

Dear God,



hope
peace
joy
love

We come before you today with thankful hearts. We ask for your guidance and protection over us all. Please help us stay healthy and be kind to everyone, and may we continue to have a great school year. Bless our staff and students with wisdom, patience, and understanding. We pray that you watch over all our parents as well keeping them safe.

Help us through our struggles, control our frustrations, and remind us not to take them out on each other.

Let us be good listeners, and may we treat one another with kindness, compassion, and respect.

Bless our meeting with joy and learning. May we be creative, inspired, and eager to learn. Guide the board onto your righteous path and help us be the best versions of ourselves.

We ask for full lunches for all our students, warm clothes, and warm classrooms for our students to learn in.

Thank you, Lord, for this day and for bringing us together. We trust in you to help us grow and learn, and to guide us in everything we do.

Amen.

Adapted from Ms. Manon's Religion 7 class prayer
at St. Michael's School, Pincher Creek

Holy Spirit Catholic School Division

**Board Meeting
St. Basil Catholic Education Centre
Wednesday, December 18, 2024
3:00 p.m.**

AGENDA

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

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (St. Michael's School, Pincher Creek) – Trustee Blake Dolan

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) November 27, 2024 Regular Board Meeting
- B.1 Board Faith Retreat
- B.2 Three Year Faith Plan Trustee Representation
- B.3 Appointment of Returning Office for the 2025 School Board Elections

C. POLICY REVIEW

- C.1 Tabled to January 22, 2024 Board of Trustees meeting

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D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
- D.4 Director of Learning Update
- D.5 Director of Religious Education Update
- D.6 Director of Support Services Update
- D.7 First Nations, Métis and Inuit Education Update

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 PCCELC Report
- E.6 Economic Development Report

F. ADVOCACY

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

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Early Registration
- G.3 Annual Education Assurance Measures Report Summary 2023/2024
- G.4 Infrastructure Maintenance and Renewal Update
- G.5 Holy Spirit Stars
- G.6 Enrolment Data Update

H. ADJOURNMENT

		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, NOVEMBER 27, 2024, COMMENCING AT 3:05 P.M.	
	Present	BOARD Board Chair Vice Chair Trustee Trustee Trustee Trustee Trustee Trustee Trustee	Carmen Mombourquette Linda Ellefson Frances Cote Tricia Doherty Blake Dolan Roisin Gibb Thomas Machacek Cheralan O'Donnell Bob Spitzig
		ADMINISTRATION Superintendent of Schools Deputy Superintendent Acting Secretary-Treasurer Recording Secretary	Chantel Axani Anthea Boras Amanda Lindemann Rhonda Kawa
		Board Chair Carmen Mombourquette called the November 27, 2024 Regular Board Meeting to order at 3:05 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Cheralan O'Donnell read the opening prayer provided by a student of St. Catherine School, Picture Butte.	
Approval of Agenda	10661/1124 Roisin Gibb	M/C	That the agenda for the November 27, 2024 Board Meeting be approved, as amended.
		The following item was added to the agenda:	
		B.6	Boundary Engagement
Previous Minutes	10662/1124 Linda Ellefson	M/C	That the minutes of the October 23, 2024 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes		There was no business arising from the minutes.	
PRESENTATIONS Off Campus Education		Off Campus Coordinator Mark Boschee spoke to the Board of Trustees regarding the Off Campus programming that occurs in the division. Offered at each high school, these programs assist student's transition into the work force and post-secondary education while attaining their high school diploma. The division provides the following Off Campus programs alongside a wide variety of events: Work Experience, Registered Apprenticeship, Green Certification, Dual Credit, Special Projects and Early Learning Care Provider.	
ACTION ITEMS Operating and Capital Reserves Transfers for the 2023/2024 Fiscal Year		B.1	The following transfer was required before the 2023/2024 Audited Financial Statements could be approved.
	10663/1124 Linda Ellefson	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$526,965 from unrestricted surplus to Restricted Capital Reserves.

November 27/24: page 3		
Policy 3: Role of the Trustee	10669/1124 Cheralan O'Donnell C.2	M/C That the Board of Trustees approves <i>Policy 2: Role of the Board</i> , as presented. The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 3: Role of the Trustee</i> , and presented the recommended changes to the Board of Trustees.
Policy 17: Awards	10670/1124 Cheralan O'Donnell C.3	M/C That the Board of Trustees approves <i>Policy 3: Role of the Trustee</i> and its associated appendices, as presented. The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 17: Awards</i> , and presented the recommended changes to the Board of Trustees.
	10671/1124 Cheralan O'Donnell	M/C That the Board of Trustees accepts <i>Policy 17: Awards</i> , as presented.
ADMINISTRATIVE REPORTS		
Superintendent's Report	D.1	The Board reviewed the Superintendent's November 27, 2024 Report.
	10672/1124 Roisin Gibb	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Support Services, Religious Education and First Nations, Métis and Inuit Reports for November 27, 2024.
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's November 27, 2024 Report.
Secretary Treasurer's Report	D.3	The Board reviewed the Secretary Treasurer's November 27, 2024 Report.
Director of Learning Update	D.4	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	D.5	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	D.6	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Metis, and Inuit Education Update	D.7	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.
BOARD REPORTS		
Board Chair's Report	E.1	The Board Chair provided a report about recent correspondence, planning and events, and activities.
	10673/1124 Tricia Doherty	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCCLC, Economic Development, Joint City of Lethbridge/School Boards and Team Lethbridge Reports for November 27, 2024.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, was unable to provide a report to the Board regarding recent business, events, and activities as the November meeting was cancelled.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.

November 27/24: page 4		
PCCELC Report	E.5	Trustee Bob Spitzig, Board representative to the PCCELC, was unable at this time to provide a report to the Board regarding recent business, events, and activities.
Economic Development Report	E.6	Trustee Tricia Doherty, Board representative to the Economic Development committee, provided a report to the Board regarding recent business, events, and activities.
Joint City of Lethbridge/School Boards Report	E.7	Trustees Tricia Doherty and Roisin Gibb, Board representatives to the Joint City of Lethbridge / School Boards committee, provided a report to the Board regarding recent business, events, and activities.
Team Lethbridge Report	E.8	Trustees, Tricia Doherty and Roisin Gibb, Board representatives to Team Lethbridge, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided a brief report detailing the activities they have been engaged in to advocate for the Board and school division over the past month.
	10674/1124	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for November 27, 2024.
	Roisin Gibb	
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. Trustee Thomas Machacek asked for a follow up report regarding the St. Michael's School, Bow Island parent concern with Spaces. Superintendent Chantel Axani will gather the necessary information and report back to the Board at a later date.
<u>INFORMATION ITEMS</u>		
Administrative Procedures Updates	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: • AP 105: Fire Drills and Fire Prevention • AP 105A: Fire Drill Form • AP 516: Purchasing Cards • AP 516A: Cardholder Agreement • AP 516B: Distribution of Division Purchase Cards • AP 107: Emergency School Closure and Evacuation • AP 210: Challenges to Learning Resources • AP 517: Expense Reimbursement • AP 108: Instructional Year • AP 211: Distance Learning • AP 308: Parent / Guardian - Teacher Conferences • AP 439: Liaison with Parish Priests
ATA Invitation to Advent Liturgy	G.2	The ATA Local #5 has invited the Board to attend an Advent Liturgy and Dinner on Tuesday, December 3, 2024. Mass is at 5:15 p.m. at Assumption Church. Following Mass, a turkey dinner will also be provided.
Correspondence from Minister of Education	G.3	The Board received as information correspondence from Minister of Education Demetrios Nicolaides in response to a query on behalf of the Board regarding clarification on transportation funding.
Prime Minister's Teaching Excellence Awards	G.4	The Board reviewed the nomination information for the Prime Minister's Awards for Teaching Excellence recognizing exceptional teachers in all disciplines, STEM and Early Childhood Education.
Holy Spirit Catholic School Division Christmas Events Schedule	G.5	The Board received information detailing the Christmas events happening in schools throughout the division.

November 27/24: page 5 Holy Spirit Catholic School Division Financial Overview 2023/2024 Holy Spirit Stars Enrolment Data Update ADJOURNMENT	G.6 G.7 G.8 10675/1124 Blake Dolan 10676/1124 Cheralan O'Donnell 10677/1124 Bob Spitzig	The Board received as information a schedule of Christmas events being celebrated, such as concerts, carnivals, and so on, at each of the division schools. The Board reviewed the activities and achievements of the division's students and staff over the past month. The Board received the division enrolment report for October 2024. M/C That the Board of Trustees convenes into the Committee of the Whole at 7:17 p.m. M/C That the Board of Trustees reconvenes into the Regular Meeting at 7:39 p.m. M/C That the Board of Trustees adjourns the Regular Board Meeting of November 27, 2024 at 7:39 p.m. Board Chair Secretary-Treasurer
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ACTION NO: B.1

December 18, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Board Faith Retreat

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As part of the Board's Work Plan, an annual Faith Retreat is scheduled in order to enhance Trustee faith formation.
2. The Director of Religious Education, Aaron Skretting, will facilitate the retreat at St. Basil Catholic Education Centre.

RECOMMENDATION

That the Board of Trustees schedule the Board Faith Retreat for Friday, January 24, 2025 from 9:00 a.m. to 12:00 p.m.

ACTION NO: B.2

December 18, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Three Year Faith Plan Trustee Representation

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. As indicated in the attached documentation, plans are underway to develop a new Three Year Faith Plan, for 2025-2028. All staff and the Board of Trustees are invited to provide feedback.
2. Trustee representation in the development of this plan through the in-person consultation held on Tuesday, February 4, 2025 is sought.

RECOMMENDATION

That _____ and _____ be selected to serve as the Board's representative in developing the division's 2025-2028 Faith Plan.



Department of Religious Education — Consultation for Faith Plan 2025-2028

We are excited to be launching our consultations for the development of our next faith plan, to cover 2025-2028, this month. We are inviting all staff to participate in providing their feedback by watching this [VIDEO](#) (about 20 minutes) and then completing this [FEEDBACK FORM](#), which asks some general questions about your experience with *Arise! Pilgrims of Hope*, and your thoughts on where our faith plan might go next. Please consider taking the time to complete this prior to **January 13, 2025**. The District Religious Education Committee will then review the main themes and trends prior to our in-person consultation on the morning of **Tuesday, February 4** (held at St. Basil Catholic Education Centre).

