CEO (Superintendent) job description and additional Board direction.
 - 7.5 Delegate authority to the CEO (Superintendent) and define commensurate responsibilities.
 - 7.6 Provide for CEO (Superintendent) succession planning as required.
 - 7.7 Respect the authority of the CEO (Superintendent) to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 7.8 Interact with the CEO (Superintendent) in an open, honest, respectful and professional manner.
 - 7.9 Annually review the compensation of the CEO (Superintendent).
8. Political/Advocacy
 - 8.1 Utilize 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 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic educational opportunities provided to the students of the Division.
 - 8.4 Enlist the support of local MLAs and the provincial government and provide a leadership role in support of our students and Catholic education initiatives.

- 8.5 Meet with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.
 - 8.6 Be the voice of Catholic education within our communities on advocacy and political issues.
 - 8.7 Advocate for the preservation and enhancement of Catholic education in the division and the province.
 - 8.8 Advocate on the importance of the role of locally elected boards and trustees.
 - 8.9 Support the work of GrACE: Grateful Advocates for Catholic Education.
 - 9. Board Development
 - 9.1 Annually evaluate Board effectiveness.
 - 9.2 Develop a yearly work plan that includes trustee development. Consider increasing knowledge of role, processes and issues.
 - 9.3 Consider ASBA, ACSTA, and CSBA resources.
 - 9.4 Provide an annual program of trustee orientation to enhance understanding of the school division (within four-year mandate).
 - 10. Fiscal
 - 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 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 to expense ratio, as recommended 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.
 - 10.13 Will be a member of the Finance Committee.
-

Legal 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



St. Catherine's School

Box 489, Picture Butte, Alberta T0K-1V0

Phone: (403) 732-4359

Fax: (403) 732-5044

Principal: Mr. Dan Vanden Dungen

Email: vandendungend@holyspirit.ab.ca

Associate Principal: Mr. Josh Gatner

Email: gatnerj@holyspirit.ab.ca



Sept 5, 2023

To Whom it May Concern:

I am writing to obtain your support and approval for a proposed project to improve the playground at St. Catherine School in Picture Butte. Our current playground has two swings which are in very high demand during most recesses. This has resulted in frustration, disappointment and occasional friction between students on the playground. The matter came to the attention of members of the St. Catherine Home and School Association, and they voted at their May meeting to approve funding for the installation of additional swings for the playground. They sought information from BDI Play Designs out of Lethbridge to get an idea of cost and scope of what is required, and BDI replied in the form of a formal quote. This information was passed on to me and I am summarizing it below.

The project that they are proposing is the installation of a 12' high, 6 unit heavy-duty swing set with slash-proof seats with regular hangers. It would be installed on the south side of the existing newer playground, and to the west of the existing older playground. (Proposed site map below) There would also be additional 10 mm natural round rock gravel surfacing required. Looking over the site, the BDI representative suggested removing one side of the wood borders as well as the concrete bench that is currently in that area. He provided a quote for the materials and installation, which includes excavation & site preparation, temporary site fencing, border panels, safety surfacing, and landscape rehabilitation (loam, level, and seed perimeter). The final proposed cost was for \$35,713.07. The representative provided assurance that the supply and installation would conform to the CSA Z614-20 Standard for Outdoor Playspaces and would be inspected by one of their certified playground inspectors prior to opening. He said that the whole process would take 3-4 days.

The area in question does have an underground sprinkler line, and it would likely be a matter of cutting and capping it, since this area would no longer require watering. It is hoped that the



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division grounds crew might be able to do this after the excavation was completed. Presumably, this should be fairly straightforward since the water is already off and the lines are already blown out for the winter.

Since the project changes the footprint of the school grounds and is likely to cost more than \$30,000, we were advised by Secretary Treasurer Lisa Palmarin that we need to seek the approval of the project Board of Trustees of the Holy Spirit Roman Catholic Separate School Division. She also suggested that Vivien Kossuth, Plant Operations Coordinator for the school division, be the project manager. In accordance with AP505, the project must be approved by the Board prior to any contracts, requests for proposals, tenders or bids being made. As such, the information provided above is to be considered information only.

Our Home and School Association already has the necessary funds for this project due to the success of their spring fundraiser, and they are prepared to fully fund the project based on the information they obtained. This funding would take the form of a donation to the school division to be used for the project outlined above. They are eager for the school division to proceed with the project as soon as possible so that students might use the swings during this school year. I informed them of the details of the relevant administrative procedures and of the direction that I received from our secretary treasurer, and they requested that I continue to try to seek the necessary approvals on their behalf.

It is our hope that this project would be approved and that the process of moving it forward be started as soon as possible. If there are any questions, concerns or additional information required, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Dan Vanden Dungen'.

Dan Vanden Dungen

Principal of St. Catherine School



ST. CATHERINE SCHOOL
PICTURE BUTTE, ALBERTA

St. Catherine's School

Box 489, Picture Butte, Alberta T0K-1V0

Phone: (403) 732-4359

Fax: (403) 732-5044

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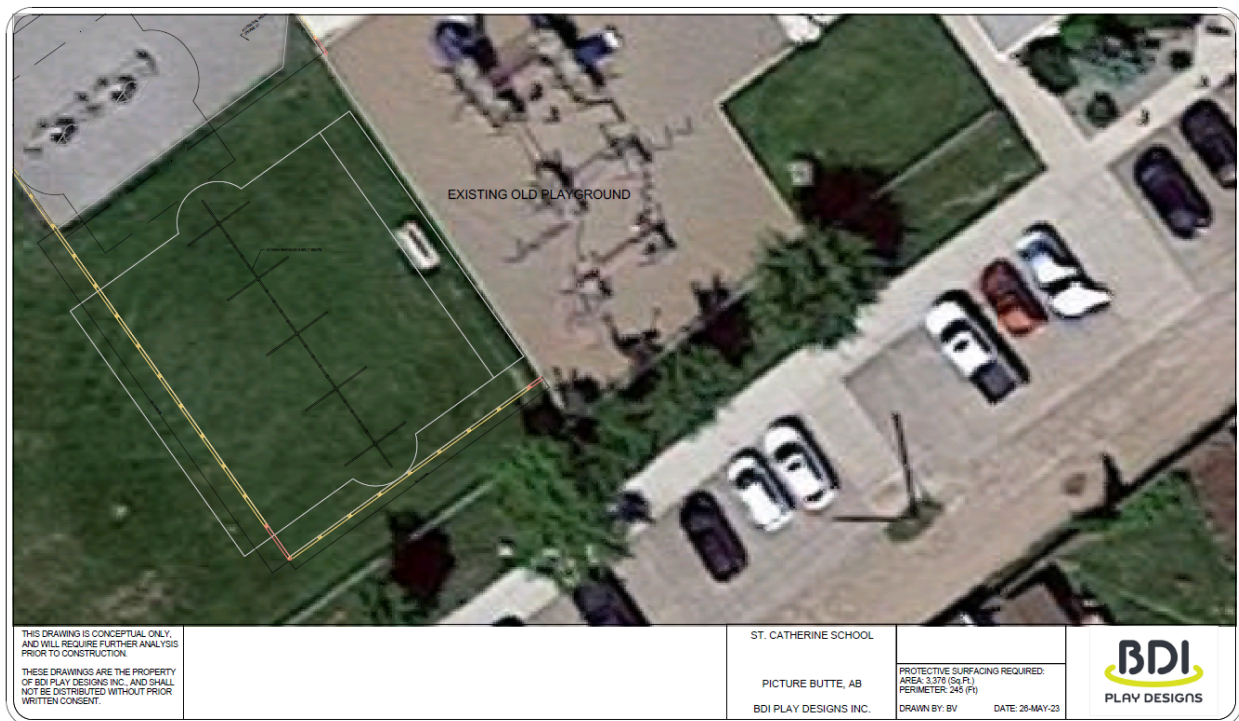
Email: vandendungen@holyspirit.ab.ca

Associate Principal: Mr. Josh Gatner

Email: gatnerj@holyspirit.ab.ca



Proposed Site Map for the swing set:



ACTION NO: B.6

October 25, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: ATA Negotiating Committee

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As part of the annual organization meeting, the Board must appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees.
2. *Policy 7: Board Committees and Board Representation* is attached for Board reference. In clause 2.1.3 it states that three (3) trustee representatives will be appointed to each of the following negotiations committees (ATA, CUPE 1825, CUPE 290)
3. The Board Chair will speak to this item.

RECOMMENDATION

That the Board of Trustees proceeds to appoint Trustee Blake Dolan to the ATA Negotiating Committee as a replacement for Trustee Roisin Gibb, as outlined in *Policy 7: Board Committees and Board Representation*.

BOARD COMMITTEES AND BOARD REPRESENTATION

Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

Committees have no legal power unless they are empowered by the Board to act on its behalf.

Specifically

1. Guidelines for the operation of committees are as follows:
 - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote.
 - 1.2 The Superintendent will attend all committee meetings and activities as the chief executive officer of the Board.
 - 1.3 Committees will have a policy preparation and review function to fulfill in cooperation with the Superintendent.
 - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
 - 1.5 A record of the proceedings of committee meetings shall be taken and maintained.
 - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
 - 1.7 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.
 - 1.8 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.
 - 1.9 If a member cannot attend a meeting, that member is responsible for having an alternate attend on his/her behalf, where applicable.
2. The standing committees of the Board, their responsibilities, and procedures are as follows:
 - 2.1 Negotiations Committees
 - 2.1.1 Each negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment as follows:
 - 2.1.1.1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals.

- 2.1.1.2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
 - 2.1.1.3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
 - 2.1.1.4 Bargain in good faith on all terms and conditions of employment related to new agreements.
 - 2.1.1.5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board; subject to final review, ratification or rejection by the Board.
- 2.1.2 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.
- 2.1.3 Three trustee representatives will be appointed to each of the following negotiations committees (A.T.A., C.U.P.E. 1825, C.U.P.E. 290)
- 2.2 Audit Committee
 - 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) trustees, and two (2) public members who are not employees.
 - 2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to Policy 7 - Appendix A: Audit Committee: Terms of Reference.
- 2.3 Finance Committee
 - 2.3.1 The committee shall be a committee of the whole Board, Superintendent, Secretary Treasurer, and will include the Deputy Superintendent by invitation.
 - 2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix B: Finance Committee: Terms of Reference.
- 2.4 Share the Mission Award Committee
 - 2.4.1 The committee will consist of two trustees and either the Board Chair or Vice Chair.
 - 2.4.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and provide input to the Board regarding potential award recipients.
- 2.5 Wisdom and Visioning Circle
 - 2.5.1 One trustee shall be named as the representative and one shall be designated as the alternate.
- 2.6 Joint City/School Boards' Liaison Committee
 - 2.6.1 Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.

3 Representatives to External Committees/Organizations:

- 3.1 Trustee representatives to external committees shall provide such information and recommendations to the Board as they deem advisable or make such decisions duly delegated to them by the Board.
- 3.2 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and the Superintendent.
- 3.3 ACSTA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.4 ASBA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.5 GrACE (Grateful Advocates for Catholic Education)
Two trustees will be appointed as the representatives to this committee.
- 3.6 Teacher Employers' Bargaining Authority
One trustee will be selected to serve as the division's representative to this provincial body, which is intended to consult about provincial teacher contracts and employment negotiations.
- 3.7 Pincher Creek Early Childhood Coalition
One trustee shall be named as the representative to this committee.
- 3.8 Pastoral Discernment Advisory Committee
One trustee shall be appointed as the representative to this committee.
- 3.9 Ad Hoc Committees
From time to time, trustees may be requested to represent the Board on other committees. When a request is made by an external committee, the Board Chair will bring the request to the next public Board Meeting so that a representative may be appointed.

4 Committee Required by Contract

- 4.1 Teacher Board Advisory Committee
The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
 - 4.4.1 Discuss matters of common interest.
 - 4.4.2 Discuss issues and concerns related to education and / or teaching.
 - 4.4.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.4.4 Enhance the level of communication, trust and morale within the division.

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

PR NO: C.1

October 25, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 7: Board Committees and Board Representation

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 7: Board Committees and Board Representation* and all associated appendices, are brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 7: Board Committees and Board Representation* and associated appendices, as presented.

ARTICULATING OUR PURPOSE



"Creativity" by the Staff and Students of St. Patrick Fine Arts Elementary – 2009/2010

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

The mission or purpose represents the fundamental reason for the organization's existence.

"What are we here to do together?"

It includes all of the elements of our purpose so we can ensure that our vision and goals clearly reflect our mission.

