

Prayer!

By Ruby B. and Charis

Dear God, Help me to make good choices for the schools in Alberta, help me see when others are in need, help me listen when you call me.

Help me to be kinder to others. Please help our presidents and leaders to make good choices for the good of all. Help me understand what others are going through so that we may help them in any way possible.

We say these things in the name of Jesus Christ, Amen.

Holy Spirit Catholic Schools

Board Meeting St. Basil Catholic Education Centre Wednesday, September 24, 2025 3:00 p.m.

AGENDA

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

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (*St. Patrick Fine Arts Elementary School*) Chair Carmen Mombourquette

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) June 25, 2025, Regular Board Meeting
 - c) Business Arising/Unfinished Business from the Minutes
 - d) Presentation: St. Mary School, Taber Capital Project (Michelle Nevil, Principal, St. Mary School, Taber)
 - e) Presentation: Catholic Central High School Student Bella Lindemann (Aaron Skretting, Associate Superintendent of Learning)
 - f) Presentation: Faith Plan - Year 1: Know God (Aaron Skretting, Associate Superintendent of Learning)
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- B.1 Pincher Creek Community Early Learning Centre Letter
 - B.2 St. Mary School, Taber Capital Project
 - B.3 Superintendent Evaluation
 - B.4 Board Evaluation

C. POLICY REVIEW

- C.1 Policy 1: Board Mandate, Mission, Vision, Values and Goals
- C.2 Policy 4: Trustee Code of Conduct
- C.3 Policy 7: Board Committee and Board Representation
 - (a) Policy 7A: Negotiations Committee: Terms of Reference
 - (b) Policy 7B: Audit Committee: Terms of Reference

C. POLICY REVIEW (continued)

- (c) Policy 7C: Finance Committee: Terms of Reference
- (d) Policy 7D: Share the Mission Committee: Terms of Reference
- (e) Policy 7E: Teacher Board Advisory Committee: Terms of Reference
- (f) Policy 7F: Policy Development and Review Committee: Terms of Reference
- (g) Policy 7G: GrACE Committee: Terms of Reference
- C.4 Policy 18: Board Governance and Operations
 - (a) Policy 18A: Trustee Compensation, Allowances and Reimbursement Rates

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
- D.4 Religious Education Report
- D.5 Director of Support Services Report
- D.6 First Nations, Métis and Inuit Education Report
- D.7 Director of Technology Report
- D.8 Director of Facilities Report

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 PCCELC Report
- E.6 Economic Development Report
- E.7 Audit Committee Report

F. ADVOCACY

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

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Catholic Education Week
- G.3 Truth and Reconciliation Week
- G.4 Dual Credit Enhancement Grant

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER Approval of Agenda Previous Minutes Business Arising from the Minutes PRESENTATIONS Playground Improvements St. Joseph School, Coaldale Playground Improvement Father Leonard Van Tighem School ACTION ITEMS Share the Mission Award for 2024/2025	Present Regrets 10768/0625 Bob Spitzig 10769/0625 Tricia Doherty B.1 10770/0625 Linda Ellefson	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, JUNE 25, 2025, COMMENCING AT 3:04 P.M. BOARD Board Chair Vice Chair Trustee Trustee Trustee Trustee Trustee Trustee Carmen Mombourquette Linda Ellefson Frances Cote Tricia Doherty Roisin Gibb Thomas Machacek Cheralan O'Donnell Bob Spitzig ADMINISTRATION Superintendent of Schools Deputy Superintendent Secretary-Treasurer Recording Secretary Chantel Axani Anthea Boras Amanda Lindemann Rhonda Kawa Trustee Blake Dolan Board Chair Carmen Mombourquette called the June 25, 2025, Regular Board Meeting to order at 3:04 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. Vice Chair Linda Ellefson led the prayer which was written by a student from Father Leonard Van Tighem School. M/C That the agenda for the June 25, 2025, Board Meeting be approved, as presented. M/C That the minutes of the May 28, 2025, Regular Meeting of the Board be approved, as amended. There was no business arising from the minutes. Principal Brent Christensen and the president of the Friends of St. Joseph School gave the Board of Trustees an overview of the playground project that is being proposed. Through a student survey they ascertained that a new and improved basketball court was desired along with structures such as a Gaga Ball pit, 9 Square, and new seating. Phase 3 is the basketball court and are asking for approval to move ahead with this project in the 2025/2026 school year. Principal Shannon Collier presented to the Board the scope and details that are involved with the proposed playground project for Father Leonard Van Tighem School. This is a community-based project that would bring not only Father Leonard students together but as well as children throughout the city of Lethbridge. With Board approval a new court would be added on the east side of the school and 4 basketball standards installed in the 2025/2026 school year. The Share the Mission Award Committee reported that three (3) nominations for the "Share the Mission Award" were forwarded this year. After extensive deliberation, the committee has selected one (1) recipient, who will to be recognized at the division's Opening Mass on August 29, 2025. M/C That the Board of Trustees accepts the recommendation of the Share the Mission Award Committee and approves that selection of Candidate #2 for the 2024/2025 "Share the Mission" Award;

June 25/25: page 2		
Board Meeting Schedule 2025/2026	B.2	AND FURTHER, that preparations be made to present the award to the recipient at the division's Opening Mass on August 29, 2025.
	10771/0625 Frances Cote	M/C The Board reviewed a draft version of the 2025/2026 Board Meeting Schedule. It was noted that the Organizational Meeting will be moved to October 2026 as it is an election year. That the Board of Trustees approves the Board Meeting Schedule for 2025/2026, as presented.
School Council Chairs / Board of Trustees Meeting Schedule 2025/2026	B.3	The Board reviewed the draft 2025/2026 School Council Chairs/Board Meeting Schedule.
	10772/0625 Tricia Doherty	M/C That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2025/2026, as presented.
Alberta School Councils' Association (ASCA) Membership Renewal	B.4	The Board reviewed a letter from the Alberta School Councils' Association informing that the division's membership will be expiring at the end of June 2025 and outlining the services involved with membership.
	10773/0625 Roisin Gibb	M/C That the Board of Trustees approves the renewal of Holy Spirit Catholic School Division's membership to the Alberta School Councils' Association, on behalf of all division schools.
Three-Year Infrastructure Maintenance Renewal (IMR) Plan	B.5	The Board received and reviewed the division's Infrastructure Maintenance Renewal (IMR) Plan for 2025-2028.
	10774/0625 Tricia Doherty	M/C That the Board of Trustees approves the Infrastructure Maintenance Renewal (IMR) Plan for 2025-2028, as presented.
Lethbridge Boundary Reconfiguration	B.6	With the construction of the new westside Lethbridge school, adjustments to the existing boundaries in Lethbridge are necessary to address growth and capacity concerns. The Lethbridge Boundary Review Committee presented to the Board of Trustees boundary reconfiguration options taking into consideration feedback given from stakeholders through several public roundtable discussions and online surveys.
	10775/0625 Bob Spitzig	M/C That the Board of Trustees approves the Northside Option 1 effective September 1, 2026 and that the Board of Trustees approves the Westside Option 2 effective September 1, 2026 or one year in advance of the opening of the new westside school; AND FURTHER, that a review of transportation and grandfathering rules for the west and north side schools be carried out and recommendations provided to the Board.
Naming of New Westside Lethbridge School	B.7	The Superintendent of Schools invited Holy Spirit Catholic School Division stakeholders to submit suggestions of names for the new Lethbridge school. The Board of Trustees identified the top preferred names from the gathered feedback and shared them with Bishop McGrattan. At a recent Wisdom and Visioning Circle, the new name was also shared with Elders.
	10776/0625 Cheralan O'Donnell	M/C That the Board of Trustees names the new Holy Spirit Catholic School Division Lethbridge school being constructed in the Piers subdivision, St. Kateri Elementary School.
Locally Developed Courses	B.8	An additional list of locally developed/acquired courses that were not available for the May 2025 Board Meeting was presented for Board consideration and approval before being submitted to Alberta Education.
	10777/0625 Tricia Doherty	M/C That the Board of Trustees for Holy Spirit Catholic School Division, at its June 25, 2025, Regular Meeting, approves the use and implementation of the following additional Locally Developed Courses and their accompanying learning resources:

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

Playground Improvements St. Joseph School, Coaldale

B.9

Principal Brent Christensen provided the Board of Trustees with an overview of proposed playground improvements at St. Joseph School in Coaldale. His presentation outlined the scope and intent of the project, which aims to enhance outdoor play spaces for students.

**10778/0625
Frances Cote**

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

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

AND FURTHER, that the Board of Trustees thanks the school administration, school councils and community agencies for the work done to enhance our schools.

Playground Improvements Father Leonard Van Tighem School

B.10

Principal Shannon Collier provided the Board of Trustees with an overview of proposed playground improvements at Father Leonard Van Tighem School. Her presentation outlined the scope and intent of the project, which aims to enhance outdoor play spaces for students.

**10779/0625
Linda Ellefson**

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

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

June 25/25: page 4			AND FURTHER, that the Board of Trustees thanks the school administration, school councils and community agencies for all the work done to enhance our schools. A brief recess was called at 4:52 pm. The Board reconvened at 5:27 p.m.
<u>POLICY REVIEW</u>			
Policy Review Schedule for 2025/2026	C.1		The Board examined a list of policies that were reviewed, amended, and adopted over the 2024/2025 school year, as well as the draft Policy Review Schedule for the 2025/2026 school year.
	10780/0625	M/C	That the Board of Trustees approves the Policy Review Schedule for the upcoming 2025/2026 school year, as amended.
	Cheralan O'Donnell		
<u>ADMINISTRATIVE REPORTS</u>			
Superintendent's Report	D.1		The Board reviewed the Superintendent's June 25, 2025 Report.
	10781/0625	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Director of Learning, Religious Education, Support Services, Facilities and First Nations, Métis and Inuit Reports for June 25, 2025.
	Tricia Doherty		
Deputy Superintendent's Report	D.2		The Board reviewed the Deputy Superintendent's June 25, 2025 Report.
Secretary Treasurer's Report	D.3		The Board reviewed the Secretary Treasurer's June 25, 2025 Report.
Director of Learning Update	D.4		Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	D.5		Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	D.6		Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Métis and Inuit Education Update	D.7		Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis, and Inuit Education.
Director of Facilities Update	D.8		Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Maintenance and Facilities Department.
<u>BOARD REPORTS</u>			
Board Chair's Report	E.1		Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activity.
	10782/0625	M/C	That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, Economic Development and TBAC Reports for June 25, 2025.
	Frances Cote		
ACSTA Report	E.2		Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent ACSTA business, events, and activities.
ASBA Report	E.3		Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent ASBA business, events, and activities.

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GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE committee, provided a report regarding recent GrACE business, events, and activities.
PCCELC Report	E.5	Trustee Bob Spitzig, Board representative to the PCCELC committee, provided a report regarding recent PCCELC business, events, and activities.
Economic Development Report	E.6	Trustees Tricia Doherty, Board representative to the Economic Development committee, provided a report regarding recent business, events, and activities. Trustee Doherty was unable to attend the meeting due to scheduling conflicts within the division.
TBAC Report	E.7	Trustees Blake Dolan, Frances Cote, and Cheralan O'Donnell, Board representatives to the TBAC committee provided a report regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided a written report outlining the activities they have been engaged in to advocate for the Board and school division over the past month.
	10783/0625	M/C That the Board of Trustees receives and files the individual Trustee Advocacy Reports for June 25, 2025.
	Bob Spitzig	
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.
<u>INFORMATION ITEMS</u>		
Third Quarter Financial Report	G.1	Secretary Treasurer Amanda Lindemann provided the 2024/2025 Third Quarter Financial Report for Board information.
Opening Mass 2025/2026	G.2	The Opening Mass for Holy Spirit Catholic School Division will be held on Friday, August 29, 2025 at 9:00 a.m. at Catholic Central High School East Campus, for all divisional staff and will be officiated by Bishop William McGrattan.
Diocese of Calgary Personnel Update	G.3	The Board received as information the June 12, 2025 Personnel Announcement for the Diocese of Calgary. Father William Monis, Pastor at St. Martha Parish in Lethbridge and Father Ian Gagne, Pastor at St. Ambrose Parish, Coaldale and St. Catherine Parish, Picture Butte, are being appointed elsewhere in the Diocese, effective August 1, 2025. Father Paolo Cervantes, assigned to Hospital Chaplaincy, Lethbridge, has also been reassigned.
Holy Spirit Social Media Analytics Report	G.4	The Board received the Holy Spirit Social Media Analytics Report from January 1, 2025 to May 31, 2025. The information provided detailed data and metrics regarding the division's social media activities and performance.
Annual First Ride Event 2025	G.5	Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. The event gives students and opportunity to experience riding a bus prior to their first day of school. It will be held on Saturday, August 16, 2025 at Lakeview Elementary School.
Correspondence from the Minister of Education	G.6	The Board received as information correspondence from the Honourable Minister Nicolaides, Minister of Education, in response to Holy Spirit Catholic School Division's earlier letter to the Minister, highlighting the division's successful implementation of innovative programming.
Correspondence to Minister Rick Wilson	G.7	The Board of Trustees received as information correspondence sent to the Honourable Minister Rick Wilson regarding follow-up information requested at the Team Lethbridge meetings held in November 2024.
Holy Spirit Stars	G.8	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	G.9	The Board received the division enrolment report for May 2025.

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ADJOURNMENT

**10784/0625
Linda Ellefson**

M/C

That the Board of Trustees convenes into the Committee of the Whole at 6:13 p.m.

**10785/0625
Bob Spitzig**

M/C

That the Board of Trustees reconvenes into the Regular Meeting at 6:59 p.m.

**10786/0625
Tricia Doherty**

M/C

That the Board of Trustees adjourns the Regular Board Meeting of June 25, 2025, at 6:59 p.m.

Board Chair

Secretary-Treasurer

ACTION NO: B.1

September 24, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Pincher Creek Community Early Learning Centre Letter

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. In March of 2019, Holy Spirit Catholic School Division Board of Trustees approved the transfer of land located at Plan 780JK, Block A, Lot 3 to the Town of Pincher Creek contingent upon the Town of Pincher Creek to utilize the land for the purpose of constructing a daycare and before/after school care facility.
2. Due to a typo, a new letter needs to be penned indicating the correct block of land that was transferred and submitted to the Government of Alberta.