Additionally, if you would like to be part of the team that lays the groundwork for the new 3 year faith plan (including helping to implement the plan at your school), please submit your name to your principal this month. Your principal will select 2 school representatives. We would like a diverse group that represents all staff: administrators, teachers, and support staff. If your name is selected, you will complete an online registration which you will receive the first part of January. The registration form must be completed by **January 17, 2025**. Sub costs will be covered (if required); If you require a sub, please ensure you have registered first before submitting your leave request. Information on submitting a leave request will be available on the registration form. Thanks in advance for your consideration, participation, and feedback!

ACTION NO: B.3

December 18, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Appointment of a Returning Officer, Deputy Returning Officer, Substitute Returning Officers for the 2025 School Board Elections

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. School Board Elections, which coincide with Municipal Elections, are scheduled to take place on October 20, 2025. In preparation, a returning officer must be appointed to organize and supervise the upcoming elections. Furthermore, it is recommended that a Deputy Returning Officer, and Substitute Returning Officer be appointed.
2. Acting Secretary-Treasurer Amanda Lindemann has been in conversation with City of Lethbridge Clerk regarding the coordination of the 2025 School Board elections.

RECOMMENDATIONS

That the Board of Trustees appoint Amanda Lindemann, Acting Secretary Treasurer, as Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections.

AND FURTHER, that the Board of Trustees appoint Cassandra Paul, Executive Assistant to the Secretary Treasurer, as a Substitute Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections.

AND FURTHER, that the Board of Trustees appoint Bonnie Hilford, City Clerk of the City of Lethbridge, as the Deputy Returning Officer, for the Holy Spirit Roman Catholic Separate School Division 2025 School Board Trustee Elections,

REPORT NO: D.1

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for December 18, 2024.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, and First Nations, Métis and Inuit Reports for December 18, 2024.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees December 2024

Embodying Catholic Leadership

- Attended Sunday Mass at St. Basil's
- Attended LLT Advent Retreat
- Attending daily prayer at CEC when present
- Led daily prayer at CEC
- Introductory breakfast with Fr. Kevin
- Attended ATA Mass
- Sent out communication to Bishop McGrattan's office to invite him to connect and discuss matters pertaining to the school division.
- Attended Calgary Diocese School Leadership Team meeting

As I continue to foster community within the parishes of Holy Spirit Catholic School Division, I believe this experience has provided me with a deeper understanding of our students, staff, and parents. Establishing a relationship with Fr. Kevin is particularly meaningful to me. Moreover, being recognized as a leader in my faith is of great significance; I believe that by actively participating in various masses and the LLT Advent retreat, I will be viewed as an authentic witness to our Catholic faith by our staff.

Building Effective Relationships

- Read and reviewed the feedback from the New Superintendent Survey
- Met and toured St. Paul's Kindergarten classes through CEC
- Attended CASSIX Banquet with SALT
- 1:1 school visits/classroom walkthroughs (CCH, OLA, SP, CSM, SCPB, SMPC)
- Attended Council of School Councils
- Supported SP with a parent meeting
- Attended ATA Mass and Turkey Dinner
- Met with FNMI team and was gifted a ribbon skirt
- Met with Wellness team
- Breakfast meeting with ATA Local President
- Attended St. Paul's Choir performance at GLOW

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7

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Reading the feedback from the New Superintendent Survey, it became clear that our staff desires a Superintendent who is actively present. For me, being present means not only being visible but also carefully listening to our staff and ensuring they feel acknowledged and valued. During my visits with students and staff, I have encountered truly gracious individuals who have offered prayers, kind words, and encouragement. The dedication our staff demonstrates in providing exceptional faith-filled learning experiences is evident, and we are fortunate to have such remarkable students.

Visionary Leadership

- Met with Principals to review their School Assurance summaries
- Met with Superintendent of Livingstone Range re: 4-Day School Week
- Led LLT in Collective Inquiry/Theory of Action
- Presented with SALT the AEAM to the Board of Trustees
- Proposed new Superintendent communication method, “Superintendent Sundays” to streamline communication for LLT
- Met with Interim Secretary Treasurer and Deputy Superintendent to discuss the impending posting of Secretary Treasurer role and the delineation of tasks amongst Business Services in the interim
- Engaged Principals in conversations surrounding Inclusive Education/roles of Associate Principals
- Continue to learn the structures of Holy Spirit Catholic

Effective visionary leadership requires a focus on collaboration, innovation, and strategic planning. Recent engagements included meeting with principals to review School Assurance summaries and discussing inclusive education and associate principal roles, fostering alignment on school priorities. Discussions with the Superintendent of Livingstone Range regarding a 4-day school week and leading the Leadership Learning Team (LLT) in collective inquiry exemplify a commitment to exploring innovative educational practices. Proposals like “Superintendent Sundays” aim to streamline communication, enhancing efficiency within the LLT. Additionally, presenting the AEAM to the Board of Trustees with SALT demonstrates a proactive approach to governance and organizational learning. These tasks exemplify my dedication to building cohesive, adaptive systems while continuously strengthening leadership capacity within the Holy Spirit Catholic community.

Modeling a Commitment to Professional Learning

- Met with my CASS Mentor, Dr. Andrea Holowka to begin our Mentor/Mentee partnership (ONGOING)
- Attended SPACES professional learning session for Principals
- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Attended CASSIX Meetings

Demonstrating my commitment to professional learning involves engaging in diverse opportunities for growth and collaboration. Establishing a mentor-mentee partnership with Dr. Andrea Holowka ensures ongoing reflection and development in leadership practices. Participation in professional learning sessions, such as CASSIX highlights a dedication to staying current with best practices in education. Engaging in discussions on administrative procedures, board policies, and curriculum implementation, as well as demonstrates my continuous effort to deepen professional knowledge with organizational goals. These activities emphasize the importance of lifelong learning and collaborative leadership.

Leading Learning

- Met with Principals to review their School Assurance summaries (ONGOING)
- Presented with SALT team the AEAM to the Board of Trustees
- Led LLT in Collective Inquiry/Theory of Action
- Continuing conversations surrounding Assessment and Inclusive Education with Principals.

As I continue to learn and gain confidence in my role as Superintendent, I am focused on balancing the respect for established practices with the exploration of potential improvements and changes. Collaborating with experienced administrators and the senior team, it is essential for me to listen and learn from their expertise, as they possess critical historical and divisional knowledge that is vital to my position as Superintendent.

Ensuring First Nations, Métis and Inuit Education for All Students

- Met the FNMI team and was gifted a ribbon skirt
- Met many FNMI leads/grad coaches during school 1:1 visits, and learned more about the important work that they do to support students

It is evident that Holy Spirit Catholic School Division is deeply committed to their priority, Living Truth and Reconciliation. The gift of the ribbon skirt made me feel like a very honored and valued member of Holy Spirit Catholic School Division. I endeavour to learn more about the Blackfoot and the different treaty peoples of Treaty 7 territory.

School Authority Operations and Resources

- Met with Livingstone Range Superintendent, Daryl Seguin to discuss their exploration of 4-Day school week.
- Sent out communication to principals and SALT regarding the creation of a Budget Advisory Committee as per Board Policy 24.

Conversations with neighboring Superintendents provide valuable insights into how I can best serve Holy Spirit Catholic and support our team in meeting Board priorities. The discussions regarding the potential transition of a nearby school division to a four-day school week present many implications, and I believe I have established a positive connection. This marks the beginning of what I anticipate will be many fruitful conversations.

Supporting Effective Governance

- Attended Board Agenda setting meeting with Chair and Executive Secretary
- Attended Calgary Diocese School Leadership Team meeting
- Attended Audit Committee Meeting
- Attended Boundary Engagement preparation meetings (Board, SALT)
- Attended ACSTA and ASBA with Chair, Vice Chair and Board of Trustees
- Attended first COW and Board meeting with Board of Trustees

As I spend more time working alongside the Board of Trustees, I am learning more about my role as Superintendent. Attending my first Board meeting was a wonderful learning experience in my new role of Superintendent.

REPORT NO: D.2

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for December 18, 2024.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees December, 2024

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre, before interviews and other meetings;
- Participated in the Learning Leadership Team's Advent Retreat as well as the SBCEC Advent Retreat. Aaron Skretting led the retreats and the focus was on "Lessons and Carols" with some team-building activities included;
- Attended weekly Mass as well as the Advent Mass at St. Teresa of Calcutta School and St. Francis Junior High School;
- I am also committed to the Hallow *Pray25: For God So Loved The World* Advent prayer challenge. This Advent daily prayer and meditation is focused on John 3:16 as well as the powerful book "A Severe Mercy".

Building Effective Relationships

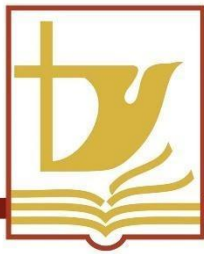
- Met with my mentor for conversations that support my leadership development;
- Connecting regularly with Administrative Teams to support various issues and concerns they are facing;
- Attended Advent events and turkey dinners within our school communities;
- Breakfast meeting with ATA President and conversations with TBAC Chair as needed;
- Had the pleasure of attending the ATA Advent Mass and Banquet;
- Connecting with CASSIX colleagues on a variety of educational topics.

Modeling Commitment to Professional Learning

- Attended the **ATA Leaders Speaker Series** event with several of our principals to hear Cale Birk speak. He shared insights and tools on maintaining a healthy personal mindset while nurturing a strong culture of learning;
- This month at CASSIX our professional learning focused, among other things, on integrating newcomer families into mainstream society while simultaneously recognizing and addressing their unique backgrounds and challenges. Grasslands Public Schools presented their work in this area and shared the video "*Bridging the Gap*" that tells the stories of immigrant and refugee families from their community.

Visionary Leadership

- Ongoing SALT weekly meetings to discuss supporting schools with the Board priorities;
- Planning for SALT Talks in our school communities. Our end in mind with these talks is to gain insight around what our school staff are most proud of, what they find most challenging and how they could see division leaders supporting them.