We are a Catholic Faith Community,
dedicated to providing each student entrusted to our care,
with an education rooted in the
Good News of Jesus Christ.

Guided by the Holy Spirit,
in partnership with home, parish and society,
our schools foster the growth of responsible citizens
who will live, celebrate and proclaim their faith

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

A vision is a picture of the future you seek to create, described in the present tense, as it were happening now.

It shows where we want to go, and what we will be like when we get there.

*A vision gives shape and direction to the organization's future
and it helps people set goals to take the organization closer to it.*

Holy Spirit Catholic Schools...
Christ-centered learning communities
where students are cherished and achieve their potential.

VALUES AND CORE COMMITMENTS

Values are the beliefs that reflect our mission and guide our actions on our progress to our vision.

Core commitments are not goals; they are the actions we are committed to performing in every aspect of our organizational life.

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools.
- We honour diversity.
- Our schools provide a welcoming safe and accepting sanctuary.

EXCELLENCE IN
LEARNING

- We provide opportunities for all students to discover and become the persons God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

SACRAMENTALITY

- We see God and the wonder of God's work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.

OUR
COLLABORATIVE
COMMUNITY

- We share the responsibility of education with our students, staff, parents, parish and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.

MINISTRY

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.

STEWARDSHIP

- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 7: Board Committees and Board Representation*

Date: October 25, 2023

Upon review, does this policy require amendment? ☐Yes ☒No

Nature of/reason for amendment?

Other implications or considerations?

BOARD COMMITTEES AND BOARD REPRESENTATION

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Committees have no legal power unless they are empowered by the Board to act on its behalf.

Specifically

1. Guidelines for the operation of committees are as follows:
 - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote.
 - 1.2 The Superintendent will attend all committee meetings and activities as the chief executive officer of the Board.
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 - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
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 - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
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- 2.2 Audit Committee
 - 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) trustees, and two (2) public members who are not employees.
 - 2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to Policy 7 - Appendix A: Audit Committee: Terms of Reference.
- 2.3 Finance Committee
 - 2.3.1 The committee shall be a committee of the whole Board, Superintendent, Secretary Treasurer, and will include the Deputy Superintendent by invitation.
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From time to time, trustees may be requested to represent the Board on other committees. When a request is made by an external committee, the Board Chair will bring the request to the next public Board Meeting so that a representative may be appointed.

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- 4.1 Teacher Board Advisory Committee
The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
 - 4.4.1 Discuss matters of common interest.
 - 4.4.2 Discuss issues and concerns related to education and / or teaching.
 - 4.4.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.4.4 Enhance the level of communication, trust and morale within the division.

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

AUDIT COMMITTEE: TERMS OF REFERENCE

Role:

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

Authority:

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

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

Composition:

The audit committee will consist of the following members:

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

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

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

Appointment of Public Members:

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

Meetings:

The audit committee will meet at least two times per year, with authority to convene additional

meetings, as circumstances require. All audit committee members are expected to attend each meeting. The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It shall hold private meetings with auditors and management.

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

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

Compensation:

The audit committee members shall be compensated as follows:

Public member	\$90 for meetings 4 hours or less
	\$165 for meetings over 4 hours

Responsibility:

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

Financial Statements and Annual Audit:

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

Internal Control:

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

Legal References: Section 142, Education Act

FINANCE COMMITTEE TERMS OF REFERENCE

Role:

The role of the Finance Committee is to oversee and provide direction for the School Division's processes related to budgeting and financial reporting.

Composition:

The Finance Committee shall be a committee of the whole Board, Superintendent, Secretary Treasurer, and will include the Deputy Superintendent by invitation.

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

Meetings:

- a. Meetings will be called by the Committee Chair.
- b. The Committee shall have a planning meeting to prepare its yearly plan.
- c. The Committee shall meet at least four times per year.
- d. The first meeting of the year shall be called no later than October 15.
- e. Additional meetings may be called if required.

Responsibilities:

- a. Set priorities and determine what can be achieved with the available resources to best meet the educational needs of students throughout the Division;
- b. Provide direction on budget development, including review of budget assumptions;
- c. Provide direction on budget application when significant adjustments are required;
- d. Examine budget documents presented;
- e. Review quarterly financial reports and management discussion and analysis;
- f. Recommend trustee compensation rate;
- g. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the School Division's financial reporting; and
- h. Annually review the status of reserve funds.

Legal References: **Policy 7: Board Committees and Board Representation**
 Education Act

PR NO: C.2

October 25, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 17: Awards

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 17: Awards*, is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 17: Awards*, as amended.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 17: Awards*

Date: October 25, 2023

Upon review, does this policy require amendment? ☒ Yes ☐ No

Nature of/reason for amendment?

Pending discussion of the recommendations presented in the committee report there may be possible amendments.

Other implications or considerations?

Policy 17 Committee Meeting

Background:

At the June Board Meeting of the Holy Spirit Catholic School Division a discussion was held as to the Recognition the Board has in Policy 17 and that attendance at these functions was weak. A committee was established and a staff member was also to take part (this staff member does most of the work regarding long service and retirement events and would make a good resource).

Outcome:

Board Trustees in attendance: Trustee Ellefson, Trustee Doherty, and Trustee Machacek, along with suggested staff Carol Linden. Michelle McKinnon was also in attendance.

A history of the recognition events was given and it was a surprise to us that few School Boards do any such honoring or recognizing of any of their staff. So, it seems that we are some of the leaders in recognition events, and looking to others is not possible. Michelle handed out a summary of the numbers in attendance over the past years and for the most part attendance of the retiring and long service staff being honored has been about the same. Her reports date back to 2015. Some of the calculations used by the Division for the recognition events are based on ATA calculations.

Attendance numbers as presented to committee:

Long Service Awards Data			
Year Presented	Recipients	Attendees	% Attended
2015	93	45	48
2016	91	41	45
2017	86	39	45
2018	69	35	51
2019	81	40	49
2020	Covid - Presented at the school		
2021	Covid - Presented at the school		
2022	96	43	45
2023	78	38	49

Retirement Banquet Data			
Year Presented	Recipients	Attendees	% Attended
2015	15	9	60
2016	17	9	53
2017	16	10	63
2018	19	12	63
2019	21	12	57
2020	Covid - No retirement banquet		
2021*	14	12	86
2022	30	11	37
2023	21	8	38
*Covid done by zoom			

The discussion then moved into a brainstorming session as to how to increase attendance of the honorees at such recognition events.

- perhaps do some of the long service awards at their schools
- A powerpoint could be presented of all recipients at a division-wide event such as Spiritual Development Day used to keep things moving

Also brought up was the need for a definition of what is a year when working in the division.

Our proposed definition:

Anyone who is under the employ of the Holy Spirit Catholic School Division for 140 working days is considered to have worked for one year and shall qualify for all considerations which the Board of Trustees presents to its employees. This includes those who hold continuous, probationary, or temporary contracts and part time positions.

At the end of the meeting, it was agreed that for this coming year the Retirement Banquet remain the same and if the Board was to try something “new and improved” then the Long Service Awards could be changed.

AWARDS

The Board wishes to recognize those community members, parents, students and staff members that have contributed to the successes of the division and enhanced the educational opportunities and programs available to students.

Specifically

Share the Mission Award

The Board appreciates the diligent efforts made by community members, parents, students and school staff members in achieving the division's mission statement, goals and objectives. As a result, the Board wishes to bestow the Share the Mission Award, a prestigious award that recognizes:

- Outstanding service offered for the benefit of our students; our schools or our community:
 - People who accept demanding challenges and set new standards for the rest of us to follow:
 - People who, through their actions and deeds, contribute to and enhance the Catholic atmosphere of our schools and parish.
 - Involvement and leadership in community/parish organizations.
1. The Board will request nominations for the Share the Mission Award beginning in March of each year and will make its decision prior to June 30 of that year.
 2. Nominations for the Share the Mission Award may be submitted by any member of the Holy Spirit Community to the Superintendent's Office in writing.
 3. All nominations must include a description of the service or contribution made by the individual being nominated. Additional endorsements are encouraged.
 4. The presentation of the Share the Mission Award will normally be made at the opening school mass for the school year.
 5. The Share the Mission Award may be presented post-humously.
 6. In the event that there are no nominations accepted by the Board, the Board may determine the need to issue a nomination itself for that year.
 7. If there are no nominations for the award, the Share the Mission award will not be awarded in that year.
 8. The Share the Mission award cannot be awarded to the same recipient more than once.

Retirement and Long Service Awards

The Board appreciates the contribution made by its employees and trustees to the success of the division and wishes to publicly recognize those employees and trustees that have rendered long-term service.

1. Funds will be budgeted on an annual basis for the recognition of employees that are retiring or who have provided long-term services.
2. For retiring employees, the Board shall:
 - 2.1 Host a retirement banquet to honor retiring employees.
 - 2.2 Present to employees who retire after age 50, and have a minimum of ten years of active continuous service¹ with the Board, a watch or suitable alternative gift.
 - 2.3 Present two complimentary banquet tickets to all those who are retiring.
3. Past trustees will also be recognized at the retirement banquet for their years of service to the division and be provided two complimentary banquet tickets.
4. If an employee retires, and then resumes work with the division, he/she will no longer be eligible for retirement or long service awards.
5. For employees that have provided long service to the division, the Board shall:
 - 5.1 Provide a suitable gift along with a suitably inscribed certificate signed by the Board Chair and the Superintendent.
 - 5.2 Recognize employees for every five-year increment of active continuous service completed with the division. (E.g. 5, 10, 15, 20, 25 years, etc.....)

Arts Alive and Well in the Schools Award

1. The Board of Trustees will sponsor an award for the “Arts Alive and Well in the Schools” event. The award will be \$100 in value.

Legal Reference: **Section 53, *Education Act***

¹ *Active continuous service* – For recognition purposes, the division calculates the time a permanent employee is actually performing his/her duties within the school division.

PR NO:

C.3

October 25, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 18: Board Governance and Operations

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 18: Board Governance and Operations*, and all associated appendices, are brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 18: Board Governance and Operations*, and all associated appendices, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 18: Board Governance and Operations*

Date: October 25, 2023

Upon review, does this policy require amendment? ☐ Yes ☒ No

Nature of/reason for amendment?

Other implications or considerations?

BOARD GOVERNANCE AND OPERATIONS

Purpose

These Board governance and operations procedures have been prepared and accepted by the Board in order that the business of the Board can be conducted in an orderly and efficient manner.

Application

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

Definitions

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

1. Board Meetings

1.1 Organizational Meeting

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

1.2 Regular Meetings of the Board

- 1.2.1 All regular meetings will be held in accordance with Alberta Regulation 82/2019.
- 1.2.2 The regular meetings of the Board shall normally be held on the fourth Wednesday of each month. Alternate dates may be established in months that experience holidays or other potential conflicts. Meetings will be held in July and August as required.
- 1.2.3 The regular meetings may only be extended past 9:00 p.m. with a resolution passed by a simple majority of trustees in attendance.
- 1.2.4 The date of a regular meeting can only be changed at a regular or special meeting by a resolution passed by a simple majority of trustees in attendance.
- 1.2.5 Unless explicitly stated by the Education Act, meeting procedures will be held in accordance with Roberts' Rules of Order.
- 1.2.6 Any trustee may submit a Notice of Motion to be presented at the next regular meeting of the Board. The Notice of Motion shall include in writing the wording of the motion, or the intent of the motion, and any supporting documentation. The actual wording of the motion must appear in the agenda package of the next regular meeting.
- 1.2.7 All meetings of the Board shall be held in public unless a majority of the trustees present are of the opinion that it is in the public interest to hold the meeting, or part of the meeting, in private.

1.3 Special Meetings of the Board

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

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

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

1.5 Delegations to Board Meetings

- 1.5.1 The Board will receive representation and delegations from parents, staff or other interested persons provided that the item has been placed on the agenda or has received the approval of the Board. Such presentations will normally be held at a regular public meeting unless there is a reason to hold a portion in private. If the Board is of the view that an emergency situation exists, the following procedures may be modified by means of a board motion.
- 1.5.2 Individuals or groups wishing to make a presentation to the Board shall be advised that a maximum of fifteen minutes will be provided.