RECOMMENDATION

That the Board of Trustees directs the Superintendent of Schools to submit a new letter indicating the proper land description regarding the transfer of land from the Holy Spirit Catholic School Division to the Town of Pincher Creek.

ACTION NO: B.2

September 24, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: St. Mary School, Taber, Capital Project

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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

RECOMMENDATION

Pending discussion

POLICY 2

Revised November 2024

ROLE OF THE BOARD

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

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

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

Areas of Responsibility

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

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

4. Three-Year Education Plan

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

5. Recognition

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

6. Policy

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

7. Superintendent / Board Relations

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

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

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

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

ACTION NO: B.3

September 24, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Superintendent Evaluation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Board of Trustees conducted an evaluation of the Superintendent of Schools from May to June 2025 through the services of an independent consultant. The Board then met with Mr. Strother on June 26, 2025 to review the collected data and recommendations in the evaluation report.
2. The Board is now required to approve the evaluation of the Superintendent of Schools, as established and confirmed at the June 26, 2025 session.

RECOMMENDATION

That the Board of Trustees approves the Superintendent's Evaluation Report, as established in the evaluation meeting of June 26, 2025, as an accurate accounting of the Superintendent's performance for the period November 7, 2024 to May 15, 2025;

AND FURTHER, that the Board of Trustees authorizes the Board Chair to make any required technical edits and to sign the report on the Board's behalf.

ACTION NO: B.4

September 24, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Board Self- Evaluation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Board of Trustees conducted its annual Self-Evaluation from May to June 2025 through an online questionnaire.
2. The Board is now required to approve the Self-Evaluation Report, as reviewed and confirmed at the September 24, 2025 meeting.

RECOMMENDATION

That the Board of Trustees approves the Board Self-Evaluation Report, as conducted with the online questionnaire from May – June 2025;

AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.

PR NO: C.1

September 24, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 1: Board Mandate, Mission, Vision, Values and Goals

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 1: Board Mandate, Mission, Vision, Values, and Goals* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 1: Board Mandate, Mission, Vision, Values, and Goals*, as presented.



POLICY 1

Revised September 2025

BOARD MANDATE, MISSION, VISION, VALUES AND GOALS

The mandate of the Board of Trustees of the Holy Spirit Roman Catholic Separate School Division is to provide the children and parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, the means of the division and the legislated requirements of the provincial and federal governments.

The Board, in keeping with the philosophy of Catholic education, is dedicated to serving the educational needs and aspirations of our children and parents. We serve the communities of Bow Island, Coaldale, Lethbridge, Picture Butte, Pincher Creek and Taber, and the surrounding areas.

Subject to the right and responsibility of the division to provide education programs to students through separate school in such a way that the rights guaranteed under the Constitution of Canada of separate school electors are preserved and maintained, the division affirms the rights of each student and employee as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms and will not discriminate against students and employees and provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

The Board has adopted the following mission statement:

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

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

Our Catholic Faith is the foundation of all that we do.

The actions and activities of the Board will be guided by the following core values and commitments to those values:

ALL GOD'S CHILDREN

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

EXCELLENCE IN LEARNING

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

SACRAMENTALITY

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

OUR COLLABORATIVE COMMUNITY

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

MINISTRY

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

STEWARDSHIP

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

The Board has adopted the following vision statement:

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

The Board believes that a quality Catholic education has the following intentions:

- To support each student in developing a personal relationship with Jesus Christ.
- To develop in students an understanding and appreciation for Catholicism as a way of life.
- To develop in students a sense of Christian morality that will serve as a guiding principle for living.
- To provide the experience of living in a Catholic educational community where the teachings of Jesus Christ are modeled, experienced, and taught.

- To provide the experience of living in a Catholic educational community where the teachings of Jesus Christ are modeled, experienced, and taught.
- To develop the individual in such areas as pride, self-worth, discipline, responsibility, confidence, expression, understanding, respect, and nurtured growth in faith and spirituality.
- To develop to the utmost, the intellectual, physical, social, spiritual and emotional capabilities of each child.
- To ensure that all students, according to individual need and regardless of location and circumstance, have access to high quality basic education, as defined by Alberta Education's Guide to Education, that is permeated with Catholic teaching and values. Such is the first priority of our resource allocations to students.
- To develop in students a love of life-long learning.
- To develop the skills and competencies required for students to be successful in an ever- changing world.
- To provide welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging.
- To provide opportunities for students to achieve equitable educational outcomes.
- To foster meaningful communication between the school, home and parish.
- To prepare students to enter directly into the work force or to proceed to an institution of higher learning.
- To develop strong and effective communication skills in students that demonstrates respect, empathy, and responsibility to others.
- To provide physical education and wellness activities with the aim of developing healthy bodies.
- To develop in students an understanding of the obligations and responsibilities of citizenship, our heritage and our Canadian democratic ideals.
- To develop in student's growth toward competence in citizenship, loyalty to the ideals of democracy and an appreciation for the problems of the community: local, territorial, provincial, national and global.
- To develop an appreciation for the role of the family in society and to promote positive family relationships.
- To continue our journey to truth and reconciliation by providing opportunities for all students to develop an understanding of, and respect for, the histories, cultures, languages, and diverse perspectives and contemporary contexts of First Nations, Métis and Inuit.
- To provide opportunities to develop and foster in students an appreciation for, and interest in, religious vocations.
- To support the foundation of Catholic education as enunciated by the following:
 - The Second Vatican Council, in the *Declaration on Christian Education, 1965.*
 - The Sacred Congregation for Catholic Education, in the document entitled, *The Catholic School, 1977.*
 - The *Apostolic Exhortation of His Holiness Pope John Paul to the Episcopate, the Clergy and the Faithful of the Entire Catholic Church on Catechesis in Our Time (79/10/16).*
 - The *Five Essential Marks of Catholic Schools* by Archbishop J. Michael Miller, CSB

References: **Sections 11, 16, 33, 51, 52, and 53, *Education Act*,
 Alberta Human Rights Act
 The Canadian Charter of Rights and Freedoms
 *Alberta Catholic School Trustees' Association***

PR NO:

C.2

September 24, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 4: Trustee Code of Conduct

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 4: Trustee Code of Conduct, Policy 4: Appendix A: CCSTA Code of Ethics. Policy 4: Appendix B: ASBA Code of Ethics and Policy 4: Appendix C: Trustee Code of Conduct Sanctions* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 4: Trustee Code of Conduct, Policy 4: Appendix A: CCSTA Code of Ethics. Policy 4: Appendix B: ASBA Code of Ethics*, as presented;

AND FURTHER, that the Board of Trustees rescinds *Policy 4: Appendix C: Trustee Code of Conduct Sanctions* due to redundancy.



TRUSTEE CODE OF CONDUCT

The Board of Trustees of The Holy Spirit Roman Catholic Separate School Division confirms that the role of Trustee is one where public trust and confidence is essential. Personal commitment to high ethical standards is therefore required by all individuals elected to the role of Trustee. This will ensure that the Board can responsibly fulfill its obligations and discharge its duties in a manner motivated by the spirit of the Gospel and modeled on the examples of Jesus Christ. Catholic Trustees are expected to fulfill their duties and responsibilities consistent with Gospel Values, the teachings of the Catholic Church, the Board Policies, and the *Education Act*.

Catholic Trustees are representatives of the Catholic community and must ensure that the mission of Catholic education, as part of the broader mission of the Church, is fulfilled. Because of this unique and distinctive mission, Catholic school Trustees honour a set of additional expectations that have been set by the Catholic community. The vocational call to trusteeship is to serve.

Purpose and Application

1. Section 33 of the *Education Act* requires every Board of Trustees in Alberta to adopt a code of conduct that applies to Trustees of the board. The purpose of this Code of Conduct is to provide standards for the conduct of members of The Board of Trustees of The Holy Spirit Roman Catholic Separate School Division ("the Board") relating to their roles and obligations and a procedure for the investigation and enforcement of those standards.
2. Consequences for the failure of individual Trustees to adhere to this Code of Conduct are specified in the remedial action section.

Framework and Interpretation

1. This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Board and the high standards of professional conduct the public expects of its elected representatives. This Code of Conduct is intended to supplement other legal duties imposed on Trustees by Board bylaw and policy and applicable legislation, including:
 - A. the *Alberta Human Rights Act*;
 - B. the *Criminal Code* (Canada);
 - C. the *Board Procedures Regulation*;
 - D. the *Education Act*;
 - E. the *Access to Information Act* and *Protection of Privacy Act*;
 - F. the *Local Authorities Election Act*; and
 - G. the *Occupational Health and Safety Act*.
2. This Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Trustees are to be guided by and conduct themselves in a manner that reflects

the spirit and intent of this Code. The Board commits itself and its members to conduct which meets the highest ethical standards.

Accountability

1. Trustees are expected to perform their duties and functions of office with integrity, accountability, and transparency, both internally, as among Trustees and as between the Board and Administration, as well as externally, with students and parents, the public at large, other orders of government, and the media. All interactions related to the operations of the Board and its relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.
2. Trustees must:
 - 2.1. Uphold the law established by the Federal Parliament and the Alberta Legislature and the bylaws and policies adopted by the Board;
 - 2.2. Act honestly and in good faith and carry out their duties in accordance with all applicable legislation, Board bylaws, and policies pertaining to their position as a Trustee;
 - 2.3. Observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
 - 2.4. Serve and be seen to serve the interests of the Division and their constituents in a conscientious and diligent manner and shall approach decision-making with an open mind; and
 - 2.5. Exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
3. A Trustee shall not:
 - 3.1. Use the influence of their office for any purpose other than for the exercise of the Trustee's official duties; or
 - 3.2. Act as an agent to advocate on behalf of any individual, organization, or corporate entity before the Board or a committee of the Board or any other body established by the Board.

Catholic Faith, Community, and Culture

1. As an extension of the Church's ministry, Trustees shall, within the duties prescribed in the Education Act and other applicable statutes:
 - 1.1 Recognize and affirm that Catholic Schools are an expression of the teaching mission of the Church;
 - 1.2 Provide an example to the Catholic Community that reflects the teaching of the Church;
 - 1.3 Provide a Catholic Education consistent with programs approved by the Canadian Conference of Catholic Bishops and Alberta Minister of Education;
 - 1.4 Have an active involvement in one of the local Roman Catholic Churches, making it their primary place of worship; and
 - 1.5 Provide support, encouragement, and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Alberta.

Confidential Information

1. A Trustee shall not:
 - 1.1 Disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, except when required by law or authorized by the Board to do so. This is a continuous obligation that extends beyond the Trustee's term of office;
 - 1.2 Access or attempt to gain access to confidential information unless it is required for the performance of the Trustee's duties and only then if the information is acquired through appropriate channels in accordance with applicable Board bylaws and policies, or
 - 1.3 Use or attempt to use confidential information for their own personal benefit or for the benefit of any other individual or organization.

Public Communication

1. The Board believes open, honest, and consistent communication with stakeholders is important to accurately inform and increase awareness of public education.
2. A Trustee must not communicate on behalf of the Board unless authorized to do so. Unless the Board directs otherwise, the Chair is the Board's official spokesperson and in the absence of the Chair it is the Vice-Chair.
3. A Trustee who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of the Board as a whole, even if the Trustee disagrees with the Board's position.
4. A Trustee shall not make a statement that is false or with the intent to mislead the Board, other Trustees or members of the public.
5. Trustees shall respect issues of a sensitive or confidential nature.

Use of Social Media

1. As with any other activity, Trustees must ensure that their use of social media complies with the law, the requirements of this Code of Conduct, and any related Board bylaws or policies. This Code of Conduct applies to all communications a Trustee makes, regardless of the social media account or device from which the communication is made, including personal social media accounts or devices.
2. Communications includes any information or data submitted by a Trustee to a social media network or platform that is capable of being displayed using software or approved hardware such as text, images, videos, or links to other content and includes a Trustee "liking", "retweeting - resending", commenting on or sharing content created by other users of the social network or platform.
3. Trustees will be cognizant that they are representing the interests of the Board while posting or commenting on social media, and aware of public perception that their posts, comments, and social media engagement, are in accordance with their duties within the school division.
4. If Trustees choose to post pictures of students on their social media sites, permission must be given by the relevant school authority.

Conduct at Meetings

1. Trustees must conduct themselves with decorum and make every effort to participate diligently in the meetings of the Board, committees of the Board, and other bodies to which they are appointed by the Board.
2. Trustees shall:
 - 2.1 Comply with Board policies and procedures governing the conduct of meetings of the Board, and any other rules of meeting procedure applicable to the body to which they have been appointed by the Board;
 - 2.2 Act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest;
 - 2.3 Conduct and convey the Board's business and all their duties in an open and transparent manner other than for those matters which are authorized by the Board in accordance with section 64 of the *Education Act* to be dealt with in a confidential manner in a private meeting, and in so doing, allow the public to view the process and rationale which was used to reach the decisions and the reasons for taking certain actions;
 - 2.4 Accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered;
 - 2.5 Endeavor to work with fellow Board members collaboratively regardless of differences of opinion that may arise during debate;
 - 2.6 Not record any proceedings of the Board or any committee of the Board without the expressed permission of the Board or the committee, as applicable; and
 - 2.7 Not attempt to bind the Board, either by publicly expressing their personal views as being on behalf of the Board when not authorized to do so or by giving direction to staff, agents, contractors, consultants, or other service providers of the division or prospective vendors.
3. Trustees shall attend meetings on a regular and punctual basis. A Trustee who is absent without being authorized by a resolution of the board from 3 consecutive regular meetings of the board, unless the person's absence is due to illness and the person provides evidence of that illness in the form of a medical certificate respecting the period of the person's absence shall be disqualified from remaining as a Trustee of the board. A Trustee shall be deemed present at a Regular or Special Board meeting when participating by electronic means or other communication facilities provided that the communication allows all participants including the public to hear each other.

