

		<p>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, DECEMBER 17, 2025, COMMENCING AT 3:17 P.M.</p> <p>Present</p> <p>BOARD</p> <table> <tbody> <tr><td>Board Chair</td><td>Linda Ellefson</td></tr> <tr><td>Vice Chair</td><td>Roisin Gibb</td></tr> <tr><td>Trustee</td><td>Tricia Doherty</td></tr> <tr><td>Trustee</td><td>Blake Dolan</td></tr> <tr><td>Trustee</td><td>Kevin Kinahan</td></tr> <tr><td>Trustee</td><td>Thomas Machacek</td></tr> <tr><td>Trustee</td><td>Carmen Mombourquette</td></tr> <tr><td>Trustee</td><td>Cheralan O'Donnell</td></tr> </tbody> </table> <p>ADMINISTRATION</p> <table> <tbody> <tr><td>Superintendent of Schools</td><td>Chantel Axani</td></tr> <tr><td>Deputy Superintendent</td><td>Anthea Boras</td></tr> <tr><td>Secretary-Treasurer</td><td>Amanda Lindemann</td></tr> <tr><td>Associate Superintendent</td><td>Aaron Skretting</td></tr> <tr><td>Recording Secretary</td><td>Rhonda Kawa</td></tr> </tbody> </table> <p>Regrets</p> <table> <tbody> <tr><td>Trustee</td><td>Bob Spitzig</td></tr> </tbody> </table> <p>CALL TO ORDER OPENING PRAYER</p> <p>Board Chair Linda Ellefson called the December 17, 2025, Regular Board Meeting to order at 3:17 p.m. Vice Chair Roisin Gibb acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Thomas Machacek led the Board in the opening prayer provided by students from St. Patrick School, Taber.</p> <p>Approval of Agenda</p> <p>10875/1225 Tricia Doherty</p> <p>M/C That the agenda for the December 17, 2025, Board Meeting be approved, as presented.</p> <p>Previous Minutes</p> <p>10876/1225 Roisin Gibb</p> <p>M/C That the minutes of the November 26, 2025, Regular Meeting of the Board be approved, as presented.</p> <p>Business Arising from the Minutes</p> <p>There was no business arising from the minutes.</p> <p>ACTION ITEMS</p> <p>Board Faith Retreat</p> <p>B.1</p> <p>As part of the Board's Work Plan, an annual Faith Retreat is scheduled to enhance Trustee faith formation.</p> <p>10877/1225 Roisin Gibb</p> <p>M/C That the Board of Trustees schedules the Board Faith Retreat for Friday, January 9, 2026 from 11:00 a.m. to 3:00 p.m.</p> <p>Director of REN and Curricular Resource Development Stacey MacNeil-Ayeh will facilitate the Board retreat.</p> <p>2024/2025 Annual Education Assurance Measures Report</p> <p>B.2</p> <p>A draft version of the 2024/2025 Annual Education Assurance Report was presented for Board consideration. Superintendent Chantel Axani and senior administration gave a collaborative overview of the report, speaking to division results in relation to Board priorities.</p> <p>10878/1225 Tricia Doherty</p> <p>M/C That the Board of Trustees approves the 2024/2025 Annual Education Assurance Measures Report, authorizing the Board Chair to make any incidental corrections, as necessary;</p> <p>AND FURTHER, that the 2024/2025 Annual Education Assurance Measures Report be submitted to Alberta Education by the December 19, 2025 deadline and posted on the division's website.</p>	Board Chair	Linda Ellefson	Vice Chair	Roisin Gibb	Trustee	Tricia Doherty	Trustee	Blake Dolan	Trustee	Kevin Kinahan	Trustee	Thomas Machacek	Trustee	Carmen Mombourquette	Trustee	Cheralan O'Donnell	Superintendent of Schools	Chantel Axani	Deputy Superintendent	Anthea Boras	Secretary-Treasurer	Amanda Lindemann	Associate Superintendent	Aaron Skretting	Recording Secretary	Rhonda Kawa	Trustee	Bob Spitzig
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Opting Out of the Alberta School Foundation Fund (ASFF)	B.3	<p>The Alberta Catholic School Trustees' Association (ACSTA) encourages its member boards to exercise their right to opt out of the Alberta School Foundation Fund (ASFF). We are given the right to reassert our intention to opt out after:</p> <ol style="list-style-type: none"> Following a provincial election The appointment of a new Minister of Education A change in Education Legislation A municipal election <p>The ACSTA will be compiling all of the resolutions and forwarding to the Minister of Education.</p>	
	10879/1225 Kevin Kinahan	M/C That the Board of Trustees reaffirms the position of Holy Spirit Roman Catholic Separate School Division to opt out of the Alberta School Foundation Fund,	
	Seconded by Tricia Doherty	AND FURTHER, be it resolved that Division 4 of Part 6 of the Education Act (2012) s. 164(1-5) does not apply to Holy Spirit Roman Catholic Separate School Division.	
POLICY REVIEW			
Policy 2: Role of the Board	C.1	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 2: Role of the Board</i> and its appendix <i>Policy 2: Appendix A: Board Work Plan</i> and presented the recommended changes to the Board of Trustees.</p>	
Policy 3: Role of the Trustee	10880/1225 Tricia Doherty	M/C The Board of Trustees accepts <i>Policy 2: Role of the Board</i> and <i>Policy 2: Appendix A: Board Work Plan</i>, as presented.	
		<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 3: Role of the Trustee</i> and its appendices <i>Policy 3: Appendix A: Services and Materials Provided to Trustees</i>, <i>Policy 3: Appendix B: Communications Protocol for Holy Spirit Catholic School Division</i>, <i>Policy 3: Appendix C: Trustee Activities Report</i>, and <i>Policy 3: Appendix D: Board Chair Activities Report</i>, and presented the recommended changes to the Board of Trustees.</p>	
	10881/1225 Roisin Gibb	M/C The Board of Trustees accepts <i>Policy 3: Role of the Trustee</i>, <i>Policy 3: Appendix A: Services and Materials Provided to Trustees</i>, <i>Policy 3: Appendix B: Communications Protocol for Holy Spirit Catholic School Division</i>, <i>Policy 3: Appendix C: Trustee Activities Report</i> and <i>Policy 3: Appendix D: Board Chair Activities Report</i>, as presented.	
ADMINISTRATIVE REPORTS			
Superintendent's Report	D.1	The Board reviewed the Superintendent's December 18, 2024 Report.	
Deputy Superintendent's Report	10882/1225 Tricia Doherty	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Support Services, Technology and Facilities Reports for December 17, 2025.	
Secretary Treasurer's Report	D.2	The Board reviewed the Deputy Superintendent's December 18, 2024 Report.	
Associate Superintendent's Report	D.3	The Board reviewed the Secretary Treasurer's December 18, 2024 Report.	
Director of Support Services Update	D.4	Aaron Skretting, Associate Superintendent, provided a report to the Board, apprising them of recent division activity related to Learning, Religious Education, and First Nations, Métis and Inuit.	
	D.5	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.	