1.6 Members of the Public

- 1.6.1 Individuals or groups wishing to make a formal presentation to the Board must provide a written request along with supporting documentation to the Superintendent not later than eight calendar days prior to the meeting at which the presentation is to be made.
- 1.6.2 The written request must identify the spokesperson and provide the terms of reference for the presentation.
- 1.6.3 The Superintendent will inform the designated spokesperson of the time and place of the meeting and provide a copy of the Board's procedures regarding presentations.
- 1.6.4 The Board will not debate or make a decision on a matter presented to it at the meeting, unless it is deemed critical by the majority of the Board.
 - 1.6.4.1 Questions of clarification directed through the Board Chair may be asked of the spokesperson or of the Superintendent. The Superintendent may refer the question to the appropriate senior administrator.
 - 1.6.4.2 For matters requiring further Board deliberation, the Superintendent will be required to prepare a recommendation for the consideration of the Board at the next regular meeting.
 - 1.6.4.3 The Superintendent shall be responsible for informing the spokesperson of the decision of the Board regarding items raised in the presentation.

1.7 Petitions and Public Notices

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

2. Agenda, Minutes and Records

2.1 Agenda

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

2.2 Minutes

- 2.2.1 A record of all proceedings of the Board and of Board meetings shall be taken and maintained by the Board secretary.

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

3. Board Member Orientation

- 3.1 The Board Chair and the Superintendent will organize an orientation workshop for newly elected trustees that will provide information on:
 - 3.1.1 Role and responsibilities of the trustee.
 - 3.1.2 Role of the Board.
 - 3.1.3 Role of the Superintendent as the Chief Executive Officer of the Board.
 - 3.1.4 Evaluation of the Board.
 - 3.1.5 Role of the Board Chair.
 - 3.1.6 Method of operation of the Board.
 - 3.1.7 Policies of the division.
 - 3.1.8 Facilities overview of the division
 - 3.1.9 Overview of the division.
 - 3.1.10 Other relevant information as required.
- 3.2 Financial support will be provided for newly elected trustees to attend orientation seminars sponsored by the ASBA and/or ACSTA.
- 3.3 In the interim between the election date and the actual assumption of office, newly elected trustees will be:
 - 3.3.1 Invited to attend all meetings and functions of the Board, including study sessions.
 - 3.3.2 Provided access to the secure Board trustee section of the division's website to review materials such as:
 - 3.3.2.1 Board policy manual.
 - 3.3.2.2 Information about policy development.
 - 3.3.2.3 Annual report of the division.
 - 3.3.2.4 Pertinent sections of provincial legislation.
 - 3.3.2.5 Pertinent financial records, including the current budget.
 - 3.3.2.6 Organizational chart of the division.

4. Trustee Honoraria and Expense Reimbursement

- 4.1 Trustees will be required to attend various conferences, conventions, workshops, and meetings in their capacity as school trustees.
- 4.2 Rates for trustee honoraria and expenses will be established annually as a component of the budget process and attached as an appendix to the policy manual.
- 4.3 Each trustee will be responsible for his/her own expenses and will be required to stay within the individual budgeted amounts.
- 4.4 Trustees will not be eligible to claim for travel within their own ward, with the exception of Ward 5, where travel between the town sites of Taber and Bow Island are eligible for reimbursement.
- 4.5 The trustee monthly expense report shall be public information and shall be available upon request.
- 4.6 A trustee performing roles with affiliated organizations, or acting as a representative of the Board, where expenses are not reimbursed, shall bring these to the Board for approval and inclusion in the "Board Representative to External Publics" budget.
- 4.7 A claim form, "Remuneration and Travel Expense," has been adopted for use by trustees and is available electronically.
- 4.8 Trustees must submit expense claims in a timely manner following the completion of incurring the expenses.
- 4.9 Requests for reimbursements for expenses incurred up to, and including, August 31 of each year must be submitted by September 10.
- 4.10 The Secretary-Treasurer shall review, for coding purposes, the trustees' remuneration and expense claims, and forward them to the Vice Chair.
- 4.11 The Vice Chair will review all trustee expense claims.
- 4.12 The Board Chair will review any trustee claim beyond the defined guidelines and shall either approve or deny the claim.
- 4.13 The Vice Chair will rule in those cases where the claim is that of the Board Chair.
- 4.14 The Board will act as the appeal body should a disagreement or a difference of interpretation arise on any matter referred to it in regard to trustee remuneration and/or expenses.

5. Hospitality

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

- 5.3.1 It can facilitate Division business.
- 5.3.2 It is considered desirable as a matter of courtesy or protocol.
- 5.3.3 Honoring staff for long service.
- 5.3.4 Conducting business with members of government, community or private sector
- 5.3.5 Other hospitality functions as approved by the Superintendent of Schools or designate, providing they conform to the rules listed above.
- 5.4 Prior written approval from the Superintendent of Schools or designate is required for all hospitality events where alcohol is served.
- 5.5 If alcohol is provided at a hospitality event, it should be provided in a responsible manner, e.g. food must always be served when alcohol is available.
- 5.6 Hospitality events shall not be funded through school generated funds.

6. Signing Officers of the Board

- 6.1 The Board Chair, the Vice Chair, the Superintendent, and the Secretary- Treasurer shall be the cheque-signing officers.
- 6.2 The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
- 6.3 The use of an approved cheque-signer with the signature of the Board Chair and Secretary-Treasurer shall be authorized for all financial documents.
- 6.4 The Superintendent and the Secretary-Treasurer shall be permitted to sign manual cheques for:
 - 6.4.1 Salary.
 - 6.4.2 Substitute teacher salary.
 - 6.4.3 Receiver General.
 - 6.4.4 Staff benefits.
 - 6.4.5 Those expenditures required when the Board Chair and Vice Chair are not available.
- 6.5 All other manual cheques will be signed by the Secretary-Treasurer and either the Board Chair or the Vice Chair.
- 6.6 The Superintendent and the Secretary-Treasurer shall have signing authority to the safety deposit box.

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

TRUSTEE COMPENSATION, ALLOWANCES AND REIMBURSEMENT RATES

1. Trustee Compensation

- 1.1 The annual compensation for trustees shall be \$15,280.
- 1.2 The annual compensation for the Board Chair shall be \$18,880.
- 1.3 The annual compensation for the Vice Chair shall be \$16,980.
- 1.4 Trustee benefits will be paid at a rate of 100% as per all employees within the Division.
- 1.5 The daily per diem rate for trustee meeting attendance shall be reviewed annually.
- 1.6 The annual compensation rate for trustees shall be adjusted each September 1 by an increase equal to the rate of increase in the base instruction grants provided to the school division from Alberta Education. The amount will be rounded to the nearest \$100.
- 1.7 Trustees serving as the Board's representative on the following external committees shall be compensated an additional \$500 per year. Trustees serving as an alternate on the following external committees shall be compensated an additional \$250 per year.
 - Alberta School Boards Association, Zone representative (ASBA, Zone 6)
 - Alberta Catholic School Trustees Association (ACSTA)
 - Grateful Advocates for Catholic Education (GRACE)
 - Teacher Employer Bargaining Association (TEBA)
 - Pincher Creek Early Childhood Coalition (PCECC)
 - Pastoral Discernment Advisory Committee (PDAC)
 - Team Lethbridge – in the years when Team Lethbridge travels to Edmonton

2. Reimbursement Rates

- 2.1 Standard room accommodation and parking at cost supported by a receipt.
- 2.2 Meals at a maximum rate of \$65.00 per day according to the following:
 - 2.2.1 Breakfast \$15.00
 - 2.2.2 Lunch \$20.00
 - 2.2.3 Dinner \$30.00
- 2.3 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expenses.
- 2.4 Actual cost of economy fare on the mode of transport supported by a receipt.

- 2.5 Taxi at cost supported by a receipt.
- 2.6 Private car travel will be reimbursed per kilometer, in keeping with the Government of Alberta Rate, as published each March. This rate will come into effect the following school year, on September 1. Trustees will strive to incur expenses which are most economical for the Board such as substituting travel by car for air travel where appropriate.
- 2.7 These reimbursement rates shall apply to all staff when conducting business on behalf of the school division.

REPORT NO: D.1

October 25, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for October 25, 2023.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent and Deputy Superintendent Reports for October 25, 2023.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Superintendent Report

October 25, 2023

1. Providing Faith Leadership

- Attended a number of year-opening Masses in our schools;
- Regular meetings with Fr. Kevin to discuss matters relating to faith development in our schools;
- Attended a Ministry Training session at All Saints Parish to review the processes and practices when serving the Eucharist;
- Attended the Bearing Witness presentation with both LLT and the Board;
- Leading morning prayer at St. Basil's CEC and encouraged other members in my department to do the same;
- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, as scheduled; and
- Worked with our Director of Religious Education to design the Catholic Leadership Program for aspiring leaders in our schools.

2. Building Effective Relationships

- Connecting with His Excellency, Bishop McGrattan from time to time and as needed to provide spiritual direction relating to the division;
- Team Lethbridge Meeting to begin discussing the 2024 Mission to the Legislature;
- Met with the Joint City / Boards to discuss matters of mutual interest. This meeting included the following items:
 - LSD School Modernization (LSD)
 - Playground Zones (Holy Spirit)
 - Transportation Update (City)
 - Joint Use Access of City Facilities (City)
 - General Information (All)
- Met with Alberta Infrastructure, FWBA Architects and engineers to discuss the initial design plans for the new west side school;
- Met with Dr. Rick Gilson, Regional Director at SAPDC (Southern Alberta Professional Development Consortium) to discuss how they can help our teachers and administrators engage in meaningful professional learning;
- Continuing to work with superintendents in the Southwest to refine the work of the collegiate partnership with the Lethbridge College, for the benefit of our students who are seeing dual credit and career pathway opportunities;
- Regular and ongoing meetings with ATA Local President to discuss matters of mutual interest; and
- Increased presence in schools to form relationships with an increasing number of staff members across the division;



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3. Modeling Commitment to Professional Learning

- Attended the Fall Education, Research, Development & Innovation (ERDI) Conference in Banff, as part of eight corporate panels;
- Continuing to support our school leaders in professional learning with our built-in model in LLT meetings;
- Attended the monthly Conference Call with the C21 CEO Academy. Focus questions:
 - *What is one key system priority featured at your Return-to-School Season Opener?*
 - *Based on what you are hearing and observing in your community, how will you support school-based leaders?*
 - *What is on your learning or professional agenda?*
- Attended our first Collaborative Professional Learning Day, that featured Damian Cooper who spoke to assessment practices, K-12; and
- Continuing to explore Artificial Intelligence (AI) and the impact that it has both on instruction and learning;

4. Visionary Leadership

- Facilitated and participated in a number of Collaborative Response meetings at our schools to help inform their Continuous Improvement Plans and support the work of schools in living our Board priorities;
- Facilitated Executive Team and Senior Administrative Leadership Team meetings;
- Attended the Provincial Partnership of Southern Alberta (PPSA) that included information about the Southern Alberta Collegiate Institute; and
- Reviewed our Education Plan with Alberta Education's Field Services Manager;

5. Leading Learning

- Provided a variety of presentations to our LLT members at monthly meetings;
- Conducting principal evaluations for all first-year principals in our employ this year; and
- Individual meetings with principals to discuss their supervision and evaluation plans as well as their professional growth plans for the year.

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

- Received materials from the City's Reconciliation Lethbridge Advisory Committee (RLAC) to construct OKI signs on the chain linked fences at our city schools. The finished signs are approximately 30" x 72" in size and have been pieced together by groups of students;
- Pursuing opportunities and engaging in practices to facilitate reconciliation within the division;
- Participating in FNMI smudges which take place weekly at St. Basil CEC; and
- Reviewed the resources shared by our division leading to the National Day of Truth and Reconciliation.



Holy Spirit Catholic School Division

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7. School Authority Operations and Resources

- Advertised, interviewed and selected the new Communication Coordinator;
- Close examination of enrollment numbers at our schools to ensure that resources are distributed equitably;
- Met with personnel from the YMCA to strike an Alternative to Suspension agreement to support our students in junior and senior high schools within the City;
- Reviewed payroll and expense batches in the absence of the Secretary-Treasurer;
- Participated in a number of media interviews to mark the beginning of the school year; and
- Led a variety of meetings with school leaders around extra-curricular activities as part of the process of drafting a new policy;

8. Supporting Effective Governance

- Continuing to build trusting, sustainable and productive relationships with the Board to ultimately best serve our students;
- Supporting the Board in an advisory role at various meetings and functions;
- Ongoing review of the Administrative Procedures with the Board;
- Continuing to implement Board policies and related administrative procedures; and
- Ongoing meetings with the Board Chair / Vice-Chair to set the agenda for both the Committee of the Whole and the Regular Board meetings.

REPORT NO: D.2

October 25, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Michelle MacKinnon, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for October 25, 2023.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees October 2023

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre, before interviews and other meetings;
- Weekly Sunday Mass;
- Celebrated opening Mass with several school communities;
- Following the podcast *Jesuitical* which delves into some of the top Catholic news of the week and offers unique perspective on world events.