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Leading Learning

- Using research from Michael McDowell and Cale Birks's book "*Navigating Leadership Drift - Observable Impact on Rigorous Learning*" to lead a learning activity focused on Supervision and Evaluation of Instruction;
- Continuing to observe probationary teachers to provide feedback centered on the competencies of the **Teacher Quality Standard**;
- Met with ATA PD Staff Officers to discuss school leader PD sessions that could support our school leaders;
- Wrapping up our book study of "*The Anxious Generation*" with various members of our LLT. Our conversations have been rich and focused on how the research in the book can guide us in understanding and supporting the mental health of our students.

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;
- Ongoing interviewing of substitute teachers and casual education assistants;
- Attended the University of Lethbridge Education Job Fair for graduating teachers;
- Working closely with legal counsel to assist in making decisions around confidential labor decisions;
- Drafting the 2025/2026 school calendar. This process includes working closely with coterminous divisions who provide transportation for our students;
- Attended the ASEBP Fall Engagement with other members of the HR and Business Services team.

Supporting Effective Governance

- Working with a dedicated committee of trustees to negotiate fair and equitable Collective Agreements for both of our CUPE unions;
- Reviewing Administrative Procedures on a weekly basis with the SALT Team;
- Attended the Council of School Council Chairs meeting with the Board of Trustees to seek feedback from our School Council communities.

REPORT NO: D.3

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Acting Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Acting Secretary-Treasurer's Report for December 18, 2024.

SECRETARY TREASURER'S REPORT

December 18, 2024

UPDATE FROM THE SECRETARY TREASURER'S OFFICE

- Met with the City of Lethbridge, Franco Sud and Lethbridge School Division regarding the School Reserves Agreement
- Attended Alberta Education Capital Planning Workshop
- Attended LLT Advent Retreat
- Attended ASEBP Fall Engagement Session
- Participated in ASBOA Business Forum
- Began preparation of the Annual Insurance renewal package
- Finalized the Transportation Grant application
- Participated in the monthly USIC Risk Management Call

CAPITAL AND MAINTENANCE UPDATE

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

- The project is pending posting to Alberta Purchasing Connection.

CMR/IMR PROJECTS

PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST

- Catholic Central High School East Campus
 - In planning – Gym AV Design
 - In progress - HVAC Component Repairs and Replacements
 - In planning - RTU-2 Replacement and AHU-1 Compressor Replacement
 - In progress – PA System Repairs
- Catholic Central High School West Campus
 - In progress - PA System Upgrade
 - In planning – Gym Floor Sand, Paint, Refinish
 - In progress – HVAC Component Repairs and Replacements
 - In planning - Exterior Joint Cap Replacements
 - In planning – GYM LED Light Upgrade
- Children of St. Martha
 - In progress – Air Handling Unit Lifecycle Replacement Study
 - In planning - Playground Asphalt Resurfacing
- Ecole St. Mary
 - In progress – South Wing AHU-2 Classroom Cooling Installation
 - In planning – Main Electrical Distribution Panel Replacement
- Our Lady of the Assumption
 - In planning – Playground Asphalt Resurfacing
 - In planning - Window Replacements

- In design – Pre-K / Kindergarten Washroom Addition
- St. Catherine School
 - In progress – Irrigation and Sidewalk Repair
- St. Francis Junior High School
 - Reviewing deferred maintenance projects for likelihood and criticality
- St. Joseph School
 - In design – Pre-K/Kindergarten Washroom Addition
- St. Mary School Taber
 - Reviewing deferred maintenance projects for likelihood and criticality
- St. Michael's School Bow Island
 - Complete – Gym Equipment Repairs and Parts Replacement
 - Reviewing deferred maintenance projects for likelihood and criticality
- St. Patrick Fine Arts School
 - In planning - Upper Gym Exterior Wall Repair
 - In progress – Portable Exterior Wall Repair
 - In progress – Operable Wall Roller Replacement
- St. Paul School
 - Reviewing deferred maintenance projects for likelihood and criticality
- St. Patrick School Taber
 - In progress – North Door Auto-Operator Installation
- St. Teresa of Calcutta School
 - In planning – 2024/25 projects

SCHOOL-BASED PROJECTS

- In planning – Catholic Central High School West Campus Football Storage Relocation
- In progress – St. Francis Transform Basement Area to Baseball and Hockey Training Space

GENERAL MAINTENANCE UPDATES

- Planning projects for school year and next summer
- In planning - CEC Security Cameras and division-wide plan for software and hardware upgrades

TECHNOLOGY UPDATE

- Technology Infrastructure - met with Dell, Lenovo, and HP reps for lifecycle planning
- Student Technology - coordinated with Director of Learning and Secretary Treasurer to initiate technology plan with school stakeholders
- Surveillance Cameras - template design for site video security
- eSports pilot - St Joseph School

REPORT NO: D.4

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

BACKGROUND

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



Holy Spirit Catholic School Division

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Director of Learning
Board Report - December 2024

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- Students in Grades 4-8 were assessed using the Fountas & Pinnell Benchmark Assessment System (BAS) in the Fall of 2024. The BAS identifies a student's reading level and progress along a gradient of text levels. It measures oral reading, including fluency, accuracy, and rate. Students in grades 7-8 are only assessed if they have not yet reached level 'Z' (the last level) on the assessments.

Fountas & Pinnell Results - Fall 2024

Grade	'At Grade Level'	'Approaching Grade Level'	'Not Yet at Grade Level'
4	60.5%	11.7%	27.8%
5	52.0%	9.8%	38.1%
6	48.8%	16.7%	34.5%
7*	45.5%	20.9%	33.6%
8*	61.0%	7.5%	31.5%

- Alberta Education has provided Holy Spirit \$35,062.66 for the Literacy & Numeracy Grant (formerly known as the Learning Disruption Grant). This is less than half of the allocation Holy Spirit received last year.
 - Funds have been allocated to each school, based on the number of 'at-risk students' identified in the September 2024 Early Literacy & Numeracy assessments.
 - Teachers will be assessing all students again in January 2025, with the addition of four individual assessments for all of our Kindergarten students.
 - Alberta Education has indicated a second allocation will be provided for Kindergarten interventions, following the January assessment window.

Schools reflect collaborative teaching and learning environments.

- Junior High subject-area meetings were held in December, bringing teachers together from schools across the division. The focus was on the Catholic Social Teachings, as they apply specifically to our assessment practices, and open collaboration time on topics brought forward by the teachers.

REPORT NO: D.5

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

BACKGROUND

1. Aaron Skretting, Director of Religious Education, has prepared the attached report to apprise the Board of recent division activity related to Religious Education.



**Director of Religious Education
Report to the Board of Trustees
December 2024**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Faith Plan Consultation for 2025-2028** - In our December e-newsletter, we sent information to all staff regarding the upcoming consultation to develop the faith plan for 2025-2028. We are inviting all staff to participate in providing their feedback by watching [this video](#) (about 20 minutes) and then completing [this feedback form](#), which asks some general questions about your experience with *Arise! Pilgrims of Hope*, and your thoughts on where our faith plan might go next. Please consider taking the time to complete this prior to January 13, 2025. The District Religious Education Committee will then review the main themes and trends prior to our in-person consultation on the morning of Tuesday, February 4 (held at St. Basil Catholic Education Centre). We welcome those who will be nominated by the Board in December to be their two representatives at the in-person session.

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

- **Probationary Teacher Faith Formation** - Our final session with our 19 probationary teachers was held on Wednesday, December 11. The group focused on Mark 5 (Spirituality of Communion), and enjoyed a presentation from Crystal Lothian. The remainder of the year's session will be an online course delivered by Newman Theological College starting in January.
 - Feedback was positive from participants on our sessions leading to a deeper understanding of our faith, an increased value for Catholic education, and a better understanding of authentic Catholic identity in our schools, amongst other markers.
 - Specific examples include:
 - *I used to think Catholic teachers taught religion but now I am more aware of the intricate ways we weave our faith into all aspects of our life and the positive impact living faith "out loud" can have on a whole community.*
 - *As teachers, we are held to a high standard. As teachers in a Catholic school, we are held to an even higher standard. I like that.*
 - *I have learned that this school division gushes with passion and heart for people. I have experienced the grace of staff members through their presentations and conversations. Thank you for sharing and spending time with us.*
 - *The true value being in a faith filled community brings to education. It was wonderful to share ideas and bring new prayer ideas back into my classroom.*

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

- **Board Retreat** - On January 24 (9:00-12:00), I will be providing a retreat for the Board of Trustees on the theme of Proclaiming in our Ordinary Lives.

REPORT NO: D.6

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
December 2024

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

- **Partnership with University of Calgary** - The Master of Social Work practicum student, Kara-Lyn Fredrickson completed her practicum round working alongside two Family School Liaison Counsellors (St. Francis, Father Leonard Van Tighem) which allowed for an opportunity to observe, and learn how to integrate social work code of ethics into practice with organizational policies and procedures. Part of the practicum includes opportunities to develop small group topics in areas such as stress and resilience. As needed, schools could implement activities and specific resources. Kara-Lyn delivered programming to targeted grades regarding healthy boundaries, identifying emotions and how to transfer that learning in awareness around empathy.

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

- **Low Incident Support Services Grant** - In fall 2024, Alberta Education offered the Low Incident Support Services (LISS) Grant for the 2024/25 school year to help cover the costs of specialized support for students with low-incidence disabilities, such as visual or hearing impairments, deafblindness, or complex communication needs. Holy Spirit Catholic School Division secured \$37,796.70 in funding, which will go toward assistive technology, resources, professional development, and specialist services. Crystal Lothian, Director of Support Services, will collaborate with school administration, Zone 6 partners, and Southwest Collaborative Support Services (SWCSS) to assess student needs and optimize funding use.
- **University of Lethbridge of Cohort** - The University of Lethbridge Nursing Cohort at St. Teresa of Calcutta and St. Paul schools presented their final projects on November 28, 2024, with the program concluding in December. This partnership between the Holy Spirit Catholic School Division and the University of Lethbridge benefits both schools and nursing students. Schools receive health promotion initiatives tailored by students, benefiting staff and students alike. Nursing students gain experience meeting course objectives, engaging with diverse age groups, promoting health, and practicing professionalism.
- **Big Brothers Big Sisters Teen Mentorship** - The Big Brothers, Big Sisters Mentorship program for Lethbridge schools has expanded to include Our Lady of the Assumption School, in addition to Ecole St. Mary and Children of St. Martha. Over 70 teenagers attending CCHS are being matched with the "Littles" in elementary. This is the largest pairing seen in Holy Spirit. Special thanks to the Wellness Team staff that recruited the "Bigs" in CCHS and identified the "Littles" in elementary.