Discreditable Conduct

1. Trustees have a duty to treat members of the public, one another, and division staff and students with dignity and respect and without abuse, bullying, or intimidation, and to ensure that their work environment is free from discrimination and harassment.
2. A Trustee must not use indecent, abusive, or insulting words or expressions towards any other Trustee, any division staff member, or student or any member of the public.

Conduct Respecting Administration

1. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

- 1.1 Trustees' interaction with the Superintendent or with staff must recognize that any individual Trustee or group of Trustees does not have authority other than that explicitly stated in Board policy;
- 1.2 Trustees' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Trustee to speak for the Board except to repeat explicitly stated Board decisions;
- 1.3 Trustees will make no judgments of the Superintendent or staff performance except as that performance is assessed against explicit Board policies by the official process;
- 1.4 Trustees shall not encourage direct communication with employees who attempt to bypass administration but shall encourage employees to utilize reporting lines within the administration to bring their concerns to the Board.

Use of Division Property and Resources

1. Trustees must use division property, equipment, services, supplies, and staff time only for the performance of their duties as a Trustee, subject to the following limited exceptions:
 - 1.2 Board property, equipment, service, supplies, and staff time that is available to the general public may be used by a Trustee for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - 1.3 Electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which may be supplied by the division to a Trustee, may be used by the Trustee for personal use, subject to the terms and conditions described below.
2. Electronic communication devices provided by the division are the property of the division, and shall, at all times, be treated as the division's property. Trustees are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:
 - 2.1 All emails or messages sent or received on division devices are subject to the *Access to Information Act* and the *Protection of Privacy Act*;
 - 2.2 All files stored on division devices, all use of internal email and all use of the Internet through the division's firewall may be inspected, traced, or logged by the division;
 - 2.3 In the event of a complaint pursuant to this Code of Conduct, the Board may require that any or all of the electronic communication devices provided by the division to Trustees be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or internet connections may be retrieved.
3. A Trustee must not use any division property, equipment, services, or supplies, including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.
4. Upon ceasing to hold office, a Trustee must immediately deliver to the division any money, book, paper, thing, or other property of the division that is in the Trustee's possession or under the Trustee's control including, without restriction, any record created or obtained by virtue of the Trustee's office other than a personal record or constituency record as those terms are used in the *Access to Information Act* and *Protection of Privacy Act*.

Gifts, Benefits, and Hospitality

1. Trustees are expected to represent the public interests of the division and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias, or influence on the part of the Trustee. At times, the acceptance of a gift or benefit occurs as part of the social protocol or community events linked to the duties of a Trustee and their role in representing the Board. Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the division be such that no Trustee is perceived as showing favouritism or bias toward the giver.
2. Trustees must not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes a gift or benefit provided with the Trustee's knowledge to a Trustee's spouse, child, or parent that is connected directly or indirectly to the performance of the Trustee's duties is deemed to be a gift to that Trustee.
3. For further clarity, the following are recognized as acceptable gifts or benefits:
 - 3.1 Such non-cash or cash equivalent gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$300;
 - 3.2 A political contribution otherwise reported by law;
 - 3.3 A suitable memento of a function honouring the Trustee;
 - 3.4 Food, lodging, transportation, event tickets, or entertainment provided by provincial, or local governments, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Trustee is either speaking or attending in an official capacity on behalf of the Board;
 - 3.5 Food and beverages consumed at banquets, receptions, or similar events if:
 - 3.5.1 Attendance serves a legitimate purpose;
 - 3.5.2 The person extending the invitation or a representative of the organization is in attendance; and
 - 3.5.3 The value is reasonable and the invitations infrequent
 - 3.6 Gifts received by a Trustee on behalf of the Board as a matter of official protocol which have significance or historical value for the division must be left with the division when the Trustee ceases to hold office.
 - 3.7 Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

Election-Related Activity

1. Trustees are required to follow the provisions of the Local Authorities Election Act and are accountable under the provision of that statute. Trustees should not make inquiries of, or rely on, division staff to interpret or provide advice to Trustees regarding the requirements placed on candidates for the office of trustee. Trustees must be respectful of the role of the Corporate Secretary in managing the election process and must not interfere with how the Corporate Secretary's election duties are carried out.
2. Trustees must not use Board resources, including property, equipment, services, supplies, and staff time, for any election related activities, whether local, provincial, or federal. Online resources

hosted, supplied, or funded by the Board, including but not limited to Trustee electronic newsletters, and Trustee social media accounts used for Ward communication must not be used for any election campaign or campaign related activities. A Trustee must not use the division logo for campaign purposes.

Compliance with this Code of Conduct

1. Trustees are ultimately accountable to the public through the democratic election process. between elections, Trustees may become disqualified and be required to resign if the Trustee commits a disqualifying action pursuant to section 87 of the Education Act.
2. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board or a third-party investigator appointed by the Board.
3. Trustees are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.
4. A Trustee must not:
 - 4.1 Undertake any act or reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct; or
 - 4.2 Obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code of Conduct.

Informal Complaint Process

1. A Trustee who identifies or witnesses behaviour or activity by a fellow Trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct is encouraged to attempt to address the prohibited behaviour or activity informally, within 30 days after the day the person became aware of the conduct giving rise to the complaint, where appropriate, by:
 - 1.1 Advising the Trustee that the behaviour or activity appears to contravene this Code of Conduct;
 - 1.2 Encouraging the Trustee to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity; and;
 - 1.3 If addressing the Trustee privately does not resolve the matter, requesting the Chair to assist in informal discussion of the alleged complaint with the Trustee in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.
2. Trustees are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or activity that they believe violates this Code of Conduct. However, a person is not required to complete this informal complaint process prior to pursuing the formal complaint process outlined below.
3. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Code of Conduct. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Formal Complaint Process

1. A Trustee who identifies or witnesses behaviour or activity by a fellow Trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a formal complaint in accordance with the following conditions:

- 1.1 A complaint must be made in writing and include the complainant's name and contact information;
 - 1.2 A complaint must be addressed to the Board, attention of the Chair. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint must be addressed to the attention of the Vice Chair;
 - 1.3 A complaint must include the name of the Trustee(s) alleged to have contravened the Code of Conduct, the specific provision(s) of the Code of Conduct allegedly contravened and the facts surrounding the allegation, including the names of any witnesses.
2. A complaint must be received not later than 30 days after the date the person became aware of the conduct giving rise to the complaint. The Board may exercise its discretion to grant an extension if:
 - 1.1 The delay in filing a formal complaint occurred in good faith;
 - 1.2 It is in the public interest to conduct an investigation or to give consideration whether to conduct an investigation; and
 - 1.3 No substantial prejudice will result to any person because of the delay.
3. Upon receipt of a formal complaint, the complaint will be:
 - 3.1 Served on the Trustee(s) whose conduct is in question; and
 - 3.2 Added as a confidential agenda item to the agenda of the next regular meeting of the Board or a special meeting of the Board called to consider the complaint.
4. Upon receipt of a formal complaint, the Board will meet in closed session, excluding the Trustee(s) alleged to have contravened the Code of Conduct and, if applicable, the Trustee(s) who filed the complaint, and decide whether to proceed to investigate the complaint or not.
5. Complaints that:
 - 5.1 Are not about a current Trustee; or
 - 5.2 Are covered by other applicable legislative appeals, complaint or court processes,
 - 5.2.1 Will be immediately refused and the complainant will be advised in writing, with reasons, and provided with information regarding other options, if applicable. The Trustee(s) alleged to have contravened the Code of Conduct will also be advised in writing, with reasons.
6. If the Board is of the opinion that:
 - 6.1 A complaint is frivolous or vexatious or is not made in good faith; or
 - 6.2 There are no grounds or insufficient grounds for conducting an investigation:

- 6.2.1 The Board may choose not to investigate or may dispose of the complaint in a summary manner. In such an event, the complainant and the Trustee(s) alleged to have contravened the Code of Conduct will be advised in writing, with reasons.
7. If the Board decides to investigate the complaint, it shall take such steps as it may consider appropriate in the circumstances, having regard for the specific nature of the complaint, which may include:
- 7.1 Establishing an ad hoc committee of the Board to investigate the complaint and report to the Board;
- 7.2 Retaining a third-party investigator to investigate the complaint; or
- 7.3 If the material facts are not in dispute or the alleged misconduct is admitted by the Trustee(s) whose conduct is in question, proceed to make a determination on the validity of the complaint without further investigation.
8. Investigations will be conducted in a fair, timely, and confidential manner that respects the principles of procedural fairness and natural justice.
9. Prior to commencing an investigation, the complainant and the respondent Trustee(s) will be advised, in writing, of the investigation process.
10. During an investigation, a complainant or witness may be asked to provide additional information. division staff may also be requested to provide information, and any person conducting an investigation under this Code of Conduct may look at any record or thing belonging to or used by the division, and enter any division facility for the purpose of completing the investigation.
11. The Trustee(s) whose conduct is in question is entitled to disclosure of all relevant information gathered during an investigation and must be given an opportunity to respond to the complaint before the Board deliberates and disposes of the complaint. No investigation will be concluded or any investigation report issued in relation to a complaint unless a Trustee whose conduct is in question has had reasonable notice of the basis for the proposed findings and conclusion as to whether or not a complaint is substantiated and an opportunity to respond to the proposed findings and conclusion.
12. Upon conclusion of the investigation, the Board will convene at a closed session of the Board, excluding the Trustee(s) alleged to have contravened the Code of Conduct, to consider the results of the investigation and dispose of the complaint. The complainant and the Trustee(s) alleged to have contravened the Code of Conduct will be advised of the Board's disposition of the complaint in writing, with reasons.
13. A Trustee who files a formal complaint under this Code of Conduct or against whom a formal complaint is made must not participate in conducting the investigation of the complaint.
14. All complaints received under this Code of Conduct and all information and records received, reviewed or generated during the course of an investigation and disposition of a complaint, including interviews and investigation reports, are and must remain strictly confidential, unless the Board directs otherwise.

Remedial Action

1. Remedial action is intended to be corrective, serve as a deterrent, and follow the principle of progressive discipline. Prior to imposing any remedial action, the Board will take into

consideration the nature and severity of the breach as well as whether the Trustee has previously breached this Code of Conduct.

2. If the Board determines it appropriate to do so, the Board may impose sanctions on a Trustee who contravenes this Code of Conduct but nothing in this Code of Conduct requires the Board to impose a sanction for any contravention. Sanctions that may be imposed on a Trustee by the Board include:
 - (a) Issuing a letter of reprimand addressed to the Trustee;
 - (b) Requesting the Trustee to issue a letter of apology;
 - (c) Publicly reprimanding the Trustee by motion of censure with or without conditions on how to purge the censure;
 - (d) Publishing a letter of reprimand or request for apology and the Trustee's response;
 - (e) Requiring the Trustee to attend training either at the expense of the Board or the Trustee;
 - (f) Suspending or removing the Trustee from membership on a committee;
 - (g) Suspending or removing the Trustee from chairing a committee;
 - (h) Requiring the Trustee to reimburse the Board for monies received;
 - (i) Reducing or suspending remuneration paid to the Trustee in respect of the Trustee's services;
 - (j) Requiring the Trustee to return division property or reimburse its value;
 - (k) Restricting the Trustee's access to division facilities, property, equipment, services and supplies;
 - (l) Restricting the Trustee's contact with division staff;
 - (m) Restricting the Trustee's travel and representation on behalf of the Board;
 - (n) Restricting how documents are provided to the Trustee (i.e., no electronic copies, but only watermarked paper copies for tracking purposes);
 - (o) Disqualifying the Trustee from the Board in compliance with the *Education Act*.

References: Section 33, 34, 51, 52, 53, 64, 65, 67, 85-96, 258, 259, *Education Act*

CANADIAN CATHOLIC SCHOOL TRUSTEES' ASSOCIATION CODE OF ETHICS FOR ROMAN CATHOLIC SCHOOL TRUSTEES

Adopted in 1998

Whereas the aim of Catholic Education is the development of each student towards personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic Community by active participation in the communal life of a parish and by a personal lifestyle that reflects the teachings of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic bishops and the provincial Minister of Education;
- Affirm a strong sense of Christian Community;
- Recognize and defend the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Strictly support all Board policies;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

Reference: <http://www.ccsta.ca/content.php?doc=16>

**ALBERTA SCHOOL BOARDS ASSOCIATION
TRUSTEE CODE OF ETHICS**

Adopted 1983 Annual Convention

As a member of my local Board of Education, representing all the citizens of my community and responsible to the electorate through the democratic process, I recognize:

- That my fellow citizens have entrusted me, through the electoral process, with the educational development of the children and youth of the community.
- That trustees are the children's advocates and my first and greatest concern is the best interest of each and every one of these children without distinction as to who they are or what their background may be.
- That trustees are educational leaders who realize that the future welfare of the community, of the Province, and of Canada depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- That legally, the authority of the Board is derived from the Province, which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- That I must never neglect my personal obligation to the community and my legal obligation to the Province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in Canada are kept free and strong.

In view of the foregoing, I will:

- Devote time, thought and study to the duties of a school Board member so that I may render effective and creditable service.
- Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
- Consider information received from all sources and base my personal decision upon all available facts in every case, unswayed by partisan bias of any kind, and therefore, abide by and uphold the final majority decision of the Board.
- Work together with my fellow Board members to communicate to the electorate all the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- Provide leadership to my community through setting goals and developing policies for the educational program and by regularly evaluating these in the light of the wishes and expectations of the community.
- Remember at all times that as an individual I have no legal authority outside the meeting of the Board, and to conduct my relationships with the school staff, the community, and all media of communication on the basis of this fact.