Building Effective Relationships

- Meeting with the Presidents of CUPE 1825 and CUPE 290 and CUPE National Representative to discuss specific items brought forward from the membership;
- Connecting with others in Zone 6 with similar roles to collaborate and discuss role alike issues.

Modeling Commitment to Professional Learning

- Attended the Teachers' Employer Bargaining Association (TEBA) meeting;
- Participated in training for the *Pastoral Guide* with Stacey MacNeil-Ayeh from the Council of Catholic School Superintendents of Alberta.

Visionary Leadership

- Participated in a Collaborative Team Meeting with Education Senior Administration;
- Ongoing Executive and Senior Administrative weekly meetings to discuss supporting schools with the Board priorities.

Leading Learning

- Mentoring administrators in dealing with difficult personnel matters that may result in disciplinary action;
- Scheduling times to observe probationary teachers and provide feedback centered on the competencies of the Teacher Quality Standard.

Supporting First Nations, Métis and Inuit Education for All

- Explored the many resources shared by the Director of Religious Education and the Coordinator of First Nation, Métis and Inuit Education during the week leading to the National Day for Truth and Reconciliation.

Supporting School Authority Operations and Resources

- Ensure weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Worked with the Superintendent to recruit, shortlist, interview and hire a Communications Coordinator;
- Working closely with principals and department leads to fill vacant positions in a timely manner;
- Ongoing interviewing of substitute teachers and casual education assistants;
- Working closely with legal counsel to assist in making decisions around confidential labor decisions.



Holy Spirit Catholic School Division

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Supporting Effective Governance

- Worked with the Executive Team, the Board Chair and Vice-Chair to establish the agenda for the Board Meeting;
- Work closely with the Secretary Treasurer to develop a strategic bargaining plan for upcoming negotiations.

REPORT NO: E.1

October 25, 2023

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, Joint City / School Boards, and Economic Development Committee Reports for October 25, 2023.



BOARD CHAIR REPORT

Date: October 25, 2023

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
21 Sept	Chamber Luncheon - Government Ministers presenting
21 Sept	Audit Committee Meeting
27 Sept	ASBA Political Engagement with Matt Solbury
27 Sept	School Board Meeting
28 Sept	Bearing Witness Presentation - Sr. Joanne and Dr. Mark
4 Oct	St. Patrick Fine Arts School Council
5 Oct	Letter to Ministers Williams and Nixon written
6 Oct	MLA Phillips meeting
6 Oct	Letter sent to Minister Williams and Nixon with cc to local MLAs
12 Oct	Minister of Education meeting with ASBA Board Chairs
14 Oct	ACSTA Governance Summit
16 Oct	Agenda setting meeting
18 Oct	Re-appointed to the TQSB Board by the ASBA until June 30, 2024

CORRESPONDENCE:

Month	Description
24 Sept	Message from Eldon Wyatt
24 Sept	CMEX copyright awareness
24 Sept	National Day for Truth and Reconciliation - Minister of Education
25 Sept	Letter from CBE endorsing Marylin Dennis ASBA President
26 Sept	ACSTA Weekly Update
27 Sept	ASBA Fall General Meeting
27 Sept	LG Awards Notification - ASBA
27 Sept	International Education Week 2023 - Minister
28 Sept	St. Michael's School BI Newsletter
29 Sept	ASBA - Minister of Education event booking
29 Sept	ASBA - Fall Conference event booking
30 Sept	OLA Newsletter
30 Sept	CCHS Newsletter
30 Sept	Superintendent personnel note

REPORT NO: E.2

October 25, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

ACSTA REPORT FOR OCTOBER 25, 2023

CELEBRATE, PRESERVE PROMOTE AND ENHANCE CATHOLIC EDUCATION

We are committed to a UNIFIED VOICE providing spiritual and political leadership for publicly funded catholic education.

Things to Know:

- We have a new Executive Director, Brendan Cavanagh, who has been our Director of Government Relations and Advocacy.
- October 14, 2023: Governance Summit in Leduc. The Governance Committee developed a survey that was delivered to all Catholic Boards within ACSTA. The results of the survey appeared to identify significant change in Catholic school trustees during the last election in 2021 and significant change to ACSTA Board of Directors membership. The topics discussed at the summit were:
 - 1) Enhance Catholic education/trusteeship on a provincial level
 - 2) Relationship and networking
 - 3) Director orientation and turnover/trustee orientation
 - 4) Professional Development
 - 5) Supporting the Association towards its success
 - 6) Board Structure
- Budget will be balanced
- Assessments will be no more than 2%. Our assessment for 2024 will be \$27,577.61 based on \$9.65 for first 1000 students and \$4.84 for each student thereafter.
- **RESOLUTIONS FOR NOVEMBER AGM:**
 - 1) Be it resolved that the membership of the Alberta Catholic School Trustees' Association request that the reference to reviewing *"the feasibility of changes to the Education Property Tax to assist municipalities with retaining more funding for local priorities"* be removed from the Mandate Letter to Alberta's Minister of Municipal Affairs.

- 2) Be it resolved that the membership of the Alberta Catholic School Trustees' Association request that the Minister of Education review and reform the Education Act and its subsidiary regulations regarding the establishment of separate school districts in the province of Alberta, so as to render the establishment process as facilitative as possible.
- 3) Be it resolved that the Alberta Catholic School Trustees' Association plan a symposium on Catholic education and the legal rights of Catholic schools and trustees clarifying their legal and fiduciary responsibilities in the present where Catholic education is constitutionally established.
- 4) Be it resolved that section 6.4 of the ACSTA Bylaws be repealed, thereby eliminating the position of past president.
- 5) Be it resolved that sections 6.2, 6.3 and 6.4 of the ACSTA Bylaws be amended to change the term of office for the President and Vice-president from two years (biennially) to one year (annually) with annual elections as happened in the past.

Mark Your Calendar:

- **November 5, 2023: Catholic Education Sunday**
- **November 9, 2023: Retirement Mass 5:00 to 8:00 p.m.**
- **November 17 to 19: ACSTA AGM in Edmonton: "Courage to Lead"**
- **November 28, 2023: Meeting with Parish Priests 10:30-12:00**
- **February 9-10, 2024: Catholic Education Symposium:" Teachers as Missionary Disciples"**

REPORT NO: E.3

October 25, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Roisin Gibb, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

ASBA Zone 6 Annual General Meeting - October 18, 2023

Elections:

Chair (2023 - 2025):	Roisin Gibb (Holy Spirit)
Vice Chair:	Christine Light (Lethbridge School Division)
Labor Report:	Greg Long (Livingstone Range)
Edwin Parr Chair:	Marie Logan (Horizon)
SAPDC:	Lorelie Bexte (Palliser)
Comprehensive Health:	Lori Hodges (Livingstone Range)
Handbook:	Tabled
Language Rep:	Carla Gimble (Livingstone Range)
Zone Director (2022-2024):	Allison Purcell (Lethbridge School Division)

ASBA Zone 6 General Meeting - October 18, 2023

Alberta Education:

No report at this time. Zone decided at the September 2023 meeting that they would invite as needed.

Reports:

Zone Director (Allison Purcell): Traveling through Zone to have coffee with different boards

Zone Chair Report: Outgoing Chair Jennifer Crowson

Labor Report: Greg Long (written report): Letter to be written on behalf of the Zone (combination effort Allison & Greg)

SAPDC: Lorelie Bexte; looking at name change

Comprehensive Health: Lori Hodges

Handbook: Christine Light - Handbook now appears on ASBA online, Christine will look at finding a link to the online published version.

Financials: Report on monthly bank statements Round Table:

1. Discussion regarding PD days and Policy
 - Medicine Hat Public - 15 PD days, 1 P514 P544 (no number of days listed in Policy, 4 days included in this number for prior to start of school year)
 - Prairie Rose - 11 PD days, includes one non-operational day
 - Livingstone Range - 15 Divisional PD days (includes new teacher orientation 5 days before school starts, 10 during the school year) Some schools have additional PD days as they share bussing and have to worry about instructional hours - these are in addition to divisional PD days
 - Holy Spirit - 10 Divisional PD days (includes 1 Spiritual Development Day)
 - Teacher's Convention in February are included in the days
2. Discussion around advocacy regarding new immigration to large centers. Look at using education spaces that exist in rural schools, or smaller cities and encouraging immigration to these areas. Issue is complex and requires partnership.

3. Discussion about creation of an Advocacy Committee in the Zone - Chair Roisin to look at term of reference from Zone 4 who has one
4. Suggestion to add "Celebrations / Wins" to roundtable discussions

ASBA:

Chair Marilyn:

- Attend speech from throne by invitation of Minister of Education
- Premier & Minister of Education will come Monday to ASBA Business Meeting
- Awards: first annual big success to honor students who overcame trials to be successful, partner with Lieutenant Governor
- October 3: ASBA along with CSBA - participate in advocacy meeting with senators, MP's, government officials and were invited to attend House of Commons (met new speaker)
- ASBA will send invitations to MLA's (currently working on, hoping to send early next week, will send additional details to all boards with additional information by the end of next week)

VP report:

- Position Statement Framework Consultation - thank you to zones for participation. Based on information, Draft Framework has been created and will be included with bulletin for upcoming FGM for discussion to occur and provide input
- PDAC: final review of package, October 20th should be sent out
- Advocacy: Opportunity to hear Political thoughts - available to all trustees through ASBA; looking at policy advice around visitor / community groups & School Board Business meetings

Dr. Vivian Aboud:

- If voting delegate is not Chair, send in by October 20th so can participate in training sessions offered starting November 6.
- Meetings with Ministry staff:
- Looking at consulting services, more information to come
- Changes to the website, some made, more upcoming.
Please send input (if have any) as may have impact - will come up at SGM as budget implications
- Text or email Dr. Viv with issues regarding complexities / challenges registering for AGM

Next Meeting November 15/23 Palliser School Division 10:30 start.

REPORT NO: E.4

October 25, 2023

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 October 25, 2023

GrACE Facebook: www.facebook.com/GrACE4cathed

GrACE Instagram: @grace4catholiceducation

Mission: To inspire, invigorate and embolden the spirit of catholic education in order to:

UNITE, EDUCATE, COMMUNICATE with ONE voice.

Goals of GrACE:

- *To unite stakeholders in a common vision and message*
- *To engage supporters around the history, value and promotion of Catholic education*
- *To educate supporters so that they might speak on behalf of Catholic schools*
- *To communicate the message and value of Catholic education*

GrACE committee met and discussed how we envision GrACE in the division this year:

- *Communication: Plan to work on getting the word of GrACE through the Parishes with social media, parish bulletins, K of C and CWL as well as with School Councils/Newsletters.*
- *Messaging on Catholic Education Sunday with the theme “Courage to Lead” and we are planning to hold a short GrACE Presentation after the Retirement Mass on November 9, 2023.*
- *We are planning to do another poster campaign, “What does “Courage to Lead” look like?”, to bring awareness to GrACE sometime over the winter.*
- *Save the Date: April 17, 2024 we would like to hold an evening of GrACE incorporating the Faith Plan “Build” year.*
- *May: GrACE will look to having a connection during Catholic Education Week*



CATHOLIC EDUCATION SUNDAY

NOVEMBER 5,
2023



CELEBRATING IN
PARISHES WITH
CATHOLIC SCHOOLS
AND ADVOCATES

GRATEFULLY
ADVOCATING FOR
CATHOLIC
EDUCATION

THE MISSION OF
GRACE IS TO
INSPIRE,
INVIGORATE AND
EMBOLDEN THE
SPIRIT OF CATHOLIC
EDUCATION IN
ORDER TO UNITE,
ENGAGE, EDUCATE
AND ADVOCATE
WITH ONE VOICE ON
ITS BEHALF

FOLLOW GRACE ON
SOCIAL MEDIA

[GRACE WEBSITE](#)

REPORT NO: E.5

October 25, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Roisin Gibb, Board Representatives

SUBJECT: Joint City / School Boards Committee Report

BACKGROUND

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

**Joint Committee of City of Lethbridge and
Lethbridge School Boards
Agenda**

Wednesday, October 25, 2023, 9:00 AM – 11:00 AM
Lethbridge Public School Division Office
Meeting is *“In Person” but may be extended virtually*

- 1. Introductions**
- 2. Reconciliation Statement**
- 3. Approval of Agenda**
- 4. Distribution of Notes**
 - a. Meeting Notes of April 28, 2023
- 5. Agenda Items**
 - Galbraith Elementary School Modernization – Public School Board
 - Lethbridge School Division is planning for the modernization of Galbraith Elementary School. We have enquired with city administration as to whether the City of Lethbridge may be interested in contributing to the upsizing of the gymnasium to support community use in North Lethbridge should a new or expanded gymnasium be approved in the design. City of Lethbridge administration suggested that this request should be discussed at this Committee prior to City Council. We have attached a letter from Board Chair Allison Purcell that we are intending to submit to City Council related to this request.
 - Playground Zones – Separate School Board
 - the Crossings Playground adjacent to Abitibi Road West has not been designated, adjacent to our new school site. Status of this zone
 - Transportation Update – City of Lethbridge
 - Ahmed Ali, Traffic Engineering and Transportation Planning
 - User Statistics for the Joint Use Access of City Facilities by the Schools and community access to School Gyms and Sports Fields – City of Lethbridge – Travis Grindle
- 6. Information**
 - a. Transportation Safety Plan Update
 - b. Organics Recycling Implementation Update
 - c. Victoria Park Area Redevelopment Plan Update
 - a. Completed engagement and have started writing
 - b. Will be scheduled for review after the initial draft has been completed

7. **Next Meeting Date for 2024**
 - a. January Hosting – Separate School Board
8. **Adjournment**

REPORT NO: E.6

October 25, 2023

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.