We celebrate and respect all cultures and ethnicities in our schools.

- **Ordinary Heroes** - Our Family First program, operating at Children of St. Martha and Ecole St. Mary Schools, supports students and families in building protective factors and understanding brain development to enhance parental capacity. On Monday, December 9th, 2024, Family First Facilitators and the Mental Health Capacity Building Team held an event at St. Martha's Parish, recognizing ordinary heroes identified by students who have had a significant impact in their lives. This event concluded the 'Ordinary Heroes' program, a six-week initiative designed to increase youth resilience by engaging adults in building protective factors. Resilience, crucial for overcoming challenges, was the focus, with the facilitators aiming to help students identify and appreciate the caring adults positively influencing their lives.

REPORT NO: D.7

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

BACKGROUND

1. Aaron Skretting, Director of Religious Education, has prepared the attached report to apprise the Board of recent division activity related to First Nations, Métis and Inuit Education.



First Nations, Métis and Inuit Education
Report to the Board of Trustees
December 2024

Board Strategic Priority: Living Truth and Reconciliation

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

- **Language Collaboration** - Our next session will be hosted at St. Paul School on January 9. This session will feature families working with Elders in and around the school focusing on the naming of rooms and items collaboratively. In February, we are also anticipating the return of Dr. Heather Bliss, who will be working once again with a selection of students and a young Blackfoot author on the next phase of lesson development in their program.

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

- **December Team Gathering** - At our most recent gathering on December 4, 2024, our team worked on the creation of Indigenous games kits that will be bookable through the PD Centre for our schools. They also created gifts for our Elders, reviewed roles and responsibilities, and outlined future plans for the second half of the year.
- **Truth Telling Book Study** - We will be concluding our book study of Michelle Good's Truth Telling with an in-person gathering at St. Basil Catholic Education Centre on Wednesday, January 15. There is the possibility for a repeat study of this, or one of our other series, in the spring of 2025.

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

- **Learn, Build & Go Feedback** - With our offering on December 12, we have now concluded our fall Learn, Build, and Go learning sessions. Here is some feedback that we have received from participants:
 - *Fostering Effective Relationships - Visiting the sacred grounds of the sun dance and hearing about the history and revitalization of this tradition but also getting to pray and be grounded by making an offering. Very powerful experience and truly humbling to participate. Seeing the Red Crow college - what a beautiful sacred space of learning. It gives me so much hope for the future*
 - *Science and Earth Systems - A day outside exploring our beautiful river bottom area and learning to look at it from a new perspective. DJ was amazing at presenting her experiences with a science twist, and brought a new way of thinking about indigenous history.*
 - *Ribbon Skirts - Everything about the day was amazing! I still can't believe we got to make our very own skirts. I think this was a great opportunity for staff to create something that would show solidarity and perhaps a sense of belonging with our students.*

REPORT NO: E.1

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC and Economic Development Committee Reports for December 18, 2024.



Submitted by: Dr. Carmen Mombourquette

[illegible]

CORRESPONDENCE:

[illegible]

REPORT NO: E.2

December 18, 2024

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 DECEMBER 18, 2024

Celebrate, Preserve, Promote, Enhance Catholic Education.

Vision: That all have access to publicly funded Catholic education.

Resolutions passed from 2024 Annual General Meeting:

- Proposed ACSTA 2025 Operating Budget
- Parents as primary educators
- Catholic Identity
- Support for Catholic post-secondary Institutions in Alberta

At the Board of Directors Meeting November 29th, Committee Terms of Reference and Committee Structure were reviewed.

Chair of Advocacy: Linda Ellefson

GrACE Representatives for 2024-2025: Jolyne Demarco and Linda Ellefson

Kelly Whalen CCSTA representative

The chairs of other standing committees will be decided at the next Board of Directors meeting in February.

***Mark your Calendars for 2025 Symposium:**

“Answering the Call with a Servant’s Heart”

Friday, February 21st to Saturday, February 22nd

at Corpus Christi Parish Hall 2707 34th St. N.W. Edmonton

Catholic Ed Talk: December 11, 2024

***“Implication of Synod in Catholic Education”* with:**

Dr. Matt Hoven

Dr. Eugene Kowalczyk

Dr. Dean Sarnicki

REPORT NO: E.3

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Roisin Gibb, Board Representative

SUBJECT: ASBA Report

BACKGROUND

1. Roisin Gibb, Board representative to the ASBA, will provide a report to the Board regarding recent ASBA business, events, and activities.

Zone 6 Meeting

Date: December 4, 2024

ASBA Reports

Director Highlights

President Reports

VP Report

CEO Report

Zone 6 Chair Report

SAPDC Report

FGM Awards Acknowledgements from Zone 6

- **President's Award:** Congratulations to Brad Toone, Livingstone Range School Division
- **Edwin Parr:** Congratulations to Nikee Lecitona, Grasslands Public Schools
- Recognition to the following Nominees:
 - **School Board Innovation and Excellence** – “Mobile Field Study Lab”
(Livingstone Range School Division)
 - **School Board Innovation and Excellence** – “Prairie Winds Fire Academy”
(Palliser School Division)
- ASBA Awards will be a standing item on Zone agenda to ensure boards stay on top of process
- Awards discussion will be placed on agenda for Zone Chairs meeting in January.

Round Table Discussion

Next Meeting: January 15, 2025

REPORT NO: E.4

December 18, 2024

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 December 18, 2024

Inspire, Invigorate. Embolden Catholic Education

- Intentional focus of GrACE for 2024-2025 is on education and communication.
- Incorporation of GrACE under Societies Act in final stages
- GrACE cooperates closely with key partners, including the Bishops of Alberta, NWT and Yukon, The ACSTA and CCSSA. This partnership approach reinforces Catholic education's presence, enhances its impact, and fosters a united effort. Our Bishops provide our spiritual direction and support for our faith. Our Trustees are the governors of our Catholic education system and our Superintendents are the administrators of our system.
- Bishop's Assurance document is being piloted in St. Paul, Calgary and Edmonton.
- Accelerated RCIA for catechized non-Catholic teachers. A small team of Diocese of Calgary Religious Education Coordinators are designing a program to implement in the Diocese of Calgary in January 2025.
- Possibility of GrACE Youth Summit in 2025
- GrACE Directors for 2024-2025 are Jolyne Demarco and Linda Ellefson

PRAYERS OF THE FAITHFUL FOR DECEMBER:

- For Catholic education that during this season of Advent we may prepare our hearts, minds and lives to welcome the Baby Jesus, we pray to the Lord.
- For Catholic teachers that their witness to hope in the Lord will be manifest daily, we pray to the Lord.
- For Catholic education that each one of our Catholic school districts will seek to build Bethlehem in our schools and our hearts, we pray to the Lord.
- For Catholic education, that JOY may be manifest in our every work, action and thought, we pray to the Lord.

REPORT NO: E.5

December 18, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

1. Trustee Bob Spitzig, Board representative to the Pincher Creek Community Early Learning Centre (PCCELC), will provide a report to the Board regarding the recent business, events, and activities.



**Board Meeting Agenda
November 26th, 2024 @ 7:00 pm**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of Minutes of October 2024:**
 - a) [PCCELC Minutes -October 22nd, 2024.docx](#)
- 4) Current status:**
 - a) ED Report: [ED Report November 2024.docx](#)
 - b) Sage Operations Report: Operations
 - c) Canyon Creek Operations Report:
- 5) Budget & Financial Reports:**
 - a) Canyon Creek Financial Report: [Canyon.pdf](#)
 - b) Sage Financial Report: [Sage.pdf](#)
- 6) New and unfinished business**
 - a) Town Hall with Minister Jones, and Premier Smith Nov 27th
 - b) Town Council Presentation Update
 - c) Board Recruitment
 - d) Snow Removal
 - e) Outstanding Balances
 - f) Internet service update at Canyon Creek
 - g) Staff Christmas Party st Lost Things
 - h) HR Covered Proposal
 - i) [Draft for Ola review - Pincher Creek - Policy proposal - November 2023 \(1\).docx](#)
- 7) HR (CLOSED SESSION)**
- 8) Date for next meeting: December 17th, 2024**
- 9) Adjournment**

REPORT NO: E.6

December 18, 2024

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

December 18, 2024

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 December 18, 2024.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: December 18, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
December 10	FLVT school council (Tremendous Awards Evening)
December 12	ESM school council (Very Successful Carnival)

PARISH COMMITMENTS:

Date:	Key Discussions:
December	Regular Mass attendance serving in ministries of music and lector
	Children's Christmas Party
	Senior's Christmas Party (preparing and serving)

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Nov. 25	Audit Committee
Nov. 29	ACSTA Board of Directors - Selection of committee chairs and GrACE representatives, review terms of reference
December 2	ASBA Virtual on Bill 20
December 4	GrACE Virtual
December 11	ACSTA Catholic Ed Talk: Implications of Synod in Catholic education

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Nov. 28	FLVT read to Kindergarten
Nov. 28	FLVT Awards: brought greetings on behalf of Board and presented Christian Action Awards
December 2	Council of School Council Chairs
December 3	Divine Liturgy and ATA Dinner
December 4	FLVT Christmas concert at Southminster
December 5	FLVT read to Kindergarten
December 9	Serve Christmas Dinner to students at Children of St. Martha's
December 9	Ordinary Heroes at St Martha's Parish
December 10	Mayor's Invitation City Hall
December 11	Christmas Concert St. Paul's School
December 12	FLVT read to Kindergarten
December 12	CCH Musical