- Resist every temptation and outside pressure to use my position as a school Board member to benefit either myself or any other individual or agency apart from the total interest of the school jurisdiction.
- Recognize that the primary function of the Board is to establish the policies by which the schools are to be administered, and that the administration of the educational program and conduct of school business shall be left to the employed Superintendent of Schools and his/her professional and non-professional staff.
- Encourage active co-operation by citizens, organizations, and the media in the district with respect to establishing policy on current school operations and proposed future developments.
- Support my provincial and national school Board association for the future of trusteeship in this province and the nation.
- Provide to the best of my ability effective school Board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

TRUSTEE CODE OF CONDUCT SANCTIONS

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and mutual respect when acting as members of the Board.
2. Trustees shall conduct themselves in an ethical and prudent manner in compliance with Policy 4: Trustee Code of Conduct. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

3. Confidentiality

In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If the majority of the Board suspects that a failure has occurred, the following procedure shall be invoked:

- 3.1 The Board Chair shall request that the Superintendent or designate (as head of the division under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
- 3.2 In a timely manner and with due diligence, the independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Superintendent.
- 3.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
- 3.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
- 3.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

4. Official Complaint

- 4.1 A trustee who wishes to commence an official complaint under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows,

by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.

- 4.2 When a trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
- 4.3 To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair, within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
- 4.4 Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 4.3 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
- 4.5 Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 4.3 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present his or her views of the alleged violation of the Code of Conduct.
- 4.6 At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting.

5. Special Meeting

Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 5.1 The Code of Conduct complaint shall be conducted at an in-camera session, Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 5.2 The sequence of the Code of Conduct hearing shall be:
 - 5.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
 - 5.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
 - 5.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 5.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and

subsequent remarks;

5.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;

5.2.6 The complaining trustee shall be given the opportunity to make final comments; and

5.2.7 The respondent trustee shall be given the opportunity to make final comments.

5.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.

5.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.

5.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.

5.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.

5.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.

5.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.

5.9 The presiding Chair shall declare the special Board meeting adjourned.

6. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

7. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:

7.1 Having the Board Chair write a letter of censure marked "personal and confidential" to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board;

7.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;

7.3 Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the trustee's term as trustee.

8. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Legal References: **Sections 33, 34 *Education Act***

PR NO:

C.3

September 24, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 7: Board Committees and Board Representation

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 7: Board Committees and Board Representation, Policy 7: Appendix A: Negotiations Committee, Policy 7: Appendix B: Audit Committee, Policy 7: Appendix C: Finance Committee, Policy 7: Appendix D: Share the Mission Committee, Policy 7: Appendix E: Teacher Board Advisory Committee, Policy 7: Appendix F: Policy Development and Review Committee and Policy 7: Appendix G: GrACE* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 7: Board Committees and Board Representation, Policy 7: Appendix A:Negotiations Committee, Policy 7: Appendix B: Audit Committee, Policy 7: Appendix C: Finance Committee, Policy 7: Appendix D: Share the Mission Committee, Policy 7: Appendix E: Teacher Board Advisory Committee, Policy 7: Appendix F: Policy Development and Review Committee and Policy 7: Appendix G: GrACE*, as presented.



POLICY 7

Revised September 2025

BOARD COMMITTEES AND BOARD REPRESENTATION

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

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

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

Standing Committees

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

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

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

2.6 Policy Development and Review Committee

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

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

2.7 GrACE (Grateful Advocates for Catholic Education)

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

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

Representatives on External Committees

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

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

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

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

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

- 2.1 Alberta Catholic School Trustee Association (ACSTA)

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

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

2.2 Alberta School Boards Association (ASBA) Zone 6

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

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

2.3 Teacher Employers' Bargaining Authority (TEBA)

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

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

2.4 Joint City of Lethbridge and School Boards' Liaison Committee

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

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

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

2.5 Economic Development Lethbridge (EDL)

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

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

2.6 Team Lethbridge

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

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

Ad Hoc Committees

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

Special (Ad Hoc) Committees

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

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



NEGOTIATIONS COMMITTEE: TERMS OF REFERENCE

Role:

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

Authority:

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

Composition:

The committee will consist of the following members:

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

Meetings:

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

Responsibilities:

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



Policy 7 - Appendix B

Revised September 2025

AUDIT COMMITTEE: TERMS OF REFERENCE

Role:

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

Authority:

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

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

Composition:

The audit committee will consist of the following members:

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

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

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

Appointment of Public Members:

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

Meetings:

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

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

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

Compensation:

The Audit Committee members shall be compensated as follows:

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

Responsibility:

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

Financial Statements and Annual Audit:

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

Internal Control:

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



FINANCE COMMITTEE TERMS OF REFERENCE

Role:

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

Authority

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

Composition:

The Finance Committee shall be a committee consisting of:

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

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

Meetings:

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

Responsibilities:

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



SHARE THE MISSION COMMITTEE: TERMS OF REFERENCE

Role:

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

Authority:

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

Composition:

The committee will consist of the following members:

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

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

Meetings:

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

Responsibilities:

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



TEACHER BOARD ADVISORY COMMITTEE: TERMS OF REFERENCE

Role:

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

Authority:

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

Composition:

The committee will consist of the following members:

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

Meetings:

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

Responsibilities:

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



POLICY DEVELOPMENT AND REVIEW COMMITTEE: TERMS OF REFERENCE

Role:

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

Authority:

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

Composition:

The committee will consist of the following members:

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

Meetings:

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

Annual Work Plan:

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

Policy Format

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

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

2025/2026 School Year

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

* All appendices shall be reviewed with the associated policy.



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

Role:

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

Authority:

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

Composition:

The committee will consist of the following members:

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

Meetings:

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

Responsibilities:

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

PR NO:

C.4

September 24, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 18: Board Governance and Operations

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 18: Board Governance and Operations*, and *Policy 18: Appendix A: Governance Budget, Trustee Compensation, Budget Expenses and Reimbursement* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 18: Board Governance and Operations*, and *Policy 18: Appendix A: Governance Budget, Trustee Compensation, Budget Expenses and Reimbursement* as presented.



POLICY 18

Revised September 2025

BOARD GOVERNANCE AND OPERATIONS

The Board's fundamental obligation is to preserve and enhance the public trust in Catholic education and in the affairs of its operations in particular. Sections 64 to 69 of the *Education Act* identifies Board procedures. These Board governance and operations procedures have been prepared and accepted by the Board in order that the business of the Board can be conducted in an orderly and efficient manner.

Application

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

Definitions

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

1. Board Meetings

1.1 Organizational Meeting

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

1.2 Regular Meetings of the Board

- 1.2.1 All regular meetings will be held in accordance with Board Procedures Regulation 82/2019.
- 1.2.2 The regular meetings of the Board shall normally be held on the fourth Wednesday of each month. Alternate dates may be established in months that experience holidays or other potential conflicts. Meetings will be held in July and August as required.
- 1.2.3 The date of a regular meeting can only be changed at a regular or special meeting by a resolution passed by a simple majority of trustees in attendance.
- 1.2.4 Unless explicitly stated by the Education Act, meeting procedures will be held in accordance with Roberts' Rules of Order.
- 1.2.5 Any trustee may submit a Notice of Motion to be presented at the next regular meeting of the Board. The Notice of Motion shall include in writing the wording of the motion, or the intent of the motion, and any supporting documentation. The actual wording of the motion must appear in the agenda package of the next regular meeting.
- 1.2.6 When there is a recommendation to add to the agenda without notice, a vote will be taken, regarding the addition of the item(s).
- 1.2.7 All meetings of the Board shall be held in public unless a majority of the trustees present are of the opinion that it is in the public interest to hold the meeting, or part of the meeting, in private.

1.3 Special Meetings of the Board

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

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

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

1.5 Delegations to Board Meetings

- 1.5.1 Individuals or groups wishing to make a formal presentation to the Board must provide a written request along with supporting documentation to the Superintendent not later than eight calendar days prior to the meeting at which the presentation is to be made.
- 1.5.2 The written request must identify the spokesperson and provide the terms of reference for the presentation.
- 1.5.3 Individuals or groups wishing to make a presentation to the Board shall be advised that a maximum of fifteen minutes will be provided. The Superintendent will inform the designated spokesperson of the time and place of the meeting and provide a copy of the Board's procedures regarding presentations.
- 1.5.4 The Board will not debate or make a decision on a matter presented to it at the meeting, unless it is deemed critical by the majority of the Board.

- 1.5.4.1 Questions of clarification directed through the Board Chair may be asked of the spokesperson or of the Superintendent. The Superintendent may refer the question to the appropriate senior administrator.
- 1.5.4.2 For matters requiring further Board deliberation, the Superintendent will be required to prepare a recommendation for the consideration of the Board at the next regular meeting.
- 1.5.4.3 The Superintendent shall be responsible for informing the spokesperson of the decision of the Board regarding items raised in the presentation.

1.6 Petitions and Public Notices

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

2. Agenda, Minutes and Records

2.1 Agenda

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

2.2 Minutes

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

3. Pre-Orientation of Trustees

- 3.1 In the interim between the election date and the actual assumption of office, newly elected trustees will be:

3.3.1 Invited to attend all meetings and functions of the Board, including study sessions.

3.3.1.1 Provided access to the secure Board trustee section of the division's website to review materials such as:

3.3.1.2 Board policy manual.

3.3.1.3 Information about policy development.

3.3.1.4 Annual report of the division.

3.3.1.5 Pertinent sections of provincial legislation.

3.3.1.6 Pertinent financial records, including the current budget.

3.3.1.7 Organizational chart of the division.

4 Board Member Orientation

- 4.1 The Board Chair and the Superintendent will organize an orientation workshop for newly elected trustees that will provide information that is itemized in *Policy 3: Role of the Trustee*.

5. Governance Budget

- 5.1 The Board Governance budget will be set by the Board of Trustees and reviewed and approved during the annual budget process subject to the following considerations:

5.1.1 Trustee Remuneration

5.1.1.1 The Education Act allows for the remuneration of honoraria, per diem, and expenses to Trustees. Trustees are to be reasonably compensated for the time contributed at a rate that acknowledges the time and effort Trustees must devote to their duties, and expenses are to be reimbursed on a fair and reasonable basis. Trustee honorarium and per diem must strike an appropriate balance that provides recognition for the valuable work that is done by each individual Trustee. Trustee compensation details are found in Policy 18: Appendix A.

6. Hospitality

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

- 6.3.1 It can facilitate Division business.
- 6.3.2 It is considered desirable as a matter of courtesy or protocol.
- 6.3.3 Honoring staff for long service.
- 6.3.4 Conducting business with members of government, community or private sector.
- 6.3.5 Other hospitality functions as approved by the Superintendent of Schools or designate, providing they conform to the rules listed above.
- 6.4 Prior written approval from the Superintendent of Schools or designate is required for all hospitality events where alcohol is served.
- 6.5 If alcohol is provided at a hospitality event, it should be provided in a responsible manner, e.g., food must always be served when alcohol is available.

7. Signing Officers of the Board

- 7.1 The Board Chair, the Vice Chair, the Superintendent, and the Secretary- Treasurer shall be the cheque-signing officers.
- 7.2 The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
- 7.3 The use of an approved cheque-signer with the signature of the Board Chair and Secretary-Treasurer shall be authorized for all financial documents.
- 7.4 The Superintendent and the Secretary-Treasurer shall be permitted to sign manual cheques for:
 - 7.4.1 Salary.
 - 7.4.2 Substitute teacher salary.
 - 7.4.3 Receiver General.
 - 7.4.4 Staff benefits.
 - 7.4.5 Those expenditures required when the Board Chair and Vice Chair are not available.
- 7.5 All other manual cheques will be signed by the Secretary-Treasurer and either the Board Chair or the Vice Chair.
- 7.6 The Superintendent and the Secretary-Treasurer shall have signing authority to the safety deposit box.

References

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



POLICY 18 - APPENDIX A

Revised September 2025

GOVERNANCE BUDGET: TRUSTEE COMPENSATION, ALLOWANCES AND REIMBURSEMENT RATES

Trustees of Holy Spirit Catholic School Division shall receive remuneration and allowances that reflect the responsibilities of their role and the time commitment required. This compensation aims to support Trustees in fulfilling their duties without financial barriers, while remaining mindful of public expectations and financial prudence.

The Governance Budget will specify the allocations for Trustee Compensation (1), Board Expenses (2) and Trustee Expenses (3).

1. Trustee Compensation

1.1 Annual Stipend: Trustees will receive an annual stipend to cover time in attendance for all divisional governance activities related to school board meetings and school related activities. Annual Trustee stipend shall be \$16,200.00.

1.1.1 Board Chair and Vice-Chair Stipend: The Board Chair and Vice-Chair shall receive additional compensation due to their increased responsibilities. Annual Board Chair / Vice Chair Stipend shall be \$20,000.00 for Board Chair and \$18,000.00 for Vice Chair.

1.1.2 Stipend Adjustment: The annual stipend rate for trustees shall be adjusted each September by an increase equal to the rate of increase in the system and administration grants provided to the school division from Alberta Education. The amount will be rounded to the nearest \$100.

1.1.3 Stipend Review: Stipend amounts should be reviewed every 4 years to coincide with Election Year Board Governance Budget approval. Additional Stipend Adjustment may be required as the result of research comparing remuneration of Holy Spirit Catholic Trustees to those of like sized boards and/ that of boards operating in close proximity. Category 4 on schedule 1 of the Superintendent of Schools Regulation AR 94/2018.

1.2 Trustee benefits will be paid at a rate of 100% as per all employees within the Division.

1.3 The daily per diem rate for Trustees shall be set to the Alberta School Board Association (ASBA) provincial rate for full day and half day meetings. Per diems are paid for eligible events where Per diems or honorariums are not also paid for by an alternate source. Compensation is based on actual attendance on scheduled meeting dates.

1.3.1 Trustees serving as the Board's **representative(s) and / or alternate** on the following internal and external committees shall be compensated for service:

1.3.1.1 Alberta School Boards Association, Zone representative (ASBA, Zone 6) up to ten (10) meetings per year;

1.3.1.2 Alberta Catholic School Trustees Association (ACSTA) up to ten (10) meetings per year per year;

- 1.3.1.3 Grateful Advocates for Catholic Education (GRACE) Summit up to two (2) meetings per year;
- 1.3.1.4 Teacher Employer Bargaining Association (TEBA) up to ten (10) meetings per year;
- 1.3.1.5 Bargaining committees: ATA, ~~CUPE 290~~, and CUPE 1825 on bargaining days with local unions;
- 1.3.1.6 Team Lethbridge on a mission year up to five (5) meetings per year;
- 1.3.1.7 Joint City/ School Boards up to six (6) half-day meetings per year; and
- 1.3.1.8 Economic Development every second year when HS is a representative of up to ten (10) half-day meetings per year.
- 1.3.2 For committees not listed above, a Trustee may bring a recommendation to the Board for approval and inclusion in the Governance budget.
- 1.3.3 Trustees attending Alberta School Boards Association (ASBA) Fall General Meeting and Spring General Meeting.
- 1.3.4 Trustees attending Alberta Catholic School Trustees Association (ACSTA) Annual General Meeting
- 1.3.5 Per Diem exclusions: All meetings and events not listed under 1.3

2. Board Expenses

Trustees will be required to attend various conferences, conventions, workshops, and meetings in their capacity as school trustees. During the budget year, amendments to the specific allocations within the approved board governance budget may be made after consideration and approval by the Board.

