

Prayer

By Chloe, Es-e, Ruby.P

Dear God,

fill our hearts with peace and kindness.
Where ever we go you'll be with us. Help us
to unite together and settle agreements
and work to make a better place for learning.
We thank you for the gifts of Christ.
We thank you for everything you've done for
us. Life and the simple joys of living. We
thank you for the community of God
and for all you've done for us.

Thank you Lord for hearing our prayer.
We ask this through Christ
our Lord Amen.



Holy Spirit Catholic School Division

**Board Meeting
St. Basil Catholic Education Centre
Wednesday, April 30, 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) – Board Chair Carmen Mombourquette

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) March 26, 2025 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Edwin Parr Nominee Carly Spoulos
(Anthea Boras, Deputy Superintendent)
- e) Presentation: Division Collaborative Music Task Force (Jessica Ens, Josh Gatner,
Chris Hartman, Coreen Packham, Erin Richards, Holy Spirit Catholic School Division
music teachers)
- f) Presentation: Southern Alberta Collegiate Institute (Joelle Reynolds, Lethbridge
Polytechnic and Jason Kupery, Palliser School Division)

- B.1 Meeting with Local MLAs
- B.2 Edwin Parr Award Banquet

C. POLICY REVIEW

- C.1 Policy 19: Conflict of Interest
- C.2 Policy 21: Public Interest Disclosure (Whistleblower Protection)
- C.3 Policy 22: Vaccination Protocol
- C.4 Policy 23: Extra-Curricular Activity

D. ADMINISTRATIVE REPORTS

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

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 PCCELC Report
- E.6 Economic Development Report
- E.7 Joint City / School Boards Report

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy
- F.3 Holy Spirit High Schools Graduation Planning

G. INFORMATION ITEMS

- G.1 Administrative Procedures Updates
- G.2 Catholic Education Sunday Collection
- G.3 Art's Alive and Well in the Schools
- G.4 Apex Awards 2025
- G.5 Transfer of Jurisdiction CUPE
- G.6 Holy Spirit Stars
- G.7 Enrolment Data Update