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Director of Technology Update	D.6	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the technology department.	
Director of Facilities Update	D.7	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.	
BOARD REPORTS			
Board Chair's Report	E.1	Board Chair Linda Ellefson provided a report about recent correspondence, planning, events, and activities.	
	10883/1225 Kevin Kinahan	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, Economic Development, and TBAC Reports for December 17, 2025.	
ACSTA Report	E.2	Board Chair Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.	
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.	
GrACE Report	E.4	Board Chair Linda Ellefson and Trustee Tricia Doherty, Board representatives to the GrACE committee, provided a report to the Board regarding recent GrACE business, events, and activities.	
Economic Development Report	E.5	Trustee Tricia Doherty, Board representative, to the Economic Development committee, provided a verbal report to the Board, as the meeting occurred December 17, 2025, regarding recent Economic Development business, events, and activities. The new supportive housing that opened recently is already full with a waiting list. Cattle prices remain high, but the drought situation is affecting cattle farmers. Angel tree is hoping to serve up to 3500 families this year again. They will be doing income testing going forward. The Brighter Together survey is now open. Lethbridge unemployment is high, especially in the young adult and teenage demographic.	
TBAC Report	E.6	Trustees Kevin Kinahan (alternate), Cheralan O'Donnell, and Bob Spitzig, Board representatives to the TBAC committee, provided a report to the Board regarding recent TBAC business, events, and activities.	
ADVOCACY			
Individual Trustee Advocacy	F.1	Each Trustee provided a written report about the activities they have been engaged in to advocate for the Board and school division over the past month.	
	10884/1225 Tricia Doherty	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for December 17, 2025.	
School Council Advocacy	F.2	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.	
"A Day with Leadership" with Bishop McGrattan	F.3	On December 9, 2025, the Holy Spirit Catholic School Division held its second annual "A Day with Leadership" with Bishop McGrattan in attendance along with division priests and deacons, Board of Trustees, Senior Administration and division principals. Each of our schools highlighted the wonderful work happening within their school communities. Bishop McGrattan spoke to the Bishop's Assurance Plan. His Excellency also had the opportunity to tour three (3) of our division schools in the afternoon.	
INFORMATION ITEMS			
Administrative Procedures Update	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: <ul style="list-style-type: none"> • AP 406: Duties and Responsibilities of Substitute Teachers • AP 125: School Councils 	
		The updated Administrative Procedures have been placed on the division website.	

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Early Registration 2026/2027		G.2	The Board reviewed the planning materials of the 2026/2027 Early Registration advertising campaign that will be launched in January. New student registration officially begins on February 2, 2026.
First Quarter Financial Report		G.3	The Board reviewed the division's First Quarter Fiscal Accountability Report from the period between September 1, 2025 to November 30, 2025.
IMR Update		G.4	Prepared for Board information was an Infrastructure Maintenance and Renewal (IMR) Update that provided details on the various projects undertaken in the division up until December 2025.
Holy Spirit Stars		G.5	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update		G.6	The Board received the division enrolment report for November 2025.
ADJOURNMENT	10885/1225 Kevin Kinahan	M/C	That the Board of Trustees adjourns the Regular Board Meeting of December 17, 2025, at 4:56 p.m.
		Board Chair	Secretary-Treasurer