2.1 Membership and registration fees to the following:

- 2.1.1 Alberta School Boards Association;
- 2.1.2 Alberta School Boards Association, Zone (ASBA, Zone 6);
- 2.1.3 Alberta Catholic School Trustees Association (ACSTA);
- 2.1.4 Alberta School Council Association (ASCA); and
- 2.1.5 Chamber of Commerce in Lethbridge.

2.2 Board Sponsored Events and Retreats:

- 2.2.1 Edwin Parr Award Night;
- 2.2.2 Annual Board Faith Retreat; and
- 2.2.3 Bishop's Dinner when in Lethbridge.

2.3 Board directed professional development: Funds for Trustee participation In Professional Development shall be budgeted for on an annual basis. The annual budget will account for registration fees, travel expenses, subsistence (meal allowance) and accommodation Professional Development may include ACSTA's, BluePrints/SPICE; A major National Conference such as CCSTA, CSBA, Labour Relations or any other related conferences.

2.4 Election advertising costs.

2.5 General board expenses.

2.6 Contracted services (as required).

3. Trustee Expenses

3.1 Reimbursement Rates. These reimbursement rates shall apply to all staff when conducting business on behalf of the school division

3.1.1 Standard room accommodation and parking will be paid for using a division credit card. In situations where the division is unable and the Trustee must pay, the division will reimburse at cost supported by a receipt.

3.1.2 Meals at a maximum rate of \$65.00 per day according to the following:

Breakfast \$15.00
Lunch \$20.00
Dinner \$30.00

3.1.3 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expenses.

3.1.4 Actual cost of economy fare on the mode of transport supported by a receipt.

3.1.5 Taxi, Uber, Lyft, or other public transportation at cost supported by a receipt.

3.1.6 Private car travel will be reimbursed per kilometer, in keeping with the Government of Alberta Rate, as published each March. This rate will come into effect the following school year, on September 1. Trustees will strive to incur expenses which are most economical for the Board such as substituting travel by car for air travel where appropriate.

3.2 Trustees will not be eligible to claim for travel within their own ward, with the exception of Ward 5, where travel between the town sites of Taber and Bow Island are eligible for reimbursement.

3.3 A claim form, "Remuneration and Travel Expense," has been adopted for use by trustees and is available electronically.

3.4 Trustees must submit expense claims in a timely manner following the completion of incurring the expenses.

Public Disclosure:

Trustee compensation shall be disclosed annually in the school board's audited financial statements and published on the board's website. The trustee monthly expense report shall be public information and shall be available upon request.

REPORT NO: D.1

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for September 24, 2025.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Religious Education, Support Services, Facilities, Technology and First Nations, Métis and Inuit Reports for September 24, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

September 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Lunch with Bishop McGrattan and Board of Trustees
- Attended Holy Spirit Opening Division Mass
- Attended LLT Opening Mass
- Attended CCSSA Board Meeting - President 2025-2026
- Attended CCSSA Fall Plenary (September 18-19)
- Attended ACSTA (as CCSSA President) (September 12)
- Faith reflections in, "Superintendent Sunday" (ONGOING)

A core part of my role is to serve as a visible and active faith leader for our division. My recent activities have been instrumental in fulfilling this responsibility and strengthening our Catholic identity. Attending Sunday Mass at St. Basil's and participating in the Holy Spirit and LLT opening division Masses allows me to stand in solidarity with our school communities and model active faith participation. It was a privilege and blessing to welcome and speak to our staff at Division Opening Mass. Lunch with Bishop McGrattan and the Board of Trustees was a crucial opportunity to foster our relationship with the diocese and ensure we are aligned with the Bishop's vision for Catholic education. Furthermore, my involvement as President of the CCSSA has been a significant undertaking, requiring attendance at the CCSSA Board Meeting and the CCSSA Fall Plenary. This role, along with representing our division at the ACSTA as CCSSA President, ensures our voice is heard and our interests are represented at the provincial level. Finally, the ongoing "Superintendent Sunday" faith reflections are a personal commitment to nurturing the spiritual lives of our staff and students, reinforcing that faith is not just part of our curriculum, but the very heart of our mission. These activities collectively demonstrate a deep and active commitment to our shared faith, providing crucial spiritual leadership for our division.

Building Effective Relationships

- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)
- Walkthrough and visit with each school with Deputy Superintendent during the first week of school (September 2-5)
- LLT Startup Meeting (August 22)
- New Teacher Orientation (August 26)
- SALT retreat with Ray Hoppins (August 12)
- Attended CASSIX Waterton Summer Conference (August 13-15)
- Zone 6 Superintendent/Leadership meetings (re: Potential Job Action) (ONGOING)

A key part of my role is to proactively build and nurture relationships with our staff at all levels. This is essential for fostering a positive, cohesive, and effective working environment across the division. The ongoing "Superintendent Sunday" communications are a critical tool for direct and transparent communication with our Leadership Team (LLT), School Administration Leadership Team (SALT), and Trustees, ensuring everyone is kept informed and feels connected. The most impactful activity has been the walkthrough and visit to each of our 16 schools with the Deputy Superintendent during the first week. These visits were a top priority as they allowed us to personally connect with staff and students, demonstrating our commitment and support on the ground. The LLT Startup Meeting, New Teacher Orientation, and the SALT retreat with Ray Hoppins were all foundational for preparing our teams for the new school year, providing them with the necessary tools and guidance. Finally, attending the CASSIX Waterton Summer Conference and the ongoing Zone 6 Superintendent/Leadership meetings are crucial for networking and collaborating with peers, particularly on pressing issues like potential job action, which directly impacts our staff and requires a unified approach. These activities collectively ensure that our leadership is visible, accessible, and committed to the well-being and professional growth of every member of our team.

Visionary Leadership

- Weekly SALT meeting
- Finance Committee Meeting (ONGOING)
- Board Policy Committee Meeting (ONGOING)
- LLT Meeting (ONGOING)
- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)

- Met with Secretary Treasurer and Director of Facilities, Principal for Value-Scoping
- Presented: SPACES- Reporting and Assessment for Administrators (review expectations for the 2025-2026 school year)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning (ONGOING)
- SALT meetings and contingency planning (re: potential job action) (ONGOING)
- Conversations with numerous principals re: enrolment pressures
- Hired, Aaron Skretting, Associate Superintendent of Learning

A core component of my role is to collaboratively shape our division's vision and ensure we are strategically supporting every student. The ongoing weekly SALT meetings are crucial to this, as they are a dedicated forum for working with our division leaders on both day-to-day operations and long-term planning. Our work is supported by my participation in the Finance Committee Meeting, Board Policy Committee Meeting, and LLT Meetings, which all help align our resources and governance with our educational goals. A significant focus has been on reporting and assessment for administrators through my presentation on SPACES, which reviewed expectations for the 2025-2026 school year to ensure consistent, effective practices across all schools. The ongoing conversations with numerous principals regarding enrollment pressures have been vital in addressing the immediate challenges our schools face, while my meetings with Learning Services (in absence of a Director of Learning) on curriculum, assessment, and professional development planning lay the groundwork for our future academic success. These meetings have been affirming and help shape the work that I am doing on developing the capacity of the Associate Superintendent role in our division. Furthermore, the ongoing contingency planning with SALT regarding potential job action demonstrates our commitment to preparing for any disruptions to student learning. Finally, the hiring of Aaron Skretting as Associate Superintendent of Learning is a monumental step that will significantly enhance our capacity for visioning and leading our learning services to better support every student.

Modeling a Commitment to Professional Learning

- Weekly meetings CASS Mentor, Dr. Andrea Holowka (ONGOING)
- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Monthly meetings with CCSSA Board
- SALT planning and contingency meetings (ONGOING)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning (ONGOING)

- Meeting with Director of Student Services to support ISP Day

These activities are vital to the superintendent's role, as they demonstrate my commitment to ongoing professional learning and strategic visioning. My weekly meetings with CASS Mentor, Dr. Andrea Holowka, continues to provide me with critical external guidance and support, a thought-partner, and ensures I am continually growing as a leader. Actively reviewing Administrative Procedures and Board Policies with both SALT and the Board Policy Committee is essential for ensuring our foundational documents remain relevant and effective. My monthly meetings with the CCSSA Board and my leadership in that capacity demonstrate a commitment to both local and provincial Catholic educational excellence. The ongoing SALT planning and contingency meetings and meetings with Learning Services on curriculum, assessment, and PD planning are a constant effort to refine our internal processes and ensure our staff has the tools needed to succeed. Finally, my meetings with the Director of Student Services to support ISP Day is a clear example of my commitment to specialized learning and ensuring all students, regardless of their needs, receive the highest level of support.

Leading Learning

- Presented: SPACES- Reporting and Assessment for Administrators (review expectations for the 2025-2026 school year)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning (ONGOING)
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Examining and creating new Administration Procedures: Ministerial Order #034, Bill 27, 29
- Hired, Aaron Skretting, Associate Superintendent of Learning

A core tenet of the role of Superintendent is to act as the lead learner for our division, modeling a commitment to professional growth and continuous improvement. This is exemplified by the work we're doing on reporting and assessment, where I recently presented on the SPACES platform to review our expectations for the 2025-2026 school year. I am also actively engaged in ongoing meetings with Learning Services to plan our curriculum, assessment, and professional development strategies. My continued collaboration with CASS Mentor, Dr. Andrea Holowka, provides invaluable external perspective and guidance, ensuring my own learning remains a priority. Furthermore, the work of examining and creating new administrative procedures in response to Ministerial Orders #034, Bill 27, and Bill 29 is essential for adapting to a changing educational landscape and demonstrates a commitment to remaining current on

provincial mandates. The hiring of Aaron Skretting as Associate Superintendent of Learning is a significant step that reinforces this commitment by bringing in a dedicated expert to help lead our division's academic vision and support our ongoing learning journey.

Ensuring First Nations, Métis and Inuit Education for All Students

- Ongoing discussions with Director of Religious Education and Director of Students Services and to examine current Jordan Principle supports and plan for potential changes to funding.
- Attended FNMI Team meeting- welcome

Managing and nurturing relationships, particularly with First Nations, Métis, and Inuit (FNMI) communities, is essential. My ongoing discussions with the Director of Religious Education and the Director of Student Services are vital for examining our current Jordan's Principle supports and planning for potential changes to funding. It's especially important that we continue these conversations with our principals, who are on the front lines and are managing the direct impact of these funding changes on our students. Attending the FNMI Team meeting was also an important opportunity to personally welcome and support this dedicated group, reinforcing our division's commitment to our indigenous students and their families. These activities ensure we are proactively upholding our relationships and advocating for the necessary resources to provide equitable education for all students.

School Authority Operations and Resources

- Meeting with Deputy Superintendent, Secretary Treasurer (re: budget/staffing) (ONGOING)
- Met with Secretary Treasurer and Director of Facilities, Chair, Vice Chair and Stantech for Value-Scoping (July 2025)
- Enrolment analysis and conversations (ONGOING)
- Joining AI Cohort with Zone 6 Divisions (Director of Technology, school-based administrators)

Effectively managing our division's resources is a fundamental responsibility of the superintendent, and these activities are crucial to that effort. My ongoing meetings with the Deputy Superintendent and Secretary Treasurer on budget and staffing are essential for ensuring fiscal responsibility and aligning our resources with our operational needs. A particularly exciting and forward-looking activity is the value-scoping process for the future of St. Francis Jr High, where we meet with the Secretary Treasurer, Director of Facilities, Chair, Vice Chair, and Stantech. This collaborative

process is a proactive and strategic way to evaluate the long-term value and needs of our facilities (modernization vs. new school), ensuring they can effectively support our students for years to come. Our ongoing enrolment analysis is also critical for forecasting future resource requirements and making informed decisions. Finally, joining the AI Cohort with other Zone 6 Divisions is a strategic investment in the future, as it allows us to explore how technology can enhance efficiency and improve learning outcomes, further demonstrating our commitment to responsible and innovative resource management.

Supporting Effective Governance

- Board Agenda setting meeting with Chair, Vice Chair and Executive Secretary (Monthly)
- Attended Board Policy Committee Meeting
- Attended ACSTA Fall Meeting
- Special Board Meeting (August 17- staffing updates)
- Special Board Meeting (September 5- first week/startup information)
- Attended TEBA virtual meetings (re: potential job action)

Recent weeks have been especially busy, but the activities we've engaged in have been crucial for our division's strategic direction and operational stability. My participation in the ACSTA Fall Meeting provided a valuable opportunity to connect with other Catholic school trustees, ensuring our division is aligned with the broader provincial goals and can share best practices. The two special board meetings on August 17 and September 5 were critical for managing important, time-sensitive information—the first to address staffing updates ahead of the new school year and the second to provide a comprehensive report on our successful first week and startup information. Lastly, my attendance at the TEBA virtual meetings regarding potential job action has been paramount in keeping the division informed and prepared to navigate potential labor relations challenges, which is a key priority for us all. These meetings, while time-consuming, have ensured that we are proactively managing the most pressing issues facing our division.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

REPORT NO: D.2

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for September 24, 2025.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees September 2025

Embodying Catholic Leadership

- Leading morning prayer at St. Basil Catholic Education Centre as well as before interviews and other meetings;
- Attending weekly Sunday Mass at St. Martha Parish and serving as a lector at 11:00am Mass;
- Attending Mass with staff and colleagues:
 - Opening Division Mass with Bishop McGrattan;
 - LLT Mass with Fr. Kevin;
 - CCSSA Mass with Catholic Division Leaders from across the province;
- Supporting SALT Retreat preparations.