ADVOCACY NO: F.1

October 25, 2023

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Meeting with MLA Shannon Phillips

BACKGROUND

1. On October 6, 2023 a meeting was held with MLA Shannon Phillips and the Board of Trustees along with the Holy Spirit Catholic School Division Executive Team.
2. Trustee Bob Spitzig will speak to this item.

Meeting with MLA Phillips

October 6, 2023

Trustee Linda Ellefson led the talk on - the Catholic opt out, and the new property tax move by the government.

Trustee Roisin Gibb led the talk on - the update of the new westside school, and the movement of St. Francis to number one priority.

Trustee Tricia Doherty led the talk on - the Mental Health Grant along with the grants for Psychologists at St. Paul School in Lethbridge and St Patrick School in Taber. Asked MLA Phillips to help advocate for moving from pilot to continuing.

Chair Carmen Mombourquette led the talk on – Weighted Moving Average Funding Framework, Board and System Administration Grant, and the reduction in our reserves.

ADVOCACY NO: F.2

October 25, 2023

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 October 25, 2023.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
	You will notice that this report is very thin. I've been busy with my harvest and there have been a few meetings canceled.

PARISH COMMITMENTS:

Date:	Key Discussions:
weekly	Attend weekly Mass and participate in the Living Rosaries during the month of October

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
10/02/23	Admin Procedures Meeting
10/25/23	HSSD Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 28	School Council / AGM Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
Oct	Continued attendance at Weekly Mass/On-going conversation with Parish Priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Oct 25	Finance Meeting
Oct 25	COW/Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 28, 2023	ESM School Council - Fundraising, hot lunch, enrollment numbers, staffing updates, CIP planning
Sept 29, 2023	SPS Orange shirt day activities
Oct 5, 2023	Parent/Teacher Interviews CCH - Parent
Oct 5, 2023	Musical Production Parent Meeting SFJH
Oct 11, 2023	CCH School Council Meeting - Parent
Oct 15, 2023	SFJH School Council Meeting - Parent
Oct 16, 2023	SPS School Council Meeting - recruitment, vandalism of outdoor basketball hoops, enrollment, staffing, hot lunch, future events, Christmas concert
Oct 19, 2023	SFJH Academic Awards

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Sept 28, 2023	SMPC Opening Mass
Oct 2, 2023	SFJH Opening Mass
Oct 6, 2023	Thanksgiving Liturgy SPS

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Oct 18, 2023	ASBA Zone 6 AGM

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sept 29, 2023	GrACE Committee meeting
Oct 2, 2023	Administrative Procedure/Policy Review
Oct 6, 2023	Meeting with MLA Shannon Phillips
Oct 20, 2023	GrACE Committee Meeting
Oct 20, 2023	Team Lethbridge Meeting
Oct 25, 2023	Joint City/School Meeting
Oct 25, 2023	Finance Meeting
Oct 25, 2023	Board meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Oct 3/23	School Council Meeting St. Michael's

PARISH COMMITMENTS:

Date:	Key Discussions:
Sep 28/23	St. Michael's School opening Mass
	Weekly attendance at Mass
Oct 20/23	My wife and I hosted coffee and snacks after Saturday Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Oct 16/23	ASBA Zone 6 meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sep 28/23	St. Michael's School "Meet the Teacher / Welcome Back BBQ"
Oct 2/23	Administrative Procedures Review
Oct 6/23	Meeting with Shannon Phillips NDP MLA at Board Office
Oct 25/23	Finance Committee meeting
Oct 25/23	COW/School Board meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
October 12	OLA School Council Virtual Meeting: Discussed the IB initiative for OLA in finding creative opportunity to support the shifting and changing dynamic of the school population and offer a global perspective and shared the staff's CIP
October 17	FLVT School Council
	Watched Video: Co-op Bus Ride

PARISH COMMITMENTS:

Date:	Key Discussions:
Sept-October	Regular Sunday Mass Attendance
	Regular Lector Ministry
	Hospitality
	Meals On Wheels to Picture Butte Clients
October 2	St. Francis Opening School Mass
October 11	St. Catherine School Opening Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
October 4	ACSTA Board of Directors Virtual Meeting: Executive Director Interviews
October 14	ACSTA Governance Summit in Leduc at Father Leduc School
October 18	ASBA Zone 6 Meeting in Lethbridge

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sept. 26	Opening Mass FLVT
Sept. 27	Opening Mass OLA
Sept. 27	Board Meeting
Sept. 28	Opening Mass St. Michael's in Pincher Creek
Sept. 28	Bearing Witness Presentation at Board Office
Sept. 29	Orange Shirt Day; Celebrated at St. Paul School with Drumming and Round Dance
Sept. 29	GrACE Meeting: Planning with Tricia Doherty and Aaron Skretting
October 2	Administrative Procedures Review
October 6	Meeting With MLA Shannon Phillips
October 19	St. Francis Academic Awards
October 20	GrACE Meeting to map out the year plans
October 25	Finance Committee Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: October 25, 2023

Date:	Name and Key Discussions:
October 25	Board Meeting
October	Reading "Educating for Eternity" by Brett Salkfeld, PH.D
October	Read all ASBA and ACSTA briefs



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 28/23	ESM School Council (parent rep) - AGM elections, Indigenous Learning Evening set for next month, staffing update, student enrollment - 409 students
Oct 11/23	CCH School Council (parent rep) - school fees, awards nights, student enrollment up, international students \$400/student to school
Oct 16/23	SFJH School Council (Trustee Liaison) - Chocolate fundraising, Needs Assessment will be completed by Administration, strain on resources, library staffing changes, student enrollment - 547 students

PARISH COMMITMENTS:

Date:	Key Discussions:
Oct 2/23	SFJH Opening Mass
Oct 8/23	Read the Bishop's Letter to the congregation at 9am mass at St.Marttha's.
Oct 22/23	Sacristan 9am Mass at St.Marttha's Church
ongoing	Regular attendance at 9am St.Marttha's Church
ongoing	Dynamic Catholic daily email + Feed Your Soul Weekly update

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Oct 6/23	MLA Shannon Phillips - Meeting at the Board Office
Oct 18/23	ASBA Zone 6 General Meeting - AGM and General Monthly Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Oct 2/23	AP Policy Review
Oct 4/23	CSM Open House Meet the Teacher Night
Oct 18/23	Governance Class UofC - Online 002 Financial Literacy
Oct 19/23	SFJH Academic Awards Night
Oct 20/23	Team Lethbridge Meeting
Oct 25/23	Joint City-School Division Meeting
Oct 25/23	Finance Meeting
Oct 25/23	Governance Class UofC - Online 568 - Risk Management
Oct 25/23	COW and Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
October 4	School Council Meeting - Transportation: timing adjustment request for pick up / drop off (Palliser) - New Curriculum Roll Out - School Council Funds: Discussion around which PD to enroll in - Spaces: Used as Report Cards for Elementary Children, parent information night scheduled
October 10	Mass with School Children
October	Presence at school sporting events

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Summaries
October 18	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
September 27	ASBA: Session re Political Landscape
September 28	Bearing Witness
October 2	Admin Procedure Review
October 25	Finance Committee Meeting
October 25	Board Meeting: Committee of the Whole
October 25	Board Meeting: Public General Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: October 25, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Oct. 17	St. Teresa school council
Oct. 19	St Francis Academic Awards
Oct. 23	Division Collaboration Day

PARISH COMMITMENTS:

Date:	Key Discussions:
Sept. 27	OLA Opening Mass
Sept. 28	St. Michael PC Opening Mass and Blessing
Sept. 30	Eucharistic Ministers. Training All Saints
Oct.	On going Mass at All Saints
Oct. 11	All Saints PAC

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Oct.24	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sept. 28	STC School Blessing
Sept. 28	Bearing Witness Evening Presentation
Oct. 2	PCCELC Budget and Bylaw review
Oct. 6	Meeting with MLA Phillips
Oct. 24	PCCELC
Oct. 25	Finance and Board Meetings

ADVOCACY NO: F.3

October 25, 2023

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

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: ASBA Annual General Meeting

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is information about the ASBA Annual General Meeting, which is scheduled for November 19-21, 2023 in Edmonton, Alberta.



FALL GENERAL MEETING 2023

The Fall General Meeting will take place November 19-21, 2023

ASBA is eager to welcome trustees to our 2023 Fall General Meeting (FGM). This year's FGM will be held November 19-21, 2023 at the Westin Edmonton Hotel (10135 100 Street NW). This three-day event will include:

All trustees and their administration are invited to attend all portions:

- November 19: Awards evening
- November 20: Business day including elections of President and Vice-President
- November 21: MLA Breakfast and professional development session

INFORMATION NO: G.2

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

n

FROM: Board of Trustees

SUBJECT: ACSTA Annual General Meeting

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is information about the ACSTA Annual General Meeting, which is scheduled for November 17 - 19, 2023 which will be held in Edmonton, Alberta.



2023 ACSTA AGM and Convention

Friday, November 17th - Sunday, November 19th

The Westin Edmonton - 10135 100 St NW, Edmonton, AB T5J 0N7

[ACSTA Awards / In Memoriam](#)

[REGISTER](#)

[2023 AGM and Convention Program](#)



Dr. Brett Salkeld, Guest Speaker

Brett Salkeld is Archdiocesan Theologian for the Roman Catholic Archdiocese of Regina, the Saskatchewan director for Newman Theological College's Masters of Religious Education program, and the author of several books including, most recently, *Educating for Eternity: A Teacher's Companion for Making Every Class Catholic*. Brett has a weekly podcast, *Thinking Faith!*, and a monthly column, *Two Wings*. Brett has worked with Catholic teachers in a wide variety of educational and professional development settings across North America. He lives in Regina with his wife Flannery and their seven children.

Website: <https://thinkingfaith.libsyn.com/>

INFORMATION NO: G.3

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: ERDI Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Superintendent Ken Sampson has provided the attached memorandum to update the Board about his recent learnings from the past ERDI Conference.



HOLY SPIRIT CATHOLIC SCHOOL DIVISON

Superintendent of Schools
St. Basil Education Centre
620 – 12B Street North
Lethbridge, Alberta T1H 2L7
Tel: (403) 327- 9555 Fax: (403) 327-9595
Email: sampsonk@holyspirit.ab.ca

TO: Board of Trustees

FROM: Ken Sampson
Superintendent of Schools

DATE: October 25, 2023

RE: ERDI Fall Conference 2023 - Banff



Hosted at the Fairmont Banff Springs Hotel, Canada's Castle in the Rockies, the first ERDI conference of the 2023-24 year took place from October 11-15, 2023.

ERDI has established a forum for meaningful dialogue between business / corporate leaders and chief executive officers (Superintendents/CEOs & Directors of Education) of key school districts/boards/divisions across Canada. This dialogue is intended to have a positive impact on education in Canada by influencing the quality of services and products provided to school systems by the Corporate Partners of ERDI.

There are many benefits to Superintendents, but a primary advantage is that professional relationships and networks are formed among themselves as a source of supportive advice, shared information and professional growth both through and outside of ERDI activities. As a result, superintendents are in a position to influence and improve the shape and content of products and services that are in Canadian schools, thereby having a profound impact on students and learning, a major priority of our school division.