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER Approval of Agenda Previous Minutes Business Arising from the Minutes PRESENTATIONS "Excellence in Catholic Education" Recipient ACTION ITEMS Three Year Capital Plan (2026-2029) Superintendent Evaluation		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, MARCH 26, 2025, COMMENCING AT 3:15 P.M. Present BOARD Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Thomas Machacek Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Acting Secretary Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Regrets Board Chair Carmen Mombourquette Trustee Cheralan O'Donnell Vice Chair Linda Ellefson called the March 26, 2025, Regular Board Meeting to order at 3:15 p.m. She acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Frances Cote led the prayer provided by a student of St. Joseph School, Coaldale. 10719/0325 Roisin Gibb M/C That the agenda for the March 26, 2025, Board Meeting be approved, as amended. B.3 Transportation Distance Eligibility Change 10720/0325 Bob Spitzig M/C That the minutes of the February 26, 2025 Regular Meeting of the Board be approved, as presented. Trustee Roisin Gibb inquired about the feedback gathered from the recent Council of School Council Chairs and Board of Trustees meeting and the availability of the information. The feedback will be collated and reported back to the Trustees at a later date. Mr. Aaron Skretting, Director of Religious Education for Holy Spirit Catholic School Division was in attendance. He has been selected as the division's recipient for the CCSSA's "Excellence in Catholic Education" Award for 2024/2025. The Board congratulated Mr. Skretting and wished him well as he will join this year's BluePrints Conference to be further honoured on May 6-9, 2025. B.1 Based on the direction provided by the Board at its February 26, 2025, Regular Meeting, the finalized Three Year Capital Plan for 2026-2029 was presented for Board review and approval. 10721/0325 Tricia Doherty M/C That the Board of Trustees approves the Three-Year Capital Plan for 2026-2029, as presented; AND FURTHER, that this document be submitted to Alberta Education and Alberta Infrastructure and placed on the division website. B.2 As outlined in <i>Policy 2: Role of the Board</i>, the Board of Trustees will evaluate the Superintendent annually.
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March 26/25: page 2			
	10722/0325 Roisin Gibb	M/C	That the Board of Trustees convene to Committee of the Whole at 3:40 p.m.
	10723/0325 Roisin Gibb	M/C	That the Board of Trustees reconvenes to the Regular Meeting at 3:46 p.m.
	10724/0325 Tricia Doherty	M/C	That the Board of Trustees directs the Board Chair to begin the process of the Superintendent evaluation for the 2024/2025 school year by investigating the services of an independent consultant to conduct the evaluation.
Transportation Distance Eligibility Change	B.3		On February 27, 2025, the Province of Alberta announced Budget 2025. At this time, it was announced that the transportation grant eligibility distance criteria will be changed from 1.0 km to 1.6 km effective September 1, 2025. On March 25, 2025, Lethbridge School Division, whom we share transportation services approved changing the eligibility criteria back to 1.6 km due to rising costs of transportation services and lack of funding.
	10725/0325 Bob Spitzig	M/C	That the Board of Trustees set the transportation distance eligibility criteria to 1.6 km for kindergarten to Grade 6 students where needed for the 2025/2026 school year to be aligned with our transportation partners.
POLICY REVIEW			
Policy 13: Hearings on Teacher Matters	C.1		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 13: Hearings on Teacher Matters</i> and presented the recommended changes to the Board of Trustees.
	10726/0325 Roisin Gibb	M/C	That the Board of Trustees accepts <i>Policy 13: Hearings on Teacher Matters</i> , as presented.
Policy 14: Appeals and Hearings on Student Matters	C.2		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 14: Appeals and Hearings on Student Matters</i> and presented the recommended changes to the Board of Trustees.
	10727/0325 Frances Cote	M/C	That the Board of Trustees accepts <i>Policy 14: Appeals and Hearings on Student Matters</i> , as presented.
Policy 16: School Closure	C.3		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 16: School Closure</i> and presented the recommended changes to the Board of Trustees.
	10728/0325 Thomas Machacek	M/C	That the Board of Trustees accepts <i>Policy 16: School Closure</i> , as presented.
Policy 20: Fiscal Stewardship	C.4		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 20: Fiscal Stewardship</i> and presented the recommended changes to the Board of Trustees.
	10729/0325 Blake Dolan	M/C	That the Board of Trustees accepts <i>Policy 20: Fiscal Stewardship</i> , as presented.
Policy 24: Budget	C.5		The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 24: Budget</i> and presented the recommended changes to the Board of Trustees.
	10730/0325 Frances Cote	M/C	That the Board of Trustees accepts <i>Policy 24: Budget</i> , as presented.
ADMINISTRATIVE REPORTS			
Superintendent's Report	D.1		The Board reviewed the Superintendent's March 26, 2025 Report.

March 26/25: page 3		
	10731/0325 Tricia Doherty	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, First Nations, Métis and Inuit, and Facilities Reports for March 26, 2025.
Deputy Superintendent's Report	D.2	The Board received the Deputy Superintendent's March 26, 2025 Report.
Secretary Treasurer's Report	D.3	The Board received the Secretary Treasurer's March 26, 2025 Report.
Director of Learning Update	D.4	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	D.5	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	D.6	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Métis and Inuit Education Update	D.7	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.
Director of Facilities	D.8	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.
	10732/0325 Bob Spitzig	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Reports for March 26, 2025.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC Report	E.5	Trustee Bob Spitzig, Board representative to the PCCELC, provided a report to the Board regarding recent business, events, and activities.
Economic Development	E.6	Trustee Tricia Doherty, representative to the Economic Development Committee, provided a verbal report to the Board regarding recent business, events, and activities. She noted that the Innovation Conference is coming up alongside the E-Sports Tournament which division schools have previously entered.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided a written update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10733/0325 Roisin Gibb	M/C That the Board of Trustees receives and files the individual Trustee Advocacy Reports for March 26, 2025.