Building Effective Relationships

- Being present in all of our schools during the first week back with students. It was important to us that our school communities know that they are our top priority, so we prioritized this time;
- Having meetings as needed with administration teams to discuss pressure points as enrollment numbers are confirmed throughout September;
- Using a specific Staffing Analysis Calculation to ensure that schools are staffed as equitably as possible;
- Synergizing with SALT and other division leaders to prepare and facilitate a New Teacher Orientation, to familiarize our new to Holy Spirit teachers with our division culture and priorities;
- Collaborating with key partners to have them share their expertise at the New Teacher Orientation - Board and Vice-Chair, ATA Local President and teachers with a few years of experience, to be a part of a panel and provide "Voices from the Field".
- Partnering with the ATA Local and Provincial to reflect on year one, and design next steps for our Mentorship Program for our new teachers.
- Facilitating conversations as needed when personnel issues arise.

Modeling a Commitment to Professional Learning

- Attended CASSIX Summer Conference in Waterton. Our course this year was "Augmenting Leadership Capacity Around Purposeful Integration of Gen AI in Educational Settings". We used generative AI tools to invent and pitch new solutions in

a hands-on session designed to build empathy and reduce anxiety around emerging technologies. As a result of this learning, Holy Spirit has joined with other divisions in Zone 6 to work with *Advanced Learning Partnerships, Inc.* to ensure proper understanding and utilization of AI within our division;

- Continued coaching with Ray Hoppins, former Associate Superintendent of People Services in Chinook's Edge;
- Attended the *Council of Catholic School Superintendents of Alberta Plenary Assembly* where we not only had the chance to collaborate but we also took the time to review the *Catholic Teachers and Leaders Toolkit*, the *K-9 Program of Studies for Religion, Bill 27 Recommendations*, *ACSTA Teacher Formation* as well as many other resources and issues pertinent to Catholic education.

Visionary Leadership

- Our Senior Administration Leadership Team had the opportunity to spend a day together at Martha Retreat Centre building our team norms and commitments and committing to launch the year as successfully as possible. We will continue this work together as the year progresses and ensure propinquity in schools.

Leading Learning

- Mentoring administrators and working with the applicable unions in dealing with difficult personnel matters that may result in disciplinary action;
- Facilitating learning at LLT focused on:
 - Team Building;
 - Teacher Orientation, Mentorship and Evaluation;
- Leading a session at New Teacher Orientation and Faith Formation for probationary teachers.

Ensuring First Nations, Métis and Inuit Education for All Students

- We had the opportunity to hire a Division Principal whose one area of focus is serving our First Nations Métis and Inuit students and families.

School Authority Operations and Resources

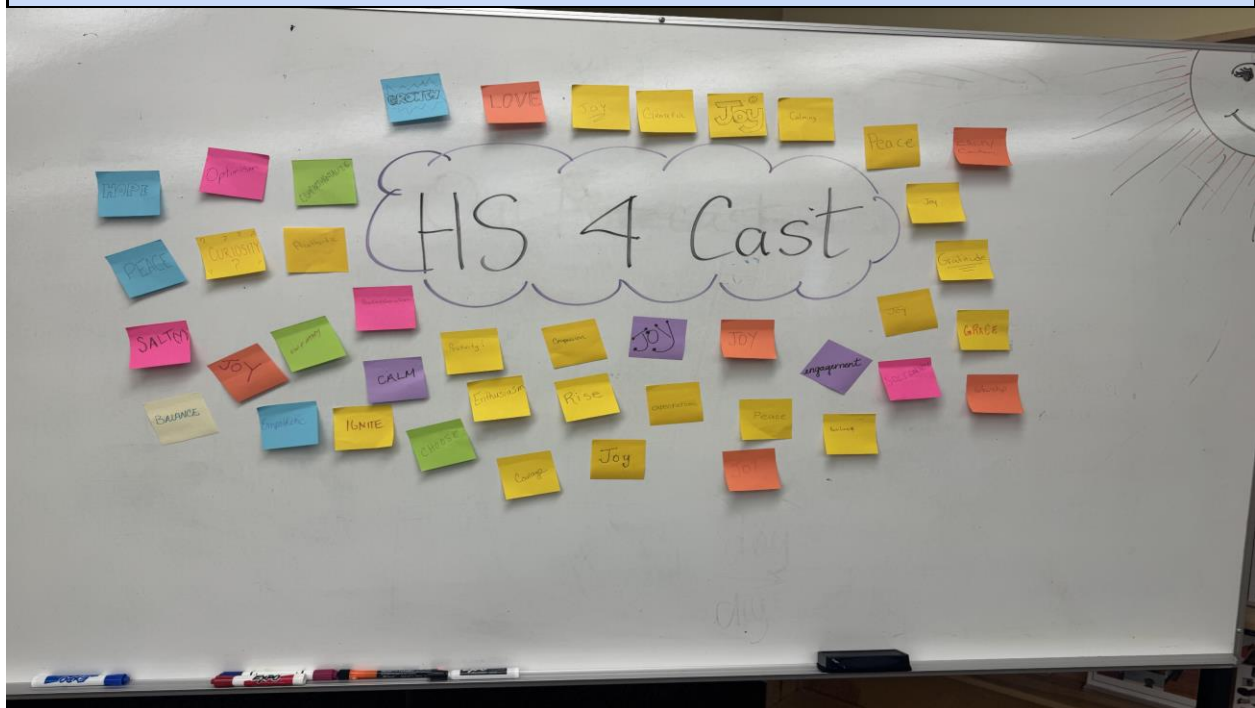
- Chairing weekly HR team meetings to ensure that we have the big rocks in place for the week. These include ensuring *Here in Spirit Newsletter* is up to date with relevant detailed job postings for all positions available in the division;
- Ongoing interviewing of substitute teachers and other positions needing to be filled, adding 10 new substitute teachers to our roster in September;
- Continuing to meet the staffing needs of our division which is buzzing with plenty of staffing opportunities, transfers, medical leaves and new hires. In preparation for the new school year, we had:
 - Issued 253 contracts/staffing notifications;
 - Recalled 45 ELP staff;
 - Hired 40 new staff - including 22 probationary teachers and 10 full-year temporary teachers;

- Hired an Associate Superintendent of Learning;
- Made 133 internal staffing changes. Examples of staffing changes include teachers who were either transferred or the successful candidates for positions posted at other schools, employees moving from part-time to full-time or changing school locations, leaves, resignations, retirements, etc.
- There are still positions posted and we are working to fill them as quickly as possible;
- Working with administrators to begin evaluations for teachers with probationary contracts in their schools;
- Continuing to collect updated criminal record checks with vulnerable sector search for certificated teachers. To comply with *Bill 85: Student's First Act* all certificated teachers must update their criminal record check every five years;
- Attending the Teachers' Employer Bargaining Association meetings to stay informed.

Supporting Effective Governance

- Working through personnel challenges to ensure all staff are provided with a welcoming, caring, respectful, and safe learning environment;
- Working with TEBA and creating contingency plans and communication in the event of strike action by our teachers;
- Ensuring a collaborative and productive relationship with our Board of Trustees and all members of our Holy Spirit community.

Our Forecast for the Year - *As a Learning Leadership Team, we picked one word each to guide our year. This is our "forecast" ...What weather are we carrying into our LLT and communities?*



REPORT NO: D.3

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Secretary Treasurer's Report

BACKGROUND

1. Attached is the Secretary Treasurer's Report for September 24, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees September 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Attended first LLT meeting of the 2025-2026 school year
- Attended First Ride event with Lethbridge School Division
- Met with CCH administration and Cafeteria provider
- Attended the Division Opening Mass
- Presented the "need to know of Business Services" at the New Teacher Orientation
- Contributed to weekly SALT Meetings
- Attended September LLT meeting
- Chaired Business Services Staff meeting, and Technology, Transportation, Maintenance, Finance and Student information collaboration meeting.
- Attended TEBA engagement sessions
- Participated in bi-weekly value scoping meetings
- Participated in bi-weekly construction meetings for St. Kateri Elementary School
- Attended Joint City and School Board Committee meeting
- Attended Joint Use meeting with City of Lethbridge and Lethbridge School Division
- Attended the RIMS Canada Conference (Risk and Insurance Management Society)
- Attended Board meeting for school start up
- Participated in Audit Committee meeting
- Aided in preparation of year end working papers and close out for our fiscal year end (ongoing)

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

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

- Worked with Lethbridge School Division and Southland Transportation to ensure a successful transportation startup for the year
- Ensured bus passes were received by city schools prior to the start of the school year
- Co-hosted the My First Ride event with Lethbridge School Division
- Attended the RIMS Canada Conference in Calgary
- Attended USIC marketing meeting with our Student Travel provider to develop relationships with the insurer and USIC members and to learn more about the policy
- Reviewed and approved risk assessments and field trip requests, volunteer and chaperone applications
- Monitored WCB claim files



REPORT NO: D.4

September 24, 2025

BOARD AGENDA REPORT

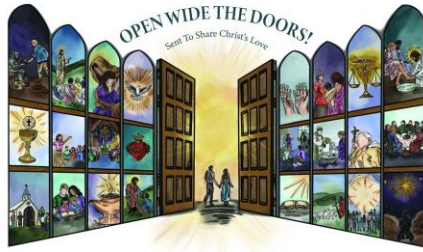
TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: Religious Education Update

BACKGROUND

1. Aaron Skretting, Associate Superintendent of Learning, 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
September 2025**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Spiritual Development Day** - We will be hosting our Spiritual Development Day for all staff on Tuesday, October 14, 2025. As usual, Mass will be held at Catholic Central High School (East Campus), beginning at 9:00. Fr. Santiago Torres will be presiding at the Mass, which will be followed by presentations from [Br. Guy Consolmagno](#) (virtual) and [Katie Patrizio](#) (in person). Lunch will be provided at the conclusion of the morning. We will also be hosting an evening session for our local communities which Katie Patrizio will be presenting.
- **Collaborative Day** - We will be contributing sessions to our Collaborative Day on Wednesday, October 15, 2025 as well. Katie Patrizio will be presenting one session, and we will also be coordinating sessions to be offered by Stacey MacNeil-Ayeh, Director of REN.

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

- **Fall Training and Formation** - At the outset of each year, we provide training to new staff on the use of Growing in Faith, Growing in Christ and other supplemental resources. Additionally, we provide faith formation and mentorship to our probationary teachers in four sessions in the fall. The first of these sessions is scheduled for September 24, 2025, and will focus on Marks 1 and 2 of the Excellent Catholic Educator. I am pleased to be joined by Deputy Superintendent Anthea Boras and Fr. Kevin Tumback for portions of this session.
- **Diocese of Calgary Artificial Intelligence Conference** - Registration is now available [here](#) for the upcoming Diocesan AI Symposium, hosted at St. Mary's University in Calgary on October 17-18. Registration is \$100 for the two days. The lineup of speakers looks to be excellent, and Bishop McGrattan is encouraging strong participation from senior administration, administration, trustees, teachers, and even older students.

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

- **Catholic Education Week (October 18-24, 2025) & GrACE Summit** - Provincially developed materials for Catholic Education Week have been shared with our schools through DREC. We encourage all to wear [Blue for Catholic Education on Thursday, October 23](#). We are also coordinating some local communications to be shared with Communications Coordinator Anamaria Turuk. As mentioned in earlier reports, there will be a provincial GrACE summit for students in grade 9-11 on Friday, October 23, 2025 in Sherwood Park. Due to the logistics that are related to this (transportation and hotels, chaperones, etc.), I believe that we will be better served by joining this summit virtually.

REPORT NO: D.5

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

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

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support.

Ready, Set, Go Fair

The "Ready, Set, Go" Fair, held on August 20 and 21st, was a tremendous success, supporting over 1,200 students with essential school supplies and backpacks. This initiative continues our partnership with the Lethbridge School Division, YMCA, Lethbridge Food Bank, Inter-Faith Food Bank, City of Lethbridge, United Way and MyCityCare.

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

Nutrition Program

We are thankful for the continuation of the Alberta Education Nutrition Grant funding for the 2025-26 school year. Through this grant program, we will continue to provide our schools with the opportunity to create, continue, or enhance existing nutrition programs in divisionally identified schools.

Supporting Individuals through Valued Attachment (SIVA) Training

Over 30 divisional administrators, teachers, and support staff recently completed certification in a two-day SIVA training, facilitated by our Support Services SIVA trainers. This holistic, relationship-based model is designed to enhance safety and support for individuals with challenging behaviors and complex needs. By focusing on proactive strategies and fostering meaningful relationships, the SIVA model equips our staff with the tools to create safer, more inclusive environments across our division.

Trauma Responsive Educational Practices

Director of Support Services, Crystal Lothian, provided Part 1 of a five-part professional learning series on Trauma Responsive Educational Practices to the Learning Leadership Team on September 9, 2025. This series is designed to build shared understanding and capacity across the Division in supporting students with diverse and complex needs.

School Visits

During the first three weeks of the school year, the Director of Support Services visited schools across the division. These visits provided opportunities to meet with school teams, review student projections, and discuss anticipated learning needs for the year ahead.

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

English as an Additional Language

At the division level, the first couple of weeks we have welcomed several new Canadian families through intake meetings that build strong school-family partnerships, ensuring a smooth student transition. By coordinating wraparound supports, we address each family's needs, fostering a positive and successful educational experience.

REPORT NO: D.6

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: First Nations, Métis and Inuit Education Update

BACKGROUND

1. Aaron Skretting, Associate Superintendent of Learning, 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
September 2025

Board Strategic Priority: Living Truth and Reconciliation

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

- **Division Principal** - With the retirement of Shelley Kirkvold, we are pleased to have appointed Dr. Jana Boschee to the position of Division Principal. Dr. Boschee brings with her a wealth and breadth of experiences that will serve our students and staff well as we continue to live truth and reconciliation in Holy Spirit.
- **Truth and Reconciliation Week** – Schools across the division will recognize the week leading up to Canada’s National Day for Truth and Reconciliation (September 22 – 26) through age-appropriate learning, prayer, and reflection activities. Learning activities will emphasize that Orange Shirt Day is more than a symbol—it is a call to relationship, action, and learning.