Most ERDI Conferences capture innovative practices at school divisions that are within the hosting city. At this particular conference, no Education Partner's school division was close to Banff. As a result, the organizers instead decided to bring in a keynote presenter. Appropriately timed, ERDI tapped into the expertise of Mr. Ross Pambrun who engaged the corporate and education partners in dialogue on the benefits and challenges of Artificial Intelligence. Ross is the CEO of an artificial intelligence company, The Memphis Group, focusing on the protection of communities against wildfire and environmental threats. Ross has studied machine learning at MIT and cybersecurity at Harvard. His

expertise and experience guided the discussion and led the group to think of ways of working together with AI to improve instruction and learning.

The conference centers around discussions whereby a corporate partner presents their product or service to a panel of five (5) Superintendents / Directors of Education to gather constructive feedback and suggestions. I was scheduled to participate in nine panel discussions with corporate partners from across the country and in some cases into the USA and the United Kingdom. Of the nine panels, I was asked to chair three. As it turned out, one of the panels was cancelled at the last minute. The following provides a brief overview of this round of panels:

- [Apple Canada](#) - A better world starts in the classroom with flexible, easy-to-use tools that have privacy, accessibility and sustainability built right in. Apple products and resources are designed to make learning personal, creative and inspiring;
- [Edsembli](#) – Education management software that unifies every department and team with a cloud-based platform that was inspired by school districts and purpose built for education;
- [Apply to Education](#) - The company's vision is to build a company that makes a difference in K-12 education for applicants, employees, administrators, and HR. They accomplished this by developing a web-based software solution to manage talent from date of hire until they retire. Schools can manage recruiting, staffing, absences, daily assignments, and professional development in one system to simplify their processes and save administrator's time.
- [PowerSchool](#) - As the leading provider of cloud-based K-12 software, PowerSchool supports educators, administrators, and families to help students learn in a way that's right for them.
- [The Learning Bar](#) - The Learning Bar's mission is to create a school culture where every student can thrive. The focus of this session was on the importance of early literacy development. One of their products we use is *[Our School Survey](#)*.
- [Intellimedia](#) - Intellimedia offers services and solutions that maximize the value of systems and data to power and achieve organizational success;
- [Enriched Academy](#) - The mission of this company is to make financial freedom accessible to everyone, and helping people take control of their financial health. The session focused on suggested ways to better their product delivery and resources. The Alberta Government partnered with Enriched Academy to provide the resources to deliver financial literacy to Alberta students.
- [EF Tours](#) - EF has been working to keep minds and the world wide open. They design tours to help educators teach, and so students can learn more—about tolerance, other perspectives, and themselves. Their company's roots are in language learning and cultural exchange, and over time, EF's mission to provide immersive, life-changing education has remained the same.
- Apptegy - session was cancelled.

ERDI welcomes Superintendents to this progressive, forward-thinking and innovative organization by invitation only. I am into my fourth year, now as an Education Partner, and looking forward to the Spring 2024 ERDI Conference that will be held in Montreal in early April.

INFORMATION NO: G.4

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Holy Spirit Retiree Mass

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Attached for reference is the invitation to Holy Spirit Catholic School Division's Mass for Retired Staff and Trustees.
2. Holy Spirit Catholic School Division's Retiree Mass hosted by the Board of Trustees will be held Thursday, November 9, 2023 at 5:00 p.m., at St. Basil's Catholic Education Centre in the Art Ferrari PD Centre on the 3rd Floor.
3. There will be a social to follow Mass with light refreshments.



Holy Spirit Catholic Schools Division Mass for Retired Staff and Trustees

Holy Spirit Catholic Schools invites
retired staff members and trustees to attend
a special Mass on:

Thursday, November 9, 2023

to recognize your service to
Catholic Education.
We will celebrate Mass at:

5:00 pm

St. Basil Catholic Education Centre
(620 12B Street North, Lethbridge)

Following Mass, we will have refreshments
so that you can stay and enjoy some fellowship
with old friends.

*"But we appeal to you, brothers and sisters,
to respect those who labour among you..."*

1 Thessalonians 5:12a



Holy Spirit Catholic School Division Special Mass

Holy Spirit Catholic Schools invites
retired, former, and current Holy Spirit
staff members and trustees to attend
a special Mass on:

Thursday, November 9, 2023

to recognize your service
to Catholic Education.

This Mass will be held at:

5:00 pm at
St. Basil Catholic Education Centre
(620 12B Street North, Lethbridge)

Following Mass, we will have
refreshments so that you can stay
and enjoy some fellowship with old friends.

Please call Christine Kinahan at 403-327-9555 to
confirm your attendance by Wednesday,
November 1st or email kinahanc@holyspirit.ab.ca

INFORMATION NO: G.5

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Catholic Education Sunday Letter from the Bishops

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for the Board's review is a letter from the Catholic Bishops of Alberta and the Northwest Territories regarding this year's theme for Catholic education, *"Courage to Lead"*.



The **Catholic Bishops**
of **Alberta** and the
Northwest Territories

Les **évêques catholiques**
de l'**Alberta** et des
Territoires du Nord-Ouest

8421 - 101 Avenue, Edmonton, Alberta, Canada, T6A 0L1 | T 780.469.1010 F 780.465.3003

October 5, 2023

Dear Sisters and Brothers in Christ,

“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go.” (Joshua 1:9)

Our theme for Catholic Education Sunday this year is: “Courage to Lead”. Parents, educators, administrators, trustees, and clergy are all invited to engage their responsibility of leadership to strengthen and promote Catholic education, through which we lead the children entrusted to our care to know, love, and follow Jesus Christ.

Publicly funded Catholic education in Alberta is a unique and cherished historical gift, for which we are grateful. It is an invaluable offering to both the Catholic community and wider society, carrying growing responsibility in an increasingly secular world. In the face of many societal changes and challenges, we share the responsibility of ensuring that our faith-based education remains steadfast in its fidelity to the teachings of the Church. We are all called to lead with courage, secure in God’s love.

Leadership within Catholic Education involves guidance with a sense of purpose, driven by the mission to nurture in our young people a joyful reliance upon the Holy Spirit, unwavering trust in the words of the Lord Jesus, and abiding confidence in the providence of our Heavenly Father. Beyond academic excellence, dedicated educators will permeate all aspects of school life with the Catholic faith. Parents and clergy have their role to play by strengthening the relationship of our schools with both home and parish. In addition, all Catholics exercise their responsibility by offering the support of their prayers and advocating strongly for our schools. Every effort counts in the promotion of our Catholic education system.

For our part, we Bishops pledge our leadership and support in the service of our schools. We look forward to our continuing engagement with parents, trustees, administrators, teachers, and clergy to ensure that our schools are places of authentic Catholic community, in which our beloved students come to know the joy of friendship with Jesus Christ, our Saviour.

May God bless our Catholic schools.

Catholic Bishops of Alberta and NWT

A handwritten signature in blue ink, starting with a cross and the name 'Richard'.

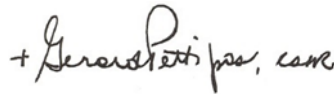
Most Reverend Richard W. Smith
Archbishop of Edmonton

A handwritten signature in black ink, starting with a cross and the name 'William McGrattan'.

Most Reverend William McGrattan
Bishop of Calgary

A handwritten signature in black ink, starting with a cross and the name 'Gary Franken'.

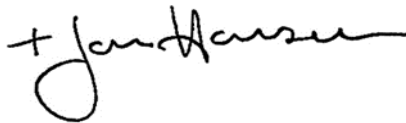
Most Reverend Gary Franken
Bishop of St. Paul

A handwritten signature in black ink, starting with a cross and the name 'Gerard Pettipas'.

Most Reverend Gerard Pettipas CSsR
Archbishop of Grouard-McLennan

A handwritten signature in black ink, starting with a cross and the name 'David'.

Most Reverend David Motiuk
Bishop of the Ukrainian Eparchy of
Edmonton

A handwritten signature in black ink, starting with a cross and the name 'Jon Hansen'.

Most Reverend Jon Hansen, CSsR
Bishop of Mackenzie-Fort Smith

INFORMATION NO: G.6

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence to Minister Jason Nixon and
Minister Dan Williams

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence to the Honourable Minister Jason Nixon, Minister of Seniors, Community and Social Services, and the Honourable Minister Dan Williams, Minister of Mental Health and Addictions, requesting support to ensure that the grant funding of three years for the Mental Health in School pilot project be moved to permanent funding.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

October 13, 2023

Honourable Dan Williams
Minister of Mental Health and Addictions

Honourable Jason Nixon
Minister of Seniors, Community and Social Services

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

Dear Minister Williams and Minister Nixon,

I was an attendee at your recent presentation to the Lethbridge Chamber of Commerce. I want to thank you both for your informative, warm, and poignant ways in which you addressed the audience about mental health, addictions, and homelessness. The information provided was useful for me to hear as Chair of the Board of Trustees of Holy Spirit Catholic School Division.

In addition, I was pleased to read that the Premier in her mandate letter to the Minister of Education included an encouragement for inter-ministry cooperation in the areas of mental health. Namely, she wrote: "Collaborating with the Minister of Mental Health and Addiction, who is the lead, to expand access to young people struggling with severe mental illness to construct four new youth mental wellness centres to provide inpatient mental health and addiction treatment to youth while expanding prevention and early intervention mental health support for children and youth that are integrated within schools and communities."

Students within our school division are not immune to the harm of mental health issues caused by addictions (own as well as those of others) as well as ongoing issues caused by life in general at this point in the 21st Century. Even though a school division is not a mental health provider our students and staff are directly impacted by these issues. To that end, our school division applied for and received a very important mental health grant.

During the Summer of 2022, the Government of Alberta announced grant funding that would become available to school divisions through an application process to support school pilot projects. The proposed projects needed to be focused on supporting, promoting, and enhancing positive mental health in children and youth. The call for proposals encouraged school divisions to find new and innovative approaches to providing support and services that build on what already exists in their local contexts. Holy Spirit Catholic School Division was successful in a \$886,100.00 grant application and through the collaborative work and support of mental health support and services providers (*AHS School Health and Wellness Promotion Team, AHS Addictions and Mental Health, AHS Indigenous Wellness Core - Aboriginal Addiction and Mental Health, AHS Mental Health Literacy Program, Southwest Collaborative Support Services and True Balance Counselling*) a well-rounded and comprehensive project has begun to move forward.

Success markers in the project include:

1. Identified pathways to, through, and from Tier 2 & 3 Mental Health supports and services for all students and families, prioritizing higher risk students and families, including FNMI, and cultural minorities from a Catholic faith perspective;
2. A developed Annual Mental Health Awareness Campaign and communication plan in collaboration with our divisional Mental Health Capacity Building team for students and their families; and

3. A developed multi-cultural component within our division's universal programming that provides a greater scope of possibilities for supporting mental health promotion and prevention.

To date, significant and important steps have taken place, including:

- A. A Resources Hub has been established through the collaborative efforts involving our grant partners. This Hub is designed to mirror the unique characteristics of each community within our division, and the shared resources to serve as a comprehensive directory of community links available to families.
- B. We have launched a monthly Mental Health Campaign, with each month centering around various aspects related to a key theme. In September, the focus was on the "Back to School", and a newsletter insert was crafted for distribution to all schools to include in their family newsletter packages. This insert includes Universal Information, Tips, Strategies, and links to Tier 2 Support Resources.
- C. Development of multi-cultural component within our division's universal programming that provides a greater scope of possibilities for supporting mental health promotion and prevention. This multi-cultural component includes unique approaches customized to the needs of respective students' cultures, such as, cultural ways of knowing, being, and doing as expressed through dance, play, music, art, and movement; with an emphasis on Indigenous traditions of healing given our proximity to traditional territories of the Blackfoot Nations, and the people of the Treaty 7 regions in Southern Alberta.

The Mental Health grant is slated to last three years. The people we have hired are on non-permanent contracts. The work they do is focused on setting up the programs necessary to support our students and their mental health needs and to get students into contact with community mental health providers so as to receive ongoing help and treatment. Already, we see success and at the same time are starting to worry about long term of this important work. The challenges we note are:

- Sustainability
 - Connection of students, families to what is available within local communities, which is continually changing and evolving.
 - The mental health team has become a go to for students/ families when connecting to and from services. They help navigate daunting access points and reduce barriers and stigma that prevent accessibility. How do we maintain this valuable resource once the grant dollars are unable to sustain the positions and programming?
- Competing mandates that exist (AHS/Education). It is difficult to work collaboratively when there is a clear definition of the lanes that AHS must stay within.
- Limited access to wrap around services for rural communities.
- Financial reality that without grant dollars to support this program, we will not be able to sustain the staffing or programming dollars beyond the grant timelines.