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: December 18, 2024

Date:	Name and Key Discussions:
December 16	Serving Turkey Dinner at Ecole St. Mary
December 17	St. Francis Concert
December 17	Policy Committee Meeting
December 18	COW and Public Board Meeting
December 19	Serving Turkey Dinner at OLA
December 18	Book Study: Truth Telling
December	Reading :The Anxious Generation”
December	Advent Reflections, Father Ron Rolheiser
December	Read all briefs from ACSTA, ASBA, GrACE and school Newsletters



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: December 18, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec 19	Christmas School Mass and Lunch
Dec 12	Attend the Christmas Concert at School

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec	Attendance at weekly Mass/ongoing conversation with Parish Priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 2	Board/School Council Chairs Meeting
Dec 3	ATA/Board Christmas Liturgy and Dinner
Dec 18	CUPE 290 Negotiations
Dec 18	COW and Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: December 18, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec 2, 2024	Council of School Council Chairs meeting
Dec 11, 2024	SPS Christmas Concert
Dec 11, 2024	Parent Teacher Interviews (Parent)
Dec 12, 2024	CCH Merry and Bright Christmas Concert
Dec 16, 2024	CCH Music Trip Parent Meeting
Dec 17, 2024	SFJH Christmas Concert
Dec 18, 2024	SPS Turkey Dinner - Helped Serve

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Dec 4, 2024	ESM Advent Mass
Dec 5, 2024	SPS Advent Mass
Dec 7, 2024	St Nicholas Party - Served Walking Tacos
Dec 11, 2024	CCH Advent Mass and blessing of Santa's Anonymous Hampers
Dec 15, 2024	Mass at St Basil's with SPS Choir

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec 4, 2024	ASBA Zone 6
	ASBA Daily News Briefs
	ACSTA Weekly Memo

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 2, 2024	ATA Advent Liturgy and Dinner
Dec 7, 2024	31st Annual Mayor's Christmas Concert
Dec 10, 2024	City of Lethbridge - Celebration 100 years of women elected to office in Lethbridge
Dec 17, 2024	Policy Committee Meeting
Dec 18, 2024	Economic Development Lethbridge
Dec 18, 2024	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: December 18, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass
Dec 8/24	Help decorate the Church for Christmas
Dec 13/24	Carpentry work for Church

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 2/24	Trustees meet School Council Chairs
Dec 3/24	ATA Mass and Christmas Dinner
Dec 9/24	CUPE 1825 Bargaining
Dec 11/24	CUPE 290 Bargaining
Dec 16/24	Finance Committee Meeting
Dec 18/24	COW/Board Meeting
Dec 19/24	St. Michael's School Christmas Evening



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: December 18, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Nov 25, 2024	CSM School Council - Boundaries, Holy Spirit Stars
Dec 2, 2024	Council of School Councils - Chairs and the Board

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec 8	Sacristan 9am Mass St. Martha's
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Ongoing	Dynamic Catholic Daily Gospel Reflection and Best Advent Ever

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec 4/24	ASBA Zone 6 Meeting - Chair

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Nov 27, 2024	Public Board Meeting and COW
Nov 25, 2024	Basketball parent meeting SFJH
Dec 3, 2024	ATA Christmas Party
Dec 4, 2024	ESM Advent Mass
Dec 5, 2024	CSM Christmas Concert
Dec 6/7 2024	Cal O'Brien Memorial Tourney CCH
Dec 9, 2024	Hero Night CSM and ESM

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: December 18, 2024

SCHOOL MEETINGS:

Date:	School and Key Discussions:
Dec 11	St. Catherines Mass with School Children, supply Christmas Potluck item
Dec 12	St. Catherines Jr. high dance

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish
Dec 15, 2024	Children's Christmas Party @ St. Catherines

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
Dec 4	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
November 25	Committee Meeting
December 2	Council of School Councils
December 17	Policy Committee Meeting
December 18	Committee of the Whole Board Meeting
December 18	Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: December 18, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec.5	St. Paul's Mass
Dec.12	St.Teresa Mass
Dec.12	CCH Christmas Concert "Merry and Bright"

PARISH COMMITMENTS:

Date:	Key Discussions:
Nov./Dec	On going Mass at All Saints
Nov.29	Maintenance Meeting All Saints
Dec. 2	New Church Meeting
Dec.3,4,5	Advent Mission at St. Martha's

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec.10	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Nov.25	Pre Bargaining Meeting
Nov.26	PCCELC
Nov.27	Board Meeting
Dec.3	ATA & Board Advent Mass
Dec. 9	1825 Bargaining

ADVOCACY NO: F.2

December 18, 2024

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

December 18, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. The following Administrative Procedures have been reviewed and updated this month:

- [AP 212: Inclusive Education](#)
- [AP 440: The Role of the Deputy Superintendent](#)
- [AP 306: Student Records](#)
- [AP 305: Assessing and Evaluating Student Achievement](#)
- [AP 113: Use of Personally Owned Electronic Devices](#)
- [AP 441: School Leaders: Principal and Associate Principal\(s\)](#)

INFORMATION NO: G.2

December 18, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Early Registration for 2025/2026

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. In order to prepare for the 2025/2026 school year, new student registrations will be accepted beginning February 3, 2025.
2. An advertising campaign will be launched in January 2025 with re-registration of students beginning January 13, 2025.
3. The newsletter registration notice, newspaper adverts and social media posts are provided for Board information detailing the timeline for the re-registration of current students as well as registration for new students.



Bright Futures Begin Here

Holy Spirit Catholic

School Division



2025/2026 REGISTRATION

Re-Registration Starts January 13, 2025

Families with students currently enrolled in our system should expect an email during the week of January 13-17, 2025 asking that the online "Registration Update Form" be completed for each child attending one of our schools in the 2025/2026 school year.

Parents/guardians who are hoping to register younger siblings new to the division will also have the opportunity to do this at the same time that they re-register older students.



New Student Registration Starts February 3, 2025

All Early Learning to Grade 12 students who are new to the division and wish to enroll for the 2025/2026 school year are invited to register online starting on Monday, February 3, 2025.

- Through play, our **Early Learning Program** is designed to stimulate the growing curiosity of children 3 and 4 years of age.
- **Kindergarten** is designed for children 5 years of age on, or before, December 31, 2025.
- **Grade 1** registrants must be 6 years of age on, or before, December 31, 2025.
- **French Immersion** is also available. Enrollment starts:
 - in Kindergarten/Grade 1 at École St. Mary in Lethbridge.
 - in Grade 1 at St. Michael's School in Pincher Creek.



For More Information

Contact our Early Learning Supervisor to discuss Early Learning or your child's specialized programming requirements by phone (403-381-8495) or email (earlylearning@holyspirit.ab.ca).

To inquire about Kindergarten, you can contact your local school.

Contact our French Language Consultant to discuss French Immersion programming by phone (403-331-4458) or email (urquhartw@holyspirit.ab.ca).

Contact your child's school, or visit the division's website (holyspirit.ab.ca), if you need assistance with the online registration process or have any questions.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential.



Bright Futures Begin Here

Holy Spirit

CATHOLIC SCHOOL DIVISION



Registration Begins February 3, 2025

Bright futures begin here at the Holy Spirit Catholic School Division - where children are cherished and achieve their potential. Registration for the 2025/2026 school year will open online **Monday, February 3, 2025** for families of students new to the school division - including those interested in our amazing Early Learning and Kindergarten Programs!

- Through play, the **Early Learning Program** is designed to stimulate the growing curiosity of children 3 and 4 years of age.
- **Kindergarten** is designed for children 5 years of age on, or before, December 31, 2025.

To discuss our Early Learning Programs, or your child's specialized programming requirements, contact the Supervisor of Early Learning at earlylearning@holyspirit.ab.ca or 403-381-8495.

To inquire about Kindergarten Programs, you can contact your local school.

French Immersion Programming is also available. To learn more, contact the French Language Consultant at urquhartw@holyspirit.ab.ca or 403-331-4458.

If you need assistance with the online registration process or have any other questions, visit the division's website at www.holyspirit.ab.ca.





Bright Futures Begin Here

Holy Spirit

CATHOLIC SCHOOL DIVISION



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St. Michael's School
Early Learning to Gr. 12

French Immersion Available!

864 Christie Avenue,
Pincher Creek, AB

Phone: (403) 627-3488

<https://smpc.holyspirit.ab.ca>



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St. Michael's School
Early Learning to Grade 12

302-2nd Avenue East, Bow Island, AB
Phone: (403) 545-2131
<https://smbi.holyspirit.ab.ca>



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St. Catherine School
Early Learning to Gr. 9
300-7th Street, Picture Butte, AB
Phone: (403) 732-4359
<https://scpb.holyspirit.ab.ca>



St. Joseph School
Early Learning to Gr. 9
1413-23rd Avenue, Coaldale, AB
Phone: (403) 345-3373
<https://sjs.holyspirit.ab.ca>



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To inquire about Kindergarten Programs, you can contact your local school.

If you need assistance with the online registration process or have any other questions, visit the division's website at www.holyspirit.ab.ca.



St. Patrick School
Early Learning to Grade 5
5302-48th Street, Taber, AB
Phone: (403) 223-3352
<https://spt.holyspirit.ab.ca>



St. Mary School
Grades 6 to 12
5427-50th Street, Taber, AB
Phone: (403) 223-3165
<https://smt.holyspirit.ab.ca>





2025/2026 REGISTRATION



Holy Spirit
CATHOLIC SCHOOL DIVISION

Bright Futures Begin Here

- Re-registration for **CURRENT** students starts **January 13, 2025**
- Registration for **NEW** students starts **February 3, 2025**



ACADEMIES



ATHLETICS



EARLY LEARNING



FINE ARTS



FRENCH
IMMERSION



INTERNATIONAL
BACCALAUREATE



www.holyspirit.ab.ca

INFORMATION NO: G.3

December 18, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Annual Education Assurance Measures Results (AEAM) Report
Summary 2023/2024

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Attached for Board information is a summary of the 2023/2024 Annual Education Assurance Measures Results Report.
2. The AEAM Report and Summary have been posted to the division website.