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

- **Jordan’s Principle** - We have not received an announcement of further funding for our group applications which impacts the cultural and specialised services previously supported through this initiative. We are grateful to Elder Dorothy Day Chief for continuing to advocate on our behalf through her contacts.
- We continue to work toward closing gaps in achievement, engagement, and graduation rates for FNMI students, while celebrating the strengths, languages, and cultural gifts they bring to our schools. This work is carried out in partnership with Elders, Knowledge Keepers, families, and community organizations, and through equipping staff with tools for culturally responsive pedagogy.

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

- **Three Year Vision** - A three-year vision for FNMI education has been developed to align closely with the Division’s Faith Plan. To pair with the courageous, compassionate, and hopeful connotation of “Open Wide the Doors”, we are guided by the Blackfoot word, *Saihpiyit!* — meaning “Dance Out! Through this vision, FNMI education and Catholic faith are not parallel streams but braided pathways. In this way, we respond to the Truth and Reconciliation Commission’s Calls to Action, particularly those that call on schools to integrate Indigenous perspectives and build intercultural understanding. In the first year, as we come to know God through the Word, we also consider Blackfoot ways of knowing Creator in embodied ways – walking humbly, connecting to place, and discernment through practice.
- **Learn, Build & Go** - *Learn, Build & Go* is a division-wide professional learning series rooted in relationship, reflection, and responsibility – the calls to Truth and Reconciliation. Together we explore how Indigenous ways of knowing, being, and doing can shape our practice as educators. We seek together to Learn with humility, Build in relationship, and Go forward in reciprocity. Aligning with the Holy Spirit Catholic School Division faith plan, this year we focus on knowing God, ourselves and creation through story. The first session, *Storying the Land*, will be held on Thursday, September 25. Trustees are welcome to attend; please contact Dr. Boschee for details.

REPORT NO: D.7

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Regan Holt, Director of Technology

SUBJECT: Director of Technology Update

BACKGROUND

1. Regan Holt, Director of Technology, has prepared the attached report to apprise the Board of recent division activity related to the technology department.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Technology

Board Report

September 2025

- **Technology Support Service Update**

- Daily school visits are helping teachers and students with technology use.
- New staff are given priority support to assist them in their new roles.
- Chromebook allocations (1:3 ratio) will be coordinated with schools in alignment with fall enrollment. This is to support the implementation of online assessments using Vretta.
- Coordination of operational technology with the new St Kateri Elementary School is ongoing.
- Summer classroom AV upgrades have improved instruction spaces in various schools.
- CCH - Gym AV upgrades have been completed in Vasey Hall.

- **Feedback and Collaboration**

- AI - we have initiated a staff survey on the general status and use of AI in our schools. This is part of an introductory discovery process to identify where support is needed in this space.

REPORT NO: D.8

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Director of Facilities Update

BACKGROUND

1. Vivien Kossuth, Director of Facilities, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Facilities Report to the Board of Trustees September 2025

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

The steel structure and decking are complete, and temporary utilities are activated. The glulam beam supports are being installed.

Project Milestones:

- Contract Award - March 2025
- Bi-Weekly Construction Meetings - starting April 11, 2025 to completion
- Groundbreaking - April 30, 2025
- Construction Duration - Spring 2025 to Fall 2026

ST. FRANCIS VALUE SCOPING WORKSHOP

Preparations are being made for the 2-day Value Scoping Workshop on October 1-2, 2025. Stakeholders have been invited.

The completed value scoping report is anticipated on November 1, 2025.

CMR/IMR PROJECTS

The Maintenance Department is starting the new school year cycle of project planning.

Some of our Division Priorities are:

- Security Camera Replacements and New Installations
 - Electrical Panel Thermographic Inspections
 - Space Utilization Planning for Schools Affected by Boundary Changes
 - Heating and Cooling Issues
 - Items mentioned in 2024-25 IMR Tours
-

FURNITURE AND EQUIPMENT RENEWAL

We accomplished our 2024-2025 initiative to start the annual process of renewing Division furniture and equipment assets under one budget line.

All approved furniture and equipment requests have been ordered. Deliveries are continuing until October.

END OF REPORT



REPORT NO: E.1

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, Economic Development, Joint City/School Boards, and Audit Committee Reports for September 24, 2025.



BOARD CHAIR REPORT

Date: September 24, 2025

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
Aug 25	TEBA engagement session
Aug 26	Brought greetings to new teachers to Holy Spirit Catholic School Division
Aug 28	Special Meeting of the School Board
Aug 29	Division Opening Mass – Brought greetings to the staff
Aug 29	Lunch meeting with His Excellency Bishop McGratton
Sept 5	Minister of Education – video meeting – Library Materials - Canceled
Sept 5	Special Meeting of the School Board
Sept 8	Minister of Education – video meeting – Library Materials – moved to this date
Sept 15	Agenda Setting Meeting
Sept 16	Policy Committee Meeting
Sept 17	Presentation of the Friends of Education Award to Southland Trailer
Sept 23	Audit Committee Meeting

CORRESPONDENCE:

Month	Description
Aug 8	ACSTA - New Interim Vice President and Welcoming Two New Team Members
Aug 14	Divisional Opening Mass - Trustee Invitation
Aug 17	ACSTA - Weekly Memo & Media Scan - August 18
Aug 17	New Teacher Orientation - Tuesday, August 26 th - Invitation
Aug 18	ASBA Zone - ASBA Friends of Education Award Winner
Aug 18	ASBA - Policy & AP supports for Access to Information Act and Protection of Privacy Act
Aug 18	ASBA - New Video Series: ASBA 2025 Election Hub
Aug 19	ASBA - Board Chairs-Ministerial Engagement on September 29
Aug 19	ASBA - Draft revised Position Statements – feedback requested by September 26
Aug 20	ASBA - Update on TEBA-ATA Negotiations
Aug 20	Youth Vaping Prevention Kits from Government of Canada
Aug 21	ASBA - Funding Manual for School Authorities 2025/26 School Year
Aug 22	ASBA - Consolidated Curriculum on New LearnAlberta
Aug 25	Signed Collective Agreement - CUPE Local 1825

Aug 25	ASBA - Event invitation: Draft Grades 7 to 9 Curriculum Field Testing Information Session
Aug 26	Minister of Education - Prioritizing Literacy and Numeracy – Information Session (under embargo)
Aug 26	ASBA - Release of 2025/26 Guide to Education: ECS to Grade 12
Aug 27	Interviews for Associate Superintendent
Aug 27	ASBA – Field Services Update
Aug 28	Update on TEBA-ATA Negotiations
Aug 29	Letter (2025.08.29) from Wolf Creek Public Schools Board Chair
Aug 29	TEBA Lockout Vote Results
Sept 2	Introduction to CASA Mental Health and our CASA Classrooms Program
Sept 2	Ministerial Order (#30/2025) – Standards for the Selection, Availability, and Access of School Library Materials
Sept 2	ACSTA Weekly Memo
Sept 2	Ministerial Order (#30/2025) – Standards for the Selection, Availability, and Access of School Library Materials
Sept 3	ACSTA invitation to session with Fr. Stefano
Sept 4	Joint City School Board Agenda
Sept 4	Invitation by Minister of Education to attend session on Library Material on Sept 5
Sept 8	Minister of Education - Updated Ministerial Order on the Selection, Availability, and Access of School Literary Materials
Sept 9	ASBA - FCMOH Letter regarding Measles
Sept 9	ASBA - School Capital Manual for the 2025/26 School Year
Sept 9	Minister of Education - Fairness and Safety In Sport Act
Sept 10	TEBA Negotiations and Strike Update
Sept 10	Letter - Premier's Statement Regarding School Division Financial Management
Sept 10	Letter - Cross-Ministry Collaboration for Children
Sept 16	ACSTA - Weekly Memo & Media Scan
Sept 16	TEBA - Unfair Labour Practice Complaint

REPORT NO: E.2

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

REPORT NO: E.3

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

ASBA Zone 6 Meeting

September 17, 2025

ASBA Zone 6 General Meeting Agenda

- Scheduled for Sept 17, 2025, at 10:30 AM Mountain Time .
- Key agenda items include call to order, land acknowledgment, introductions, and approval of previous minutes.

Zone 6 Chair Report: Zone chair reviewed summer activities of association including handbook updates, banking updates, and trustee recognition through ASBA. Upcoming zone chairs meeting, reviewed questions / topics coming from our zone and asked for additional agenda item additions.

South Comprehensive Health: Representative Lori H. New draft terms of reference under review. Asking for a 20 minute time slot at zone meetings to address hot topic items. Name change and move to a presenter role as opposed to a committee of the zone is a potential update.

CSBA: Representative Craig W. reported on July conference

Zone Director: Representative Allison P reported on directors meeting

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

Handbook: Representative Lori H. Bring handbook changes to the board for feedback, respond to zone for Oct 10, 2025

Financial Report: Monthly zone financial update attached to Agenda. Future reports will come from ASBA on schedule as decided.

Budget: Review budget documents. Bring to your board to get feedback by October 10 and be prepared to vote on budget at October 15 virtual meeting

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

Awards: Review of ASBA awards, discussion around membership boards nominees. See link for all options <https://www.asba.ab.ca/awards-and-recognition>

Round Table Discussion

Advocacy

Next Meeting : October 2025

REPORT NO: E.4

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board Representatives

SUBJECT: GrACE Report

BACKGROUND

1. Tricia Doherty and Linda Ellefson, Board representatives to GrACE, will provide a report to the Board regarding recent GrACE business, events, and activities.



Unite, Educate, Engage and Communicate with One Voice the Value and Gift of Catholic Education.

GrACE Report for September 24, 2025 Board Meeting:

What's Happening:

- **Reminder: GrACE Youth Summit October 24, 2025 Holy Spirit is planning to join in on the summit, suggested to possibly log in from individual school sites. Discussion to be had with DREC leads at schools.**
- **2025-2026 Theme: Anchored in Christ: Beacon of Hope!**
- **Catholic Education Week October 19-24, 2025 message will be drafted for Catholic Education Sunday to read at Mass, as well as an insert for parish bulletins. There will be videos created for each day of the week that will be posted on the website.**
- **Holy Spirit to be featured in October GrACE newsletter**

Mark 5 Community

- Live in community, spiritual unity and relationship
- Recognize that God will be found in each other
- Foster reconciliation
- Develop priorities and protocols to address the needs of the marginalized
- Honor parents/guardians as primary partners in education

Prayer for Catholic Education

Dear Jesus, Let your light shine in our Catholic schools. Let your grace rain down bringing hope to each person we encounter bringing wisdom to our teachers and leaders, bringing strength in times of trial Protect us from harm Let the children come to You, for the kingdom of God is theirs.

St Thomas Aquinas, patron saint of Catholic schools

Pray for us.

Amen.

For more info
checkout
GrACE here



REPORT NO: E.5

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

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

REPORT NO: E.6

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board Representative

SUBJECT: Economic Development Committee Report

BACKGROUND

1. Tricia Doherty, Board representative to the Economic Development Committee, will provide a report to the Board regarding recent Economic Development Committee business, events and activities.

Sector Reports:

Education Sector:

I reported on the upcoming potential ATA Strike; this will likely have impacts across the city/province. Lethbridge School Division had their grand opening of West Coulee Station on Friday September 12, 2025. Also reported, we have officially broken ground and started the build of our new elementary school. Ward Bros won the contract for the build. Reported that we have officially named the school as St. Kateri Elementary School.

Ag Sector:

Cattle prices last year were the highest they had ever been at roughly \$3.46/lb last year and this year they are averaging \$4.95/lb. So don't expect the cost of beef to go down in the grocery stores anytime soon. Drought has hit cattle farmers pretty hard, so they are reducing their herds leading to low cattle numbers. $\frac{1}{3}$ of the canola market was going to China, now that they have pulled away from purchasing canola it is having major impacts on the canola farmers. They have signed a major deal with Australia, but not a big enough contract for all canola sales, so much of the canola is left with no market. Siphons have been reopened at Milk River after being repaired, and should be running at full capacity by next spring.

Appointed a new representative for Lethbridge Polytechnic - Dr Kenny Corscadden has now taken on the role representing that sector seat.

The meeting was then moved in camera for confidential association business.

REPORT NO: E.7

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Roisin Gibb, Board Representatives

SUBJECT: Joint City / School Boards Committee Report

BACKGROUND

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

Joint Committee of City of Lethbridge and Lethbridge School Boards

Report prepared by Tricia Doherty and Roisin Gibb

Wednesday, September 10, 2025, 9:00 AM – 11:00 AM
City Hall, Council Chambers

1. Warehouse District Area and Victoria Park District Area Redevelopment Plans (ARP) Update – Genesis Molesky, City of Lethbridge

- Projects initiated in 2022.
- Warehouse District ARP carried out by Lethbridge Land.
- Victoria Park ARP carried out by Planning and Design.
- Warehouse District ARP:
 - A final draft has been submitted to Planning and Design.
 - Draft is under review as part of the Land Use Bylaw (LUB) Renewal Project with the intent to incorporate policy direction into the upcoming new LUB.
 - The new LUB is expected to be completed in 2027.
 - Following the completion of the new LUB, the Warehouse District ARP will be re-evaluated.
- Victoria Park ARP:
 - A draft plan is still being written.
 - Additional engagement will be delivered in January 2026.
 - The Victoria Plan ARP is expected to begin the plan adoption process in 2026.

Discussion -

- Discussion around traffic flow in the area and parking concerns in the community. Potential for functional planning study should it be requested of the city. There is currently a study underway at the hospital.
- Both Lethbridge School Division and Holy Spirit Catholic School Division are value scoping for LCI and SFJH which both fall in the Victoria Park ARP and border the Warehouse district.

2. Construction Update, West Lethbridge School – Holy Spirit Catholic School Division

- Updated provided on the name of the new school - St.Kateri Elementary School with projected opening in Fall 2026

3. Proposed Division of City of Lethbridge into Four Provincial Ridings

- None of the organizations at the table have taken any stance on this topic.
- Discussion centered around importance of community engagement

4. Provincial School Construction Accelerator Program – Lethbridge School Division

- Lethbridge School Division has a potential site for the new K-5 school on the westside, potentially looking in the Canyons for this build. Continuing to work with the city to find a site for a new westside high school.