Even though your ministries are not directly involved in this grant we encourage you, when the time comes, to support the movement of "pilot" status to permanent funding. We also encourage you as allies for mental health and addictions support to watch for the updates that will come through Alberta Education.

Sincerely,



Dr. Carmen Mombourquette, Board Chair

Cc Honourable Nathan Neudorf, Lethbridge East MLA
 Honourable Joseph Schow, Cardston-Siksila MLA
 Grant Hunter, Taber-Warner MLA
 Chelsae Petrovic, Livingstone-Macleod MLA
 Shannon Phillips, Lethbridge West MLA

INFORMATION NO: G.7

October 25, 2023

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 to the Honourable Minister Demetrios Nicolaides, Minister of Education, detailing Holy Spirit Catholic School Division situation in regards to the Weighted Moving Average Funding Framework and alternative funding models for our school division.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

October 18, 2023

Honourable Dr. Demetrios Nicolaides
Minister of Education
228 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

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

Dear Minister Nicolaides,

I once again want to thank you for taking the time to meet with myself and the Holy Spirit Catholic School Division Board of Trustees and senior administration. The conversation was just that, a conversation, where we shared ideas and updates about the work of schools and schooling. The entire Board was very impressed with your willingness to listen to our thoughts about current issues and for you to explain your position. We felt heard while also being appreciated for the work we do as locally elected officials. During the conversation you encouraged members of senior administration to reach out to your Deputy Minister and to have a conversation with her about our financial position. Toward the end of August our Superintendent, Mr. Ken Sampson, met with Deputy Minister Lora Pillipow. In that meeting Deputy Minister Pillipow indicated that we should put “our ask” to you in letter form. Hence, my follow up letter to you.

We were excited to read in your Mandate Letter the following priority from the Premier: *“Ensuring Alberta's educational funding model continues to promote parental choice in education. This includes ensuring that Alberta's public, separate, francophone, charter, independent (private) schools and early childhood services operators and home education systems are all appropriately funded to ensure the highest educational outcomes for students.”* Key to this item, for us at this particular time, is the encouragement for appropriate funding. We would postulate that the current Weighted Moving Average (WMA) process of calculating student enrolment which in turn leads to the development of the school division budget, is not appropriate. In this letter we present why we hold this position. We also address other funding issues that lead us to be in a very tight financial position and unable to address undue pressures within our schools.

Over the course of the past two years our school division's WMA has been highly subject to a significant drop in enrolment because of the COVID Pandemic. Simply put, parents kept their children at home to help keep them (and other family members) safe. Prior to the pandemic our school division had been experiencing steady, if slow, growth. In the past, each September 30th, we would establish a solid number of confirmed students, receive

.../2

funding for these students, and make tweaks to staffing and resource allocations to ensure optimum learning for all students. With the implementation of the WMA, and the resulting drop in enrolment, plus the tremendous demand placed on the school division to meet the needs of students during the pandemic, we may have had somewhat “predictable funding” but the pandemic did not allow for this predictability to work to our students’ advantage. In fact, it did the opposite.

Now, as a province, Alberta has, for the most part, come out of the pandemic. Canadians and members of the world community are moving to Alberta in record numbers. All over Alberta school enrolments have ballooned. As Minister you have seen these numbers reported in various media and through the documents you get from your ministry. On the ground, we in the school division, have experienced enrolment growth in just about every school. However, unlike the past, where we could make in stream adjustments, the WMA funding formula prevents us from addressing the pressure points. In fact, our WMA developed spring budget necessitated the layoff of teachers, educational assistants, support staff, FNMI Grad coaches (a tremendous shame for us in the loss of positions in this highly effective program), and reductions to our schools and various programs. The following text box highlights the reductions experienced over the past two years.

Staffing Cuts as a result of Funding Shortfalls over the last 2 years

2022/2023

4.0 FTE Teachers

11 Education Assistants

4 Operations and Maintenance

2023/2024

3.8 FTE Teachers (reduction) - attrition and cuts (1.5 FTE for Grad Coaches; 1 EL Teachers)

4 Instruction support staff (reduction IT, amalgamating Librarian positions)

Addition of 6 Education Assistants, (but still 5 fewer than in 21/22),

Addition (maintenance supervisor), but Maintenance Department still has 3 fewer staff than in 21/22

Prior to the development of the WMA approach to student enrolment calculations, past motions and political assertions by various school boards and school board associations called for Alberta Education to make funding more predictable. It was most certainly laudable when your predecessor worked with her ministry and developed what was to be added predictability into the system. However, the pandemic (with its resulting serious dip in enrolment), followed by record breaking movement to Alberta, has resulted in uncertainty of funding and has fueled the potential of harm being done as a result of school divisions not being able to respond to the needs of students and their right to optimum learning possibilities.

An added complication to the funding dilemma is that of the ministry’s move to drastically reduce the ability of school divisions to keep instructional reserves. Our school division did not build a large instructional reserve but we did have one in the year leading into the pandemic. It is fortunate that past boards set aside some monies through a reserve. These monies have proved to be a life line for the past two years and allowed the Board to deficit finance the school division without even more staff reductions than which we were forced to make.

.../3

However, as we come to an end of this fiscal year, we will no longer have instructional reserves to call upon. If all things remain equal, we will be forced to cut another \$1.3 million from our budget – the only place for that to come from is staffing.

As Catholic Trustees we cannot, from a moral perspective, simply rely on the fact that our WMA enrolment dictates a certain staffing level and as such reduce to that amount – when that enrolment figure is erroneous and not reflective of the real students who sit in seats in front of our teachers this fall.

The three-year WMA relies heavily on an ‘estimate’ of student enrolment of the January prior to the actual start date of the new school year. During the pandemic and now in the unprecedented year of provincial population growth the estimates have proven to be highly unreliable and hence not commensurate with our need or allowing for predictability. In keeping with this train of thought I offer some alternatives to the three-year WMA. Prior, however, I ask – to whom is the predictability most important? Who benefits from predictability? Is it the school divisions, or Alberta Education when working with the rest of government when setting budgets? If it is really about predictability to school divisions then Minister Nicolaidis I really encourage you review with your officials what Board Chairs were saying about the funding formula when you met with them on October 12th. I might argue that if the predictability is serving Alberta Education in budget development processes, then I suspect we are applying the wrong tool. A better gauge of enrolment leading to budget finalization would be through your shared work with other ministries like Health (to get birth statistics) and Minister Yaseen in his Immigration portfolio. Government itself is in a much better position to develop a very accurate estimate of student enrolment than the combined efforts of 65 school divisions.

Scenarios for alternative WMAs applied to Holy Spirit Catholic School Division funding:

1. Actual enrolment on September 30th - we would receive from Alberta Education an additional \$1.6 million (based on AB ED instruction grant amount for ECS, 1-9, and 10-12).
2. Actual enrolment for two years – 25% from September 30th 2022 (actual enrolment) and 75% on September 30th 2023 (actual enrolment) – we would receive an additional \$1.2 million.
3. Estimate enrolment – 25% from September 30th 2022 (actual enrolment) and 75% on January 30th 2023 (estimate enrolment) – would have negligible difference in funding with an overall increase in instructional funding of \$214,000.

The strict application of ‘funding’ rules has not, and is not, serving the students of Holy Spirit Catholic School Division well. The application of these rules is ministry driven but impactful at the local level. A few other items should also be considered when trying to adjust the rules to make them work in favour of equitable and fair education leading to optimum learning for all students:

1. A City like Lethbridge (and the area surrounding) is a highly desirable place to live. Once people move here, they rarely move away. Students come to the University of Lethbridge from all over the province and once here they remain. The tendency to remain in place has provided a wonderful boost to Holy Spirit in that good teachers stay and impact the lives of our students. The downside is that the one size fits all funding model does not take into consideration one of the highest teacher salary averages in the province. An average cost that comes simply by teachers staying for the long term.

.../4

2. Another rule application is that applied to the Board and System Administration Grant – at one point it was calculated in the ministry and applied to our school division without due consideration of local context, knowledge of our multiple community representation makeup, and the reality that when the decision was made, we were short one person in the central office and that item continues to impact negatively on the formula. The programmed amount of this grant simply does not meet our need.
3. The small school by necessity grant is not applied fairly to Catholic school divisions – particularly ours. In our rural communities we typically have one Catholic School. This school has many grades included. The application of a straight number to determine small school status does not work. Recognition of the multi grade makeup would be more appropriate.

Minister Nicolaides, as a Board of Trustees we do appreciate the complexity of your position as Minister of Education and the requirements placed upon you to ensure optimum learning for all students. We do hope, and we believe, that you will give serious consideration to what we have proposed in this letter and by so doing aide our Board in helping to ensure optimum learning for the students of Holy Spirit School Division. We are most open to another face-to-face conversation with you and your officials to continue the dialogue around the funding formula and for ways to make it truly predictable while at the same time helping all interested parties in defining what the term means and how it can be applied.

We ask the Risen Christ to bless you and your work.

Sincerely,



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

Cc: Honourable Nathan Neudorf, MLA, Lethbridge East
Honourable Joseph Schow, MLA, Cardston-Siksika
Grant Hunter, MLA, Taber-Warner
Chelsae Petrovic, MLA, Livingstone-Macleod
Shannon Phillips, MLA, Lethbridge West
Lora Pillipow, Deputy Minister of Education
Board of Trustees, Holy Spirit Catholic School Division
Ken Sampson, Superintendent of Schools, Holy Spirit Catholic School Division
Lisa Palmarin, Secretary Treasurer, Holy Spirit Catholic School Division

INFORMATION NO: G.8

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

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 - October 2023

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- Throughout September & October, the Learning Coaches and I visited every elementary and junior high school administrative team. These meetings were an opportunity for Learning Services to hear about each school's goals in the area of literacy and numeracy as well as professional learning. These visits will inform our department's planning and implementation of support for individual teachers, collaborative groups, as well as whole-school initiatives. Top trends identified in our visits include ongoing support with new resources to support curriculum implementation, targeted literacy support for English language learners, as well as strategies to develop foundational literacy and numeracy skills, particularly in the older grades.

Schools reflect collaborative teaching and learning environments.

- On Monday, October 23 Holy Spirit is hosting the first of two Division Collaboration Days for the 2023/24 school year. All teachers will attend a keynote presentation from Damian Cooper, a renowned Canadian author and educational consultant whose work focuses on effective assessment practices that engage students in the assessment process to help them to take ownership of their own learning. Teachers will have the opportunity to engage in open collaboration (self-directed learning with self-selected colleagues) for the remainder of the Collaboration Day.
- In October, Learning Services hosted Grade Level Meetings for teachers of Grades 1-3. These meetings focused on exploration of the new science curriculum through an assessment lens, provided time to learn a new tool called 'Gizmos' (math/science), guest presentations from Speech/Language Pathologist Megan Groves on the importance of articulatory gestures, as well as time for open collaboration with colleagues. Grade Level Meetings for Grades 4-6 teachers will be held in November and will focus on the new Math & English Language Arts & Literature curriculum.
- On Monday, October 16, four administrators (representing grades K-12) attended the first meeting of the Zone 6 Assessment Think Tank. The purpose of the Think Tank group is to gather like-minded teachers/administrators from across Southern Alberta to brainstorm strategies in which we can all move assessment practices forward within each of our respective Divisions. There were approximately 35 teachers & leaders in attendance at the first Think Tank meeting.

We prepare students for career pathways.

- On October 17 & 18, I attended the annual ACAT (Alberta Council of Admissions and Transfer) Committee meetings, hosted by Olds College. These meetings were an opportunity to network with other school divisions and post-secondary institution partners to share best practices in supporting students to explore various career pathways, including dual credit and internships. The second day offered the opportunity to learn more about the Collegiate programs being offered throughout the province, including our local Collegiate program that is under development with our Zone 6 partners and Lethbridge College.

INFORMATION NO: G.9

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

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
October 2023**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Catholic Leadership** - We have launched our Catholic Leadership program this month. We are pleased to have twelve participants joining us in our look at the Leadership Quality Standard and the Marks of an Excellent Catholic Leader. Each session is designed to be practical and engaging for participants, and features a rotation of our school-based administrators presenting as well.
- **Diocesan Renewal** - We have received promotional materials from the Diocese for their Pastoral Renewal; a large banner is now prominently displayed at the front desk of the Catholic Education Centre, and posters/brochures in various languages have been distributed to each school.