Holy Spirit Catholic School Division

Annual Education Assurance Measures Summary 2023/2024



Division Profile

- 16 schools and 1 outreach centre
- 5,294 students from Kindergarten to Grade 12
- 181 children in Early Learning Programs
- 529 full and part time staff members
- Proudly serving the communities of Bow Island, Coaldale, Lethbridge, Picture Butte, Pincher Creek, Taber and surrounding areas

For More Information

St. Basil Catholic Education Centre
620 12 B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555

Division Reports, Plan and Financial Information
can be found on the division's website at:
www.holyspirit.ab.ca

Follow us on social media: HolySpiritRCSD



Strengthening our Catholic Faith

In 2023/2024, the division continued on in the second year of our Three Year Faith Plan, "Build! Pilgrims of Hope." The call for year two was to Build!, and in this year we focused on God in our minds, recognizing our vocational call as well as the role that God has played in our lives.

Indicator (OurSchool Survey)	Elem(4-6)	Jr./Sr. High
Their school is a Catholic community that helps them understand the Catholic Faith	95%	89%
They are encouraged & given the opportunity to live their faith in the school & community.	95%	89%

Learning Through Quality Teaching

Teachers continue to prioritize high-quality instructional strategies to support all students with foundational skills in literacy & numeracy. Our staff provides relevant, authentic learning experiences. The results show continued success in supporting students to graduate and preparing them for life after high school.

Measure	Holy Spirit	Province
Education Quality	90.6%	87.6%
Welcoming, Caring, Respectful & Safe Learning Environment	88.6%	84.0%
3-Year High School Completion	92.3%	80.4%
Work Preparation	86.1%	82.8%

Fiscal Stewardship

Our finances must always reflect our values. To support excellence in learning and ensure that all students receive the opportunities to become the persons God created them to be, financial allocations must support a maximum allotment of dollars to the classroom and equity in the distribution of these dollars.

The 2023/2024 actual operating expenditures for the school division were \$68,160,632. Of this total, 76.20% was focused on ECS to Grade 12 instruction:

ECS	\$2,921,853
Grades 1-12 Instruction	\$49,015,662
Operations & Maintenance	\$10,384,292
Board & System Administration	\$2,991,161
Transportation	\$2,847,664
TOTAL OPERATING EXPENDITURES	\$68,160,632

Living Truth and Reconciliation

Our First Nations, Métis and Inuit Facilitators, Graduation Coaches, administrators and staff, continue to support and build strong relationships with our Indigenous students. In 2023-2024, we saw increases in both our 3-Yr and 5-Yr High

Measure	Holy Spirit		Province
	22/23	23/24	
3-Year High School Completion Rate	73.6%	73.9%	58.6%
5-Year High School Completion Rate	68.7%	80.5%	69.4%

Belonging in our Diverse Community

Fostering a holistic approach to support students' spiritual, physical, mental, emotional, and academic health, we work closely with a variety of provincial and local partners to devise targeted initiatives that build student capacity in this area.

Indicator (OurSchool Survey)	Elem.	Jr./Sr. High
Positive relationships	80%	79%%
Value school outcomes	89%	74%
Exhibiting positive behaviour	88%	97%
Awareness of other cultures	85%	76%



INFORMATION NO: G.4

December 18, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Infrastructure Maintenance and Renewal (IMR) Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Prepared for Board information is an “IMR Update,” providing details and information on the various projects undertaken in the division for the 2024/2025 school year up until December 2024.

September to December 2024 - Board IMR Update

Tr	School	Tr	IMR Project Number	Tr	Project Name	Tr	Project Description	Status	Cost to Date	Estimated Total Cost	Tr	Notes
	St. Teresa of Calcutta		.IM253401		Interior Installation, Repairs and Replacements		New installations or repairs to interior components including partitions, operable walls, door systems, finishes, and lockdown blinds	Completed	\$2,600.00	\$2,600.00		Sliding glass partition repair
	St. Teresa of Calcutta		.IM253402		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$2,100.00	\$5,000.00		Includes quarterly preventative maintenance contract
	St. Teresa of Calcutta		.IM253403		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts	In progress	\$200.00	\$1,000.00		
	St. Michael's Bow Island		.IM253801		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$1,500.00	\$5,000.00		Includes quarterly preventative maintenance contract
	St. Michael's Bow Island		.IM253802		Gym Equipment Repairs and Parts Replacements		Repairs and parts replacements for gym equipment (bleachers, basketball backstops, divider curtains)	Completed	\$1,000.00	\$1,000.00		Replacement winch for basketball backstop
	St. Michael's Bow Island		.IM253803		Boiler System Component Repairs and Replacements		Repair and replace major components of boiler system including BMS components and ABSA Compliance	In progress	\$500.00	\$2,000.00		
	Trinity E-Learning Centre		.IM254201		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$400.00	\$5,000.00		Includes quarterly preventative maintenance contract
	Our Lady of the Assumption		.IM254101		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts	In progress	\$500.00	\$1,000.00		
	Our Lady of the Assumption		.IM254102		Electrical Repairs and Replacements		Replace light fixtures, electrical components, motors	In progress	\$700.00	\$2,000.00		
	Our Lady of the Assumption		.IM254103		Boiler System Component Repairs and Replacements		Repair and replace major components of boiler system including BMS components and ABSA Compliance	In progress	\$1,100.00	\$2,000.00		
	Our Lady of the Assumption		.IM254104		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$1,100.00	\$4,400.00		Includes quarterly preventative maintenance contract
	Our Lady of the Assumption		.IM2541xx TBD		Interior Installation, Repairs and Replacements		New installations or repairs to interior components including partitions, operable walls, door systems, finishes and lockdown blinds	Not started	\$xx	\$14,000.00		Classroom painting, Christmas 2024 start
	Our Lady of the Assumption		.CM2541xx TBD		Washroom Addition		Install a washroom in Pre-K/Kindergarten Classroom	Preliminary planning	\$xx	\$40,000.00		Request to add Pre-K/Kindergarten washroom
	Our Lady of the Assumption		.CM2541xx TBD		Window Replacement and Exterior Shading Addition		Replace windows and install solar shading	Preliminary planning	\$xx	\$150,000.00		Lifecycle replacement of windows
	Our Lady of the Assumption		.CM2541xx TBD		Play Area Asphalt Replacement		Replace top layer of asphalt for play area	Preliminary planning	\$xx	\$50,000.00		
	Ecole St. Mary		.IM254302		Electrical Panel Infrared Thermographic Condition Assessment		Per NFPA 70B, equipment condition assessment of electrical panels and subpanels	Completed	\$900.00	\$900.00		This condition assessment is required for insurance/risk management compliance. We look for hot spots at the electrical panel wiring connection points to mitigate risk of electrical fires and arc flash accidents.
	Ecole St. Mary		.IM254303		Electrical Repairs and Replacements		Replace light fixtures, electrical components, motors, upgrade and install data cables	In progress	\$16,500.00	\$18,000.00		New LED gym lights
	Ecole St. Mary		.IM254304		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$1,800.00	\$5,000.00		Includes quarterly preventative maintenance contract
	Ecole St. Mary		.IM254305		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts	In progress	\$250.00	\$1,000.00		
	Ecole St. Mary		.CM254301		Electrical Panel Replacement		Electrical panel replacement based on infrared condition assessment	Not started	\$xx	\$60,000.00		Spring 2025 start
	Ecole St. Mary		.CM254302		South Wing AHU-2 Cooling Installation		Installation of 50-ton evaporator coil and condensing unit on AHU-2	In progress	\$84,000.00	\$184,000.00		Christmas 2024 start and Spring 2025 completion
	St. Patrick Fine Arts		.IM254401		Operable Wall Roller Replacement		Replace drama room/stage operable wall rollers	Not started	\$xx	\$6,000.00		Requoting

September to December 2024 - Board IMR Update

Tr School	Tr IMR Project Number	Tr Project Name	Tr Project Description	🔄 Status	💰 Cost to Date	Estimated Total Cost	Tr Notes
St. Teresa of Calcutta	.IM253401	Interior Installation, Repairs and Replacements	New installations or repairs to interior components including partitions, operable walls, door systems, finishes, and lockdown blinds	Completed	\$2,600.00	\$2,600.00	Sliding glass partition repair
St. Patrick Fine Arts	.IM254402	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$1,600.00	\$5,000.00	Includes quarterly preventative maintenance contract
St. Patrick Fine Arts	.IM254403	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	In progress	\$370.00	\$1,000.00	
St. Patrick Fine Arts	.IM254404	Asphalt Parking Lot Resurfacing - Carryover	Remove and replace damaged asphalt areas, repair cracks, overlay, paint lines, install parking blocks	Completed	\$500.00	\$580.00	Mostly completed in 2023-24 IMR Plan \$43,140
St. Patrick Fine Arts	.IM254405	Electrical Repairs and Replacements	Replace light fixtures, electrical components, motors, upgrade and install data cables	In progress	\$1,800.00	\$3,000.00	
St. Patrick Fine Arts	.CM254401	Exterior Envelope Repairs and Replacements	Repairs to exterior envelope cladding, walls, windows, and doors	Not started	\$xx	\$50,000.00	Gymnasium exterior wall has considerable damage from woodpeckers; Spring 2025 start
St. Paul	.IM254501	Electrical Panel Infrared Thermographic Condition Assessment	Per NFPA 70B, equipment condition assessment of electrical panels and subpanels	Completed	\$500.00	\$500.00	This condition assessment is required for insurance/risk management compliance. We look for hot spots at the electrical panel wiring connection points to mitigate risk of electrical fires and arc flash accidents.
St. Paul	.IM254502	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$1,500.00	\$5,000.00	Includes quarterly preventative maintenance contract
St. Paul	.IM254503	Electrical Repairs and Replacements	Replace light fixtures, electrical components, motors, upgrade and install data cables	Not started	\$xx	\$10,000.00	Replace emergency lights with LED fixtures
Catholic Central - East	.IM254601	Electrical Panel Infrared Thermographic Condition Assessment	Per NFPA 70B, equipment condition assessment of electrical panels and subpanels	Completed	\$500.00	\$500.00	This condition assessment is required for insurance/risk management compliance. We look for hot spots at the electrical panel wiring connection points to mitigate risk of electrical fires and arc flash accidents.
Catholic Central - East	.IM254602	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	In progress	\$100.00	\$1,000.00	
Catholic Central - East	.IM254603	Program Functional Upgrades	Classroom improvements including plumbing, electrical, millwork for CTS spaces	In progress	\$1,500.00	\$5,000.00	
Catholic Central - East	.IM254604	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$4,100.00	\$20,000.00	Includes quarterly preventative maintenance contract, Lifecycle HVAC repairs throughout the school year
Catholic Central - East	.IM254605	Annual Inspection & Testing of Fire Alarm (and Sprinkler) Systems	Annual Fire Sprinkler, Hydrant and Backflow Inspections, Fire Extinguishers and Annual Fire Alarm System Test and Inspection and associated repairs	In progress	\$250.00	\$4,400.00	Regulatory requirement to inspect fire protection and life safety systems (fire alarms, fire extinguishers, emergency lights, fire sprinklers); replaced LCD display on panel
Catholic Central - East	.IM254606	Interior Installation, Repairs and Replacements	New installations or repairs to interior components including partitions, operable walls, door systems, finishes and lockdown blinds	In progress	\$400.00	\$1,000.00	
Catholic Central - East	.IM254607	Electrical Repairs and Replacements	Replace light fixtures, electrical components, motors	In progress	\$240.00	\$1,000.00	
Catholic Central - East	.IM254609	Landscaping and Hardscaping Repairs and Replacements	Repairs and replacements for parking lot asphalt and lines, playground asphalt, playground turf and ground cover	In progress	\$500.00	\$50,000.00	Resurfaced parking lot planned for Summer 2025
Catholic Central - East	.IM254610	PA Wiring Upgrade	Investigating PA problems and rewiring PA zones	In progress	\$xx	\$10,000.00	
Catholic Central - East	.CM254601	Roof Replacement of Section G and H	Replace roof Sections G and H - Carryover from FY2024	Completed	\$44,600.00	\$44,600.00	Add cost 2023-24 \$474,373
Catholic Central - East	.CM254602	HVAC Unit Component Lifecycle Replacements	Lifecycle component replacements to nine rooftop units and air handling units for CCHE and Trinity	Not started	\$xx	\$87,000.00	New 20T compressor and rooftop unit planned for Spring 2025 (air conditioning throughout school needs to be fixed)
St. Francis	.IM254701	Electrical Repairs and Replacements	Replace light fixtures, electrical components, motors	In progress	\$500.00	\$2,000.00	