March 26/25: page 4		
School Council Advocacy	F.2	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.
Holy Spirit High Schools Graduation Planning	F.3	To assist in Board planning, as well as the planning for each of the high schools within the division, the schedules for upcoming graduation exercises were presented.
<u>INFORMATION ITEMS</u>		
Administrative Procedures Updates	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: • AP 310: Assisting a Student in Case of Accident or Illness • AP 318: Possession of Weapons or Potentially Dangerous Items in School • AP 401: Recruitment and Selection of School Administrators and Supervisory Staff • AP 447: Employee Recognition
“Share the Mission” Award Nomination Information	G.2	The Board received nomination information that has been prepared for the 2024/2025 “Share the Mission” Award. Nominations will be accepted until June 6, 2025. An online form is available on the Holy Spirit division website for nomination submissions.
Second Quarter Financial Report	G.3	Acting Secretary Treasurer Amanda Lindemann provided the Holy Spirit Catholic School Division’s Second Quarter Financial Statement, for the period from September 1, 2024 to February 28, 2025.
Correspondence From Alberta Infrastructure	G.4	The Board of Trustees received correspondence from Alberta Infrastructure for the approval of playground funding for the Holy Spirit Catholic School Division new westside school in Lethbridge, Alberta.
GrACE Youth Summit	G.5	The GrACE Youth Summit is to be held on October 24, 2025 at Our Lady of Perpetual Help Parish, in Sherwood Park, Alberta.
A Balancing Act: Budget Survey Summary	G.6	A Balancing Act: Budget Survey was sent out to all Holy Spirit Catholic School Division stakeholders from March 3 – 10, 2025. The survey asked respondents to assist the division in determining budget priorities for the 2025/2026 school year. A summary of the survey results was provided to the Board.
Holy Spirit Stars	G.7	The Board reviewed the activities and achievements of the division’s students and staff over the past month.
Enrolment Data Update	G.8	The Board received the division enrolment report for February 2025.
	10734/0325 Bob Spitzig	M/C That the Board of Trustees convene into the Committee of the Whole at 4:50 p.m.
	10735/0325 Roisin Gibb	M/C That the Board to Trustees reconvene into the Regular Meeting at 5:04 p.m.
ADJOURNMENT	10736/0325 Blake Dolan	M/C That the Board of Trustees adjourns the Regular Board Meeting of March 26, 2025, at 5:04 p.m.
		_____ Board Chair _____ Secretary Treasurer

ACTION NO: B.1

April 30, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Meeting with Local MLAs

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. It is recommended that two meetings be set up with the Board of Trustees and local MLAs to discuss matters of mutual interest. One meeting will be with the UCP MLAs and the other with the NDP MLA.

RECOMMENDATION

That the Board of Trustees directs the Superintendent of Schools to organize two meetings with Holy Spirit Catholic School Division's local MLAs.

ACTION NO: B.2

April 30, 2025

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Edwin Parr Award Banquet

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Edwin Parr Award honours excellence in first year teachers. This year, Carly Spoulos, a teacher from St. Francis Junior High School, Lethbridge, has been selected as Holy Spirit Catholic School Division's Edwin Parr Award nominee.
2. Attached is information about purchasing tickets to attend the Zone 6 Edwin Parr Awards Ceremony and Banquet, which will be held on Wednesday, May 21, 2025 at the Heritage Inn in Taber.

RECOMMENDATION

That the Board of Trustees purchases, a minimum of, two (2) tickets to attend the Edwin Parr Awards Ceremony at the Heritage Inn in Taber, Alberta on May 21, 2025.



Edwin Parr Awards Banquet

Wednesday, May 21, 2025
Heritage Inn | Taber

5:30 - 6:00 social (cash bar)
6:00 dinner

Program/Awards to
Follow

PR NO:

C.1

April 30, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 19: Conflict of Interest and Nepotism