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

- **Build! Pilgrims of Hope** - We continue to hear of the many ways in which schools and staff are bringing this year's theme to life. Please continue to promote our Chalice project with St. Odilia in your travels and communities.
- **Growing in Faith, Growing in Christ Inservicing** - A half-day professional learning session was offered to teachers new to using this resource on October 5. The 13 attendees learned about the framework for the program, practical tips and guidelines, and enjoyed time to work together on implementation strategies.
- **Catholic Education Sunday** - Catholic Education Sunday is upcoming on November 5, 2023. This year's theme, which will also be carried forward for Catholic Education Week in May, is "Courage to Lead," and references Joshua 1:9 - *I hereby command you: Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.*

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

- **Pastoral Guide and LIFE Framework** - We hosted a full day session for school-based administrators on the Pastoral Guide and LIFE Framework on Tuesday, October 17. Stacey MacNeil-Ayeh, Curriculum Resource Coordinator for CCSSA, presented a blend of practical considerations, pastoral strategies, and updated information to our leaders.
- **Retired Staff Mass** - I have arranged for our Retired Staff Mass to be offered at St. Basil Catholic Education Centre at 5:00 p.m. on Thursday, November 9, 2023. There will be light refreshments to follow. Information has been distributed to the parishes and retired staff through our communication channels.
- **GrACE** - We will be having a short engagement session at the conclusion of our retired staff Mass in November, and have plans for quarterly events/projects in this year. Our next meeting is scheduled for October 20, 2023.

INFORMATION NO: G.10

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
October 2023

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

- **Mental Health in Schools Pilot Project** - Our Divisional Indigenous Student Wellness Access Guide (ISWAG) Team has organized several [Parent Night Learning sessions](#) for the 2023/24 school year, covering a range of topics. The first of these parent presentation evenings featured guest speaker Kim Clark whose presentation focused on Understanding Mental Health and Taking Away the Stigma.

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

- **Divisional Collaborative Day** -. On Monday, October 23rd, we had our first District Collaboration Day of the 2023-24 school year. Keeping collaboration in mind, we offered various flexible learning opportunities, including self-directed professional development, pre-recorded skill development sessions, and targeted in-person learning opportunities for large groups. The accessibility of these opportunities for support staff allowed for personalized learning experiences.
- **Mental Health Literacy Training**- Anita Lethbridge, *Coordinator of Counselling and Wellness* and Daphne Kraemer, *Family School Liaison Counsellor*, collaborated to provide Mental Health Literacy training to some of our divisional staff on our Division Collaboration Day. Our Family School Liaison Counsellors, and selected grade 9 health teachers from divisional schools received the training to deliver the six Mental Health Literacy curriculum modules which are divided into four unique but integrated components:
 - Understanding how to optimize and maintain good mental health;
 - Understanding mental disorders and their treatments;
 - Decreasing stigma; and
 - Increasing health-seeking efficacy.
- Upon completing this training, we are well positioned with staff who took part in the Mental Health Literacy training to deliver the 6-module curriculum with fidelity.
- **Violence Threat Risk Assessment** - We are excited to announce that Holy Spirit Catholic School Division will once again host a 2-day Level 1 Violence Threat Risk Assessment (VTRA) training in person on October 31st and November 1st, 2023. This training aligns with the Southwest Alberta Regional Violence Threat Risk Assessment & Intervention Protocol and will be led by Holy Spirit Trainers and the Lethbridge Police Service. It is important to note that the VTRA regional protocol is currently undergoing a change, transitioning from "Violence Threat Risk Assessment" to "ARTO" or "Assessing Risk to Others." There are positive changes associated with this transition, which will be discussed during the upcoming training.

INFORMATION NO: G.11

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

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
October 2023**

Board Strategic Priority: Living Truth and Reconciliation

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

- **First Nations (Niitsitapi), Métis and Inuit Students** - We continue to have a healthy Indigenous population in our schools, with present numbers showing 675 identified students, roughly 12.2% of our student enrolment.
- **Jordan's Principle** - Our Jordan's Principle group application is in adjudication; we anticipate a ruling in the near future.

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

- **Week of Truth and Reconciliation** - We want to recognize the many and varied ways in which our schools sought to approach this time, from the classroom to the community level.

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

- **Learn, Build & Go Series** - We have published our list of offerings for this year's Learn, Build & Go professional learning series. We have five confirmed sessions:
 - October 24 - *Fostering Respectful Relationships* - A Day on the Blood Reserve learning the land and stories from Tom Little Bear
 - October 30 - *Land-based Learning* - Teachings of the Métis with Knowledge Keeper Joel Gamache
 - November 16 - *Art and Wellness* - Beadwork and Stories
 - November 21 - *We Are All Treaty People* - Resource sharing session
 - January 25 - *Math* - Engaging in Numeracy Connections with Annette Bruised Head
 - We also have one pending session tentatively scheduled in the spring on Braiding Together Catholic faith and Indigenous spirituality.
- **Valley of the Birdtail Book Study** - We have also started our Valley of the Birdtail Book Study, with 22 participants meeting four more times online before one closing in-person gathering.
- **Bridging Classrooms to Communities Grant** - We have worked collaboratively to create a grant proposal with the Changing Horses organization that was submitted on October 20. The main areas of the proposal are around family gathering evenings and potential tutoring opportunities at our Lethbridge schools.

INFORMATION NO: G.12

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Ken Sampson, 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

September 2023

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

NAME	SCHOOL	ACHIEVEMENT
Emery Dortman Danika Hodge Alexis Speelman Sydney Speelman	Catholic Central High School	Their golf team brought home to Catholic Central High School the Zone banner in girls golf and the gold medal and competed in provincials to place fifth in Alberta.
Lindsay Baptista Parker Bosnjak-Moffitt Maon Bosnjak-Moffitt Natalia Catonio Hayden Walshe	St. Francis Junior High School	These students passed the Level A2 (Élémentaire) Diplôme d'études en langue française (DELF) test written in the spring. These examinations test the student's French oral and written comprehension and expression skills.
Canaan Cale Taylor De Jager Jada Jovanovic Mahlia Esquivel Layla Husch Shayla Walshe Emily Baptista Abigail Clamp	Catholic Central High School	These students passed the Level B1 (Indépendant) Diplôme d'études en langue française (DELF) test written in the spring. These examinations test the student's French oral and written comprehension and expression skills.
Olivia Innes	St. Patrick Fine Arts Elementary School	Contributed to the Helen Schuler Nature Centre Youth Art Exhibit with a Fall Fox drawing.
Ella Innes	St. Patrick Fine Arts Elementary School	Contributed to the Helen Schuler Nature Centre Youth Art Exhibit with a Bouquet sculpture.
Raphael Moser Emily DeBoer Jordan Neufeld Tucker Tillsley Hayden Charlesworth Kale Okubo Jaxon Kraemer	St. Francis Junior High School St. Francis Junior High School Father Leonard Van Tighem School Father Leonard Van Tighem School Father Leonard Van Tighem School St. Catherine School, Picture Butte St. Patrick Fine Arts Elementary School	These students on the U13 AA Lethbridge Hurricane hockey team won the Thanksgiving Classic which is a tournament consisting of 32 teams held in Calgary.

NAME	SCHOOL	ACHIEVEMENT
Tim Folkersen	Catholic Central High School	Celebrated by a student's family for his commitment to high educational standards, supporting students' unique needs and creating safe and inclusive learning environments.
Rylan Williams	St. Michael's School, Pincher Creek	Hosted his own fundraiser connected with the Alberta Children's Hospital, managing a booth at the Co-op, and held a hair cutting ceremony, donating his hair to "BS Wigs For Kids". He raised \$5328.00 in total.
Cobe Cobarrublas	Former student of St. Mary's School, Taber	Recently hired as a constable in the Taber Police Service after completing the criminal justice program at Lethbridge College.
Presly Alberta	St. Mary's School, Taber	Nominated for a Hard Working and Dedicated Student for being a very committed student to start the school year off.

INFORMATION NO: G.13

October 25, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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

	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	Total FTEs Sept 29 2023	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2022	% Difference Sept 29, 2022
CARE				0				0	1	1	4	6				0	6			0	6	6	6	0.0%	0	5	20.0%
CCHS ENG				0				0				0	307	287	289	883	883			0	883	883	883	0.0%	0	865	2.1%
CCHS FI				0				0				0	16	19	20	55	55			0	55	55	55	0.0%	0	53	3.8%
ESM ENG	19	25	21	65	35	23	26	84				0				0	149	6	13	19	168	158.5	158.5	0.0%	0	140	13.2%
ESM FI	31	27	35	93	32	29	34	95				0				0	188	6	32	38	226	207	207	0.0%	0	204	1.5%
FLVT	47	51	53	151	48	57	52	157	113	101	111	325				0	633	13	30	43	676	654.5	654.5	0.0%	0	611.5	7.0%
ASSUMPTION	26	19	30	75	27	30	27	84				0				0	159	10	15	25	184	171.5	171.5	0.0%	0	162	5.9%
ST FRANCIS ENG				0				0	174	150	154	478				0	478			0	478	478	478	0.0%	0	462	3.5%
ST FRANCIS FI				0				0	27	15	30	72				0	72			0	72	72	72	0.0%	0	69	4.3%
ST MARTHA	34	37	27	98	21	33	25	79				0				0	177	12	44	56	233	205	205	0.0%	0	188.5	8.8%
ST PATRICK FA	39	40	39	118	43	43	43	129				0				0	247		29	29	276	261.5	261.5	0.0%	0	261	0.2%
ST PAUL	28	34	49	111	39	35	35	109				0				0	220	13	34	47	267	243.5	243.5	0.0%	0	223	9.2%
ST TERESA	55	52	68	175	59	62	45	166				0				0	341	28	40	68	409	375	375	0.0%	0	354.5	5.8%
TRINITY				0				0			3	3	10	6	15	31	34			0	34	34	34	0.0%	0	41	-17.1%
Sub Total City	279	285	322	886	304	312	287	903	315	267	302	884	333	312	324	969	3642	88	237	325	3967	3804.5	3804.5	0.0%	0	3639.5	4.5%
ST CATHERINE	15	15	33	63	22	21	19	62	20	18	25	63				0	188	12	10	22	210	199	199	0.0%	0	186	7.0%
ST JOSEPH	36	46	36	118	32	41	27	100	24	30	20	74				0	292	20	27	47	339	315.5	315.5	0.0%	0	286.5	10.1%
ST MARY(T)				0			19	19	31	26	25	82	25	27	28	80	181			0	181	181	181	0.0%	0	214	-15.4%
ST MICHAEL PC ENG	20	15	13	48	21	9	18	48	14	29	17	60	29	24	22	75	231	18	30	48	279	255	255	0.0%	0	225.5	13.1%
ST MICHAEL PC FI	10	9	7	26	8	4	5	17				0				0	43			0	43	43	43	0.0%	0	44	-2.3%
ST MICHAEL BI	3	6	8	17	3	9	6	18	4	3	5	12		5	3	8	55		5	5	60	57.5	57.5	0.0%	0	62.5	-8.0%
ST PATRICK T	35	38	31	104	30	38		68				0				0	172	11	31	42	214	193	193	0.0%	0	183.5	5.2%
Sub Total Rural	119	129	128	376	116	122	94	332	93	106	92	291	54	56	53	163	1162	61	103	164	1326	1244	1244	0.0%	0	1202	3.5%
TOTALS	398	414	450	1262	420	434	381	1235	408	373	394	1175	387	368	377	1132	4804	149	340	489	5293	5048.5	5048.5	0.0%	0	4841.5	4.3%

PreK FEE PAYING	
ASSUMPTION	8
ESM ENG	9
ESM FI	6
FLVT	28
ST PAUL	6
ST MARTHA	7
ST TERESA	20
Sub Total City	84
ST CATHERINE	8
ST JOSEPH	32
ST MICHAEL PC	29
ST PATRICK T	28
Sub Total Rural	97
Total Pre K	181

INTERNATIONAL NON-FUNDED TUITION PAYING											
SCHOOL	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total		
CCHS				0	2	4	2	8	8		
FLVT		2	1	3				0	3		
ST FRANCIS				0				0	0		
Sub Total City	0	2	1	3	2	4	2	8	11		
ST JOSEPH				0				0	0		
ST CATHERINE				0				0	0		
ST MARY (T)				0	1	1		2	2		
ST MICHAEL PC	1			1				0	1		
ST MICHAEL BI				0				0	0		
Sub Total Rural	1	0	0	1	1	1	0	2	3		
Total	1	2	1	4	3	5	2	10	14		

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
149	340	4804	5293	181	14	2	197	5490

INTERNATIONAL EXCHANGE									
SCHOOL	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
CCHS				0			1	1	1
SMT				0				0	0
SMPC			1	1				0	1
Total	0	0	1	1	0	0	1	1	2