September to December 2024 - Board IMR Update

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	St. Teresa of Calcutta	.IM253401	Interior Installation, Repairs and Replacements	New installations or repairs to interior components including partitions, operable walls, door systems, finishes, and lockdown blinds	Completed	\$2,600.00	\$2,600.00	Sliding glass partition repair
	St. Francis	.IM254702	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	In progress	\$250.00	\$1,000.00	
	St. Francis	.IM254703	Exterior Envelope Repairs and Replacements	Repairs to exterior envelope cladding, walls, windows, and doors	In progress	\$3,000.00	\$8,000.00	
	St. Francis	.IM254704	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$2,300.00	\$8,000.00	Includes quarterly preventative maintenance contract, replace Server Room cooling
	St. Francis	.IM254705	Annual Elevator and Lift Inspections and Repairs	Elevator and lift repairs based on AEDARSA directives and OEM maintenance visits	In progress	\$1,000.00	\$5,000.00	Elevator repairs and planned service
	St. Francis	.IM254706	Annual Inspection & Testing of Fire Alarm (and Sprinkler) Systems	Annual Fire Sprinkler, Hydrant and Backflow Inspections, Fire Extinguishers and Annual Fire Alarm System Test and Inspection and associated repairs	In progress	\$140.00	\$2,000.00	Regulatory requirement to inspect fire protection and life safety systems (fire alarms, fire extinguishers, emergency lights, fire sprinklers)
	St. Francis	.IM254707	Interior Installation, Repairs and Replacements	New installations or repairs to interior components including partitions, operable walls, door systems, finishes and lockdown blinds	In progress	\$400.00	\$3,000.00	Notes
	Children of St. Martha	.IM254801	Electrical Panel Infrared Thermographic Condition Assessment	Per NFPA 70B, equipment condition assessment of electrical panels and subpanels	Completed	\$500.00	\$500.00	This condition assessment is required for insurance/risk management compliance. We look for hot spots at the electrical panel wiring connection points to mitigate risk of electrical fires and arc flash accidents.
	Children of St. Martha	.IM254802	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$1,500.00	\$5,000.00	Includes quarterly preventative maintenance contract
	Children of St. Martha	.CM254801	Gym Light Replacement	Replace obsolete T8 gym lights with LED	Completed	\$16,600.00	\$16,600.00	
	Children of St. Martha	.CM2548xx TBD	Play Area Asphalt Replacement	Replace top layer of asphalt for play area	Preliminary planning	\$xx	\$50,000.00	
	Father Leonard Van Tighem	.IM254901	Interior Installation, Repairs and Replacements	New installations or repairs to interior components including partitions, operable walls, door systems, finishes, and lockdown blinds	In progress	\$1,100.00	\$2,000.00	
	Father Leonard Van Tighem	.IM254902	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	In progress	\$550.00	\$1,000.00	
	Father Leonard Van Tighem	.IM254903	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$3,200.00	\$7,000.00	Includes quarterly preventative maintenance contract
	St. Catherine	.IM255001	Electrical Repairs and Replacements	Replace light fixtures, electrical components, motors, upgrade and install data cables	In progress	\$1,000.00	\$2,000.00	
	St. Catherine	.IM255002	Boiler System Component Repairs and Replacements	Repair and replace major components of boiler system including BMS components and ABSA Compliance	In progress	\$250.00	\$1,000.00	
	St. Catherine	.IM255003	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	In progress	\$140.00	\$1,000.00	
	St. Catherine	.IM255004	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$1,300.00	\$5,000.00	Includes quarterly preventative maintenance contract
	St. Catherine	.IM255005	Flooring Repairs and Replacements	Repairs to floor finishes and replacements for matting	In progress	\$1,200.00	\$2,000.00	
	St. Joseph	.IM255101	Electrical Repairs and Replacements	Replace light fixtures, electrical components, motors, upgrade and install data cables	In progress	\$680.00	\$2,000.00	
	St. Joseph	.IM255102	HVAC Component Repairs and Replacements	Repair and replace major components of HVAC systems including BMS components	In progress	\$2,700.00	\$6,000.00	Includes quarterly preventative maintenance contract

September to December 2024 - Board IMR Update

Tr	School	Tr	IMR Project Number	Tr	Project Name	Tr	Project Description	Status	Cost to Date	Estimated Total Cost	Tr	Notes
	St. Teresa of Calcutta		.IM253401		Interior Installation, Repairs and Replacements		New installations or repairs to interior components including partitions, operable walls, door systems, finishes, and lockdown blinds	Completed	\$2,600.00	\$2,600.00		Sliding glass partition repair
	St. Joseph		.IM255103		Annual Inspection & Testing of Fire Alarm (and Sprinkler) Systems		Annual Fire Sprinkler, Hydrant and Backflow Inspections, Fire Extinguishers and Annual Fire Alarm System Test and Inspection and Associated Repairs	In progress	\$380.00	\$2,000.00		Regulatory requirement to inspect fire protection and life safety systems (fire alarms, fire extinguishers, emergency lights, fire sprinklers)
	St. Joseph		.IM255104		Sidewalk and Roof Drainage Repair Carryover		Remove and replace sidewalks, change roof drainage to french drains, fix associated landscaping for drainage	Completed	\$5,600.00	\$5,600.00		Curb appeal and sidewalk safety from ice accumulation
	St. Joseph		.IM255105		Annual Playground Safety Audit and Repairs		Conduct audit and repairs on playground equipment for rural schools	In progress	\$860.00	\$1,000.00		Repaired playground slide
	St. Joseph		.CM2551xx TBD		Washroom Addition		Install a washroom in Pre-K/Kindergarten Classroom	Preliminary planning	\$xx	\$40,000.00		Request to add Pre-K/Kindergarten washroom
	St. Mary Taber		.IM255201		Annual Playground Safety Audit and Repairs		Conduct audit and repairs on playground equipment for rural schools	In progress	\$3,100.00	\$5,000.00		Replaced ground cover underneath play structure, plus required repairs throughout school year
	St. Mary Taber		.IM255202		Electrical Panel Infrared Thermographic Condition Assessment		Per NFPA 70B, equipment condition assessment of electrical panels and subpanels	Completed	\$600.00	\$600.00		This condition assessment is required for insurance/risk management compliance. We look for hot spots at the electrical panel wiring connection points to mitigate risk of electrical fires and arc flash accidents.
	St. Mary Taber		.IM255203		Electrical Repairs and Replacements		Replace light fixtures, electrical components, motors, upgrade and install data cables	In progress	\$5,500.00	\$10,000.00		
	St. Mary Taber		.IM255204		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$1,500.00	\$5,000.00		Includes quarterly preventative maintenance contract
	St. Mary Taber		.IM255205		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts	In progress	\$250.00	\$1,000.00		
	St. Mary Taber		.IM255206		Flooring Repairs and Replacements		Repairs to floor finishes and replacements for matting	In progress	\$250.00	\$1,000.00		General flooring repairs throughout the school year; added floor mats at gymnasium entrance
	St. Mary Taber		.IM255207		Security Camera Supply and Installation		Carryover - Install new and replacement security cameras	Completed	\$200.00	\$200.00		Mostly completed in 2023-24 IMR Plan \$32,451
	St. Michael's Pincher Creek		.IM255301		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts	In progress	\$990.00	\$1,000.00		
	St. Michael's Pincher Creek		.IM255302		Electrical Repairs and Replacements		Replace light fixtures, electrical components, motors	In progress	\$1,800.00	\$2,000.00		Repaired theatre lighting
	St. Michael's Pincher Creek		.IM255303		Annual Elevator and Lift Inspections and Repairs		Elevator and lift repairs based on AEDARSA directives and OEM maintenance visits	In progress	\$1,000.00	\$2,000.00		
	St. Michael's Pincher Creek		.IM255304		Program Functional Upgrades		Classroom improvements including plumbing, electrical, millwork for CTS spaces	In progress	\$xx	\$5,000.00		Fitness room AV
	St. Michael's Pincher Creek		.IM255305		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$1,400.00	\$5,000.00		Includes quarterly preventative maintenance contract
	St. Michael's Pincher Creek		.IM255306		Annual Inspection & Testing of Fire Alarm (and Sprinkler) Systems		Annual Fire Sprinkler, Hydrant and Backflow Inspections, Fire Extinguishers and Annual Fire Alarm System Test and Inspection and Associated Repairs	In progress	\$270.00	\$2,300.00		Regulatory requirement to inspect fire protection and life safety systems (fire alarms, fire extinguishers, emergency lights, fire sprinklers)
	St. Michael's Pincher Creek		.CM255301		Gym Bleacher Replacement		Carryover - Remove and replace bleachers, not to code	Completed	\$55,540.00	\$55,540.00		Add cost 2023-24 \$4,709
	St. Patrick Taber		.IM255401		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components	In progress	\$2,400.00	\$6,000.00		Includes quarterly preventative maintenance contract
	St. Patrick Taber		.IM255402		Barrier Free Access Upgrades		Installation of building components to provide barrier free access	Not started	\$xx	\$10,000.00		install barrier free auto-operator on north entrance doors