5. Transportation – Lethbridge School Division

- Mike Nightingale spoke about meeting with city officials regarding options for collaborating in bussing, more specifically around the idea that perhaps high school could send students on city transit instead of yellow buses. They seemed interested in having further conversations and were open to the idea.

6. Joint Advocacy Items

- No items brought forward at this time; Christine Light did mention that it is clear that this isn't meant to only be for the school divisions to bring items forward for joint advocacy but also for council to share advocacy items with school boards as well.

7. Committee Restructuring

• Framework for committee restructuring

- July 24, 2025 - Trustee Christine Light presented the work of the sub-committee to the Governance SPC. At the conclusion of discussion, the following motion was CARRIED:

BE IT RESOLVED THAT the Governance Standing Policy Committee refer the matter and the documents presented by Ms. Light to the Joint Committee of the City of Lethbridge and Lethbridge

School Boards to have them provide the following:

1. The feasibility of formalizing the Joint Committee as a Committee of Council;
2. A proposed mandate, and governance structure; and
3. Potential costs and resource implications associated with formalization along with formal approval from the Committee for recommendation to a Governance Standing

Policy Committee meeting prior to the end of Q2, 2026

Information was also requested on how other municipalities organize governance relations between Councils and Boards.

Three options have been suggested by the City for future of this committee; they are as follows:

- 1.(Recommended) Transition this committee to be an external committee of the School Boards with Council members requested to be appointed to it.
2. Transition into a Committee of Council (not joint), which would include the following changes to the current functioning and costs:
3. The City and School Boards would have joint meetings as defined by Robert's Rules of Order. Both the City and the School Boards retain their distinct identity and operate according to their own rules and procedures.

The sub-committee is planning to meet after the elections to discuss the options and how to proceed.

REPORT NO: E.8

September 24, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Audit Committee Chair

SUBJECT: Audit Committee Report

BACKGROUND

1. Vice Chair Linda Ellefson provided the Board of Trustees with an update and the minutes from the past meeting of the Audit Committee.

ADVOCACY NO: F.1

September 24, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: Individual Trustee Advocacy

BACKGROUND

1. Trustees will provide a brief update regarding the activities they have been engaged in to advocate for the Board and school division over the past month.

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 24, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
July	Regular church attendance, lector, choir
August	Mass at Notre Dame in Paris (Exciting)

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept. 11	ACSTA
Sept. 12	ACSTA
Sept. 12	Provincial GrACE
Sept. 17	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 26	Meeting FLVT
June 26	Board Workshop
July 11	St. Francis Meeting
Sept. 13	Meeting with Trustee Gibb to respond to ASBA Community Engagement Award
Sept. 15	CCH Opening Mass
Sept. 15	Agenda Setting
Sept. 15	Local GrACE
Sept. 16	Policy Committee
Sept. 17	Opening Mass at ESM
Sept. 18	Opening Mass at St. Paul's
Sept. 18	Video for Election
Sept. 23	Audit Committee
Sept. 24	COW
Sept. 24	Public Board Meeting



BOARD MEETING DATE: September 24, 2025

Date:	School and Key Discussions:
Sept 16	School Council Meeting SJS

Date:	Key Discussions:
June 28	Farewell for Father Ian
Aug 30	Installation mass for Father Iqbal
Sept 10	Finance Meeting SA/SC
Sept 13	Parish Picnic

Date:	Name and Key Discussions:

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Aug 29, 2025	Division Opening Mass
Sept 15, 2025	CCH Opening Mass
Sept 18, 2025	SPS Opening Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 29, 2025	Lunch with the Bishop
Daily	ASBA Media Briefs
Weekly	ACSTA Memo and Media Brief

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 11, 2025	SFJH Value Scoping Walk through
July 17, 2025	Special Meeting of the Board
Aug 22, 2025	Special Meeting EDL
Aug 25, 2025	TEBA Info Session
Aug 27, 2025	Interviews
Aug 28, 2025	Special Meeting of the Board
Sept 3, 2025	Special Meeting EDL - second attempt
Sept 5, 2025	Special Meeting of the Board
Sept 10, 2025	Joint City Meeting
Sept 15, 2025	GrACE Meeting
Sept 16, 2025	Policy Committee Meeting
Sept 17, 2025	Economic Development Meeting
Sept 17, 2025	ASBA Zone 6 Meeting
Sept 24, 2025	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sep 9, 2025	SMPC School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 25, 2025	TEBA Engagement Session

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug 28, 2025	Special Board Meeting
Aug 29, 2025	Opening Mass for the Division followed by lunch with Bishop McGrattan
Sep 17, 2025	Police Advisory Committee
Sep 19, 2025	Help Friends of St. Michaels with Welcome Back Breakfast
Sep 23, 2025	Audit Committee Meeting
Sep 24, 2025	COW / Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sep 10	OLA School Council and AGM - enrollment update, staffing update, school engagement fund

PARISH COMMITMENTS:

Date:	Key Discussions:
June 29	Sacristan 9 am St. Martha
July 27	Sacristan 9 am St. Martha
Aug 24	Sacristan 9 am St. Martha
Sept 21	Sacristan 9 am St. Martha
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Ongoing	Dynamic Catholic Daily Gospel Reflection

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 15	ASBA Zone 6 Planning
Aug 20	ASBA Zone 6 Agenda Planning and Budget Prep
Aug 26	ASBA Zone 6 Handbook Planning
Sep 4	ASBA Zone 6 Agenda Setting
Sep 5	ASBA Zone Bank Meeting
Sep 10	ASBA Zone 6 Budget and Meeting planning
Sep 17	ASBA Zone 6 General Meeting - Chair

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 17	Special Board Meeting
Aug 15	Zoom meeting with Bishop McGratten re: discernment of Trusteeship
Aug 16	First Ride Event
Aug 25	TEBA Learning Event
Aug 28	Special Meeting of the Board
Aug 29	Division Opening Mass
Sep 5	Superintendent Update Meeting
Sep 10	Joint City School Division Meeting
Sep 24	Board meeting and COW



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sep 18	SPT Welcome back BBQ and AGM
Sep 24	SMT Welcome back BBQ and AGM

PARISH COMMITMENTS:

Date:	Key Discussions:
	Mass weekly

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 25	TEBA information meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug 29	Opening Division Mass and lunch with the Bishop
Sep 5	Board information meeting
Sep 11	Opening Mass SPT
Sep 18	Opening Mass SMT
Sep 24	Board meeting
Sep 24	SMT Welcome back BBQ and AGM



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
	Superintendent Sunday updates
September 10, 2025	Welcome Back BBQ (regrets due to conflicting event)
September 24, 2025	School Council Meeting & AGM

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish
August 29, 2025	Division Opening Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
September 17, 2025	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 17, 2025	Special Meeting of the Board
August 28, 2025	Special Meeting of the Board
August 29, 2025	Meeting with Bishop McGrattan
September 5, 2025	Superintendent Update Meeting of the Board
September 15-16	Policy Review and Update
September 16, 2025	Policy Committee Meeting
September 23, 2025	Audit Committee Meeting
September 24, 2025	Committee of the Whole Board Meeting
September 24, 2025	Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: September 24, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Aug 29	Opening Mass for Staff
Sept 3	Opening Mass SCPB
Sept 15	Opening Mass CCH
Sept 18	Opening Mass St Pauls

PARISH COMMITMENTS:

Date:	Key Discussions:
Sept.	On going Mass at All Saints

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 25	TEBA
Aug 29	TEBA
Sept 4	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug 26	PCCELC
Aug 28	Board Meeting
Sept 5	Board Meeting
Sept 17	ASBA Lunch

ADVOCACY NO: F.2

September 24, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

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

INFORMATION NO: G.1

September 24, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Chantel Axani, Superintendent of Schools

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BACKGROUND

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

- AP 517: [Expense Reimbursement](#)
- AP 504: [Purchasing Operations](#)
- AP 350: [Student Transportation](#)
- AP 350A: [Student Transportation Fee Schedule](#)

INFORMATION NO: G.2

September 24, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: Catholic Education Week

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Catholic Education Week will now be celebrated from October 18-24, 2025.
2. Once again, videos highlighting Catholic works within division schools will be sent out daily.
3. On October 18-19, 2025, across the Diocese of Calgary, Catholic Education Sunday will be celebrated to begin Catholic Education Week.

INFORMATION NO: G.3

September 24, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent of Learning

SUBJECT: Truth and Reconciliation Week

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Holy Spirit Catholic School Division recognizes the importance of our shared history and is committed to providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being.
2. Over the course of the September 22-30, 2025 week, Holy Spirit Catholic School Division will be focusing on the division's strategic priority: Living Truth and Reconciliation.
3. Attached for Board information is a list of available resources and activities that are occurring throughout the division and Lethbridge for Truth and Reconciliation Week.

WEEK OF TRUTH & RECONCILIATION

September 22-26, 2025

RESOURCES & EVENTS



sept.
22

Reconciliation
Through Education

Learn which Treaty area you live in and what those agreements mean today. Alberta is covered by Treaties 6, 7, and 8. Use [Native Land Digital](#) to locate and learn about your area. Set aside time to read the [Truth and Reconciliation Commission Calls to Action](#). Choose one of the 94 calls to reflect or discuss: *What does this call to action mean for our family, our school, or our community?*

sept.
23

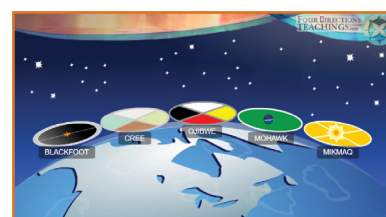
Listen to
Indigenous Voices



Consider purchasing music, books, or art for your home or classroom as a way of honouring living cultures. Purchase or share Indigenous work through [GoodMinds](#) or [Nikamowin](#). Read an Indigenous [novel, or memoir, or children's book](#), or listen to [Indigenous podcasts](#). The Holy Spirit Catholic School Division library has a number of [Indigenous Literature Kits](#) and resources. Reflect on: *Whose voice have I made space for today, and what does their story invite me to see or do?*

sept.
24

Indigenous Ways
of Knowing



Watch this interactive video at [Four Directions Teachings.com](#) to learn about five diverse Indigenous philosophies across Canada. Spend time outdoors and look at the sky from an Indigenous lens—where sky stories connect us to creation, seasons, and responsibility. For guidance, visit the University of [Calgary's Indigenous Skies](#) site. Invite children to wonder: *What lessons do the stars or the sun teach us?*

sept.
25

Speaking the
Language of
the Land



Indigenous place names are more than labels—they carry stories and teachings that guide how we live in relationship with the land. At this [University of Lethbridge](#) page, learn Blackfoot names for the places around you such as Ninastako (Chief Mountain) or Sikoohkotoki (Lethbridge). Learn more about ways land and language are intertwined from the [Mioohopokoiki Project](#). Consider: *How does knowing a place's name change how I see that place?*

sept.
26

From Gesture
to Action



The [National Day for Truth and Reconciliation](#) (Orange Shirt Day), is a day of memorial to recognize the atrocities and multi-generational effects of residential schools in Canada. It occurs yearly on September 30. Be aware of opportunities to [purchase from Indigenous artists or businesses](#), or those that support residential school survivors. You can also show your support on social media with [these templates](#) and hashtag #NDTR. Holy Spirit Schools will encourage students to wear orange shirts on Friday, Sept. 26 as a gesture of recognition, compassion, and solidarity. *What conversations can I start with others so Orange Shirt Day becomes about learning and change, not just wearing a colour?*

sept.
30

Walking
Forward Together



Reconciliation is not one day, but an ongoing journey. Commit to an action: start an Indigenous book club, donate to a reconciliation project, or attend a community event, such as Lethbridge Public Library's [Orange Shirt Awareness Walk](#), Lethbridge Sports Council's [Give it a Try](#) or [Arts Days-Orange Shirt Day](#) with Analog Books and CASA in Lethbridge. Share your journey with others. For more ideas or ways to engage, visit the [National Centre for Truth and Reconciliation](#). *What one commitment can I make beyond September 30th to keep reconciliation alive in my daily actions?*

INFORMATION NO: G.4

September 24, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Dual Credit Grant

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is correspondence from the Executive Director of Alberta Education's STEM, Careers, and Indigenous Curriculum Sector.
2. Through Alberta Education's, Dual Credit Enhancement Grant, Holy Spirit Catholic School Division has been awarded \$100,000 for the Carpenter Apprenticeship in partnership with Lethbridge Polytechnic.



Career Education Branch
44 Capital Boulevard
10044 – 108 Street
Edmonton, Alberta T5J 5E6

September 2, 2025

Carmen Larsen
Director of Learning
The Holy Spirit Roman Catholic Separate School Division - 4481
larsenc@holyspirit.ab.ca

Subject: Dual Credit Enhancement Grant Application

Dear Carmen,

Thank you for submitting an Enhancement Grant application for the upcoming 2025/26 school year. We are pleased to confirm that The Holy Spirit Roman Catholic Separate School Division has been awarded a \$100,000 Dual Credit Enhancement Grant. As mentioned in your application, the funds are to be used for Carpenter Apprenticeship in partnership with Lethbridge Polytechnic.

You will receive the allocated funds from School Finance in early October 2025. You will be responsible for fund management and submitting a final report. The final report template is on the [Alberta Dual Credit website](#) and must be submitted no later than July 31, 2026. If you are unable to spend all the funds prior to the reporting deadline, please contact the Dual Credit Team, at EDC.DualCreditGrantApplication@gov.ab.ca.

Thank you for your application, we wish you and your students' success.

Sincerely,

A blue ink signature, likely of Ryan McFarland, consisting of a stylized 'M' followed by a horizontal line.

Ryan McFarland
Executive Director
STEM, Careers, and Indigenous Curriculum Sector
Alberta Education and Childcare

cc: Nathan Stelnicki, Director, Career Education Branch
Loleen Flynn, Director, First Nations, Métis and Inuit Curriculum Branch