September to December 2024 - Board IMR Update

Tr	School	Tr	IMR Project Number	Tr	Project Name	Tr	Project Description	🔍	Status	📄	Cost to Date	Estimated Total Cost	Tr	Notes
	St. Teresa of Calcutta		.IM253401		Interior Installation, Repairs and Replacements		New installations or repairs to interior components including partitions, operable walls, door systems, finishes, and lockdown blinds		Completed		\$2,600.00	\$2,600.00		Sliding glass partition repair
	St. Patrick Taber		.IM255403		Annual Roof Anchor Fall Protection Inspection and Repair		Inspection and repair of fall protection roof anchors		Completed		\$2,000.00	\$2,000.00		Regulatory requirement to inspect roof anchors
	St. Patrick Taber		.IM255404		Interior Installation, Repairs and Replacements		New installations or repairs to interior components including partitions, operable walls, door systems, finishes and lockdown blinds		Completed		\$1,900.00	\$1,900.00		Interior window coverings for lockdown
	St. Patrick Taber		.IM255405		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts		In progress		\$450.00	\$1,000.00		
	St. Patrick Taber		.IM255406		Electrical Repairs and Replacements		Replace light fixtures, electrical components, motors, upgrade and install data cables		In progress		\$790.00	\$1,000.00		Receptacle for Barrier Free change table
	St. Patrick Taber		.CM255401		Concrete Slab Repair		Repair to slab on grade foundation for Admin Office - Carryover		Completed		\$11,200.00	\$11,200.00		Add cost 2023-24 \$80,553
	Catholic Central - West		.IM257701		HVAC Component Repairs and Replacements		Repair and replace major components of HVAC systems including BMS components		In progress		\$4,600.00	\$15,000.00		Includes quarterly preventative maintenance contract, replace variable speed drive, City shared expenses
	Catholic Central - West		.IM257702		Program Functional Upgrades		Classroom improvements including plumbing, electrical, millwork for CTS spaces		Completed		\$2,500.00	\$2,500.00		CTS Classroom AV
	Catholic Central - West		.IM257703		Plumbing Component Repair and Replacement		Replace plumbing fixtures and associated parts		Not started		\$xx	\$1,000.00		
	Catholic Central - West		.CM257701		Gym Floor Lifecycle Repairs and Repaint		Repair and repaint gym floor		Not started		\$xx	\$70,000.00		Sand, paint, refinish gym floor
	Catholic Central - West		.CM2577xx TBD		Exterior Envelope Repairs and Replacements		Repairs to exterior envelope cladding, walls, windows, and doors		Not started		\$xx	\$10,000.00		Exterior Joint Cap Replacements
	Catholic Central - West		.CM2577xx TBD		Gym Light Replacement		Replace obsolete T8 gym lights with LED		Preliminary planning		\$xx	\$20,000.00		
TO DATE											\$105,060.00	\$386,480.00		IMR COSTS 2024-25
TO DATE											\$211,940.00	\$898,940.00		CMR COSTS 2024-25
There are more projects that are on the radar to be executed for 2024-25														
that are not included on this list. Some of these projects are:														
- Security camera upgrades (AP review required)														
- School-based projects (non-IMR funding)														
- Roof replacements (finalizing this year's priorities)														

INFORMATION NO: G.5

December 18, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. The division is pleased to have celebrated the achievements of a number of staff and students over the past month, as indicated in the attached documentation.



HOLY SPIRIT STARS



December 2024

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

NAME	SCHOOL	ACHIEVEMENT
Laelah Hamilton	Children of St. Martha School	Awarded gold in a figure skating competition in Okotoks, AB.
Kian Harrigan Alex Lindfors Cameron Billington Liam Fiest Knox Wolsey William Baker Zachary Baker Talen Becker Declan Harrigan Corbin Holloway Joran Ludwig Kenai Warkentin Blaze Wolsey Luca Citrigno Riley McCollister Carter Nimchuk Coaches: Tyler Speelman Troy Speelman Manon Thauvette	St. Michael's School, Pincher Creek	Senior Boys Volleyball Team are provincial champions!

INFORMATION NO: G.6

December 18, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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

																								Total FTEs Sept 27, 2024			% Difference Sept 29, 2023
	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder- garten	Total ECS	Total Enrolled	Total FTEs		% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2023	
CARE				0				0	5	1	2	8				0	8			0	8	8	7	114.3%	1	6	33.3%
CCHS ENG				0				0				0	305	320	297	922	922			0	922	922	921	100.1%	1	881	4.7%
CCHS FI				0				0				0	30	16	19	65	65			0	65	65	65	100.0%	0	55	18.2%
ESM ENG	15	26	32	73	24	32	23	79				0				0	152	16	18	34	186	169	170.5	99.1%	-1.5	158.5	6.6%
ESM FI	52	29	25	106	35	31	30	96				0				0	202		39	39	241	221.5	221.5	100.0%	0	207	7.0%
FLVT	40	51	52	143	58	51	62	171	94	107	94	295				0	609	17	44	61	670	639.5	639.5	100.0%	0	654.5	-2.3%
ASSUMPTION	25	28	17	70	30	32	29	91				0				0	161	12	24	36	197	179	173	103.5%	6	171.5	4.4%
ST FRANCIS ENG				0				0	174	199	162	535				0	535			0	535	535	532	100.6%	3	478	11.9%
ST FRANCIS FI				0				0	34	30	17	81				0	81			0	81	81	82	98.8%	-1	72	12.5%
ST MARTHA	27	38	39	104	28	24	33	85				0				0	189	11	35	46	235	212	205.5	103.2%	6.5	205	3.4%
ST PATRICK FA	48	39	40	127	45	43	41	129				0				0	256		39	39	295	275.5	272.5	101.1%	3	261.5	5.4%
ST PAUL	44	39	40	123	49	49	43	141				0				0	264	16	29	45	309	286.5	288.5	99.3%	-2	243.5	17.7%
ST TERESA	49	55	51	155	69	55	59	183				0				0	338	22	57	79	417	377.5	380.5	99.2%	-3	375	0.7%
TRINITY				0				0				0	6	15	34	55	55			0	55	55	50	110.0%	5	34	61.8%
Sub Total City	300	305	296	901	338	317	320	975	307	337	275	919	341	351	350	1042	3837	94	285	379	4216	4026.5	4008.5	100.4%	18	3802.5	5.9%
ST CATHERINE	12	20	18	50	28	22	20	70	13	15	17	45				0	165	13	16	29	194	179.5	181.5	98.9%	-2	199	-9.8%
ST JOSEPH	36	35	45	116	38	27	42	107	22	23	27	72				0	295	21	36	57	352	323.5	320.5	100.9%	3	315.5	2.5%
ST MARY(T)				0			20	20	18	30	27	75	27	27	25	79	174			0	174	174	174	100.0%	0	181	-3.9%
ST MICHAEL PC ENG	23	20	16	59	13	24	10	47	17	17	30	64	18	33	26	77	247	14	22	36	283	265	270.5	98.0%	-5.5	255	3.9%
ST MICHAEL PC FI	6	6	8	20	5	8	4	17				0				0	37			0	37	37	37	100.0%	0	43	-14.0%
ST MICHAEL BI	3	4	4	11	7	1	7	15	6	4	2	12			5	5	43		4	4	47	45	45	100.0%	0	57.5	-21.7%
ST PATRICK T	28	36	37	101	30	29		59				0				0	160	12	30	42	202	181	182.5	99.2%	-1.5	193	-6.2%
Sub Total Rural	108	121	128	357	121	111	103	335	76	89	103	268	45	60	56	161	1121	60	108	168	1289	1205	1211	99.5%	-6	1244	-3.1%
TOTALS	408	426	424	1258	459	428	423	1310	383	426	378	1187	386	411	406	1203	4958	154	393	547	5505	5231.5	5219.5	100.2%	12	5046.5	3.7%

PreK FEE PAYING	
ASSUMPTION	3
ESM ENG	10
FLVT	21
ST PAUL	3
ST MARTHA	8
ST TERESA	13
Sub Total City	58
ST CATHERINE	14
ST JOSEPH	20
ST MICHAEL PC	21
ST PATRICK T	23
Sub Total Rural	78
Total Pre K	136

INTERNATIONAL NON-FUNDED TUITION PAYING												
SCHOOL					SUB Total			Gr 12	SUB Total	Total		
	Gr 7	Gr 8	Gr 9	Gr 10		Gr 11						
CCHS				0	4	6	9	19	19			
FLVT			1	1				0	1			
ST FRANCIS				0				0	0			
Sub Total City	0	0	1	1	4	6	9	19	20			
ST JOSEPH				0				0	0			
ST CATHERINE				0				0	0			
ST MARY (T)				0	3	1		4	4			
ST MICHAEL PC				0	3			3	3			
ST MICHAEL BI				0				0	0			
Sub Total Rural	0	0	0	0	6	1	0	7	7			
Total	0	0	1	1	10	7	9	26	27			

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
154	393	4958	5505	136	27	2	165	5670

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