ORIGINATOR: Board of Trustees

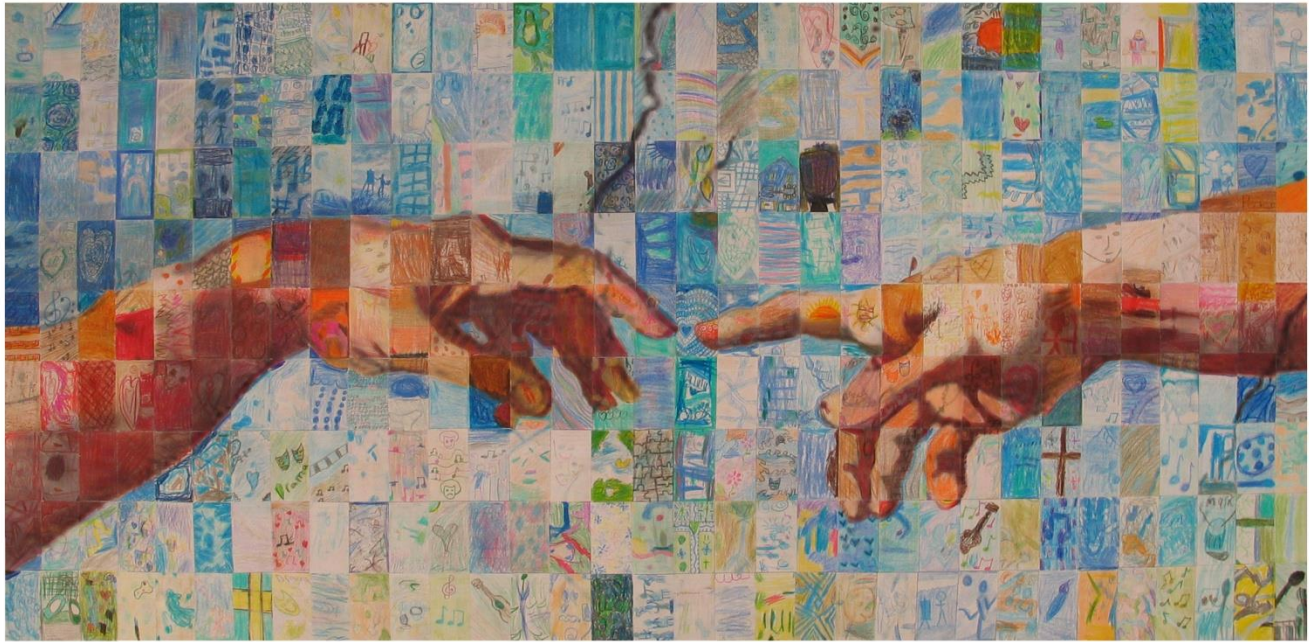
BACKGROUND

1. *Policy 19: Conflict of Interest and Nepotism*, 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, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 19: Conflict of Interest and Nepotism*, as presented.

ARTICULATING OUR PURPOSE



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

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

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

"What are we here to do together?"

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

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

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

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

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

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

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

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

VALUES AND CORE COMMITMENTS

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

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

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

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

EXCELLENCE IN
LEARNING

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

SACRAMENTALITY

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

OUR
COLLABORATIVE
COMMUNITY

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

MINISTRY

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

STEWARDSHIP

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

CONFLICT OF INTEREST AND NEPOTISM

It is expected that all trustees and employees shall represent the division in a manner that supports the responsibility of the Board, as per the *Education Act*, to provide a welcoming, caring, respectful and safe environment. All trustees and employees shall be cognizant of standards relevant to “nepotism” within the workplace, and engage in leadership practices and communication so that conflicts inherent with this concept may be alleviated. Such standards are outlined further within this document.

Definitions

Conflict of Interest	a situation in which an employee/trustee whose private interests, or the private interests of a relative or an associate, might benefit from the employee/trustee’s actions or influence as an employee/trustee of the division.
Pecuniary Interest	refers to monetary conflict of interest. A pecuniary interest is said to exist where an individual employee/trustee is involved in decisions that would have a positive or negative financial impact on the personal circumstances of the employee/trustee and his or her spouse/partner.
Associate	an individual or organization with whom an employee/trustee has any personal or pecuniary interest.
Nepotism	favouritism shown to relatives in bestowing employment or conferring privileges.
Relative	refers to an employee/trustee’s child, sibling, parent, parent-in-law, or spouse.
Family status	the status of being related to another person by blood, marriage, or adoption.
Registered Charity	refers to a charitable organization, public foundation, or private foundation registered with the Canada Revenue Agency. A registered charity is issued a Registration Number and is exempt from paying income tax and can issue tax receipts for donations.
Society	is an independent legal entity, incorporated for any non-profit purpose, that exists separate from its members. Societies must direct any profits back into fulfilling the objectives of the organization.

Procedures

Upon election, each Trustee shall complete a Disclosure of Information (Schedule A) that shall be filed with the Board’s Secretary.

1. Disclosure of information

- 1.1 Each trustee of a Board shall file with the Board’s Secretary a statement showing:

- 1.1.1 the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,
- 1.1.2 the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
- 1.1.3 the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

The Board's Secretary shall:

- 1.2 Compile a list of all the names reported on the statements filed with the Secretary-Treasurer, and
- 1.3 Provide a copy of the list to:
 - 1.3.1 all the trustees of the board, and
 - 1.3.2 the officials and employees of the board that the board directs shall receive a copy.
- 1.4 Trustees shall avoid conflict of interest with respect to their trusteeship responsibility.
 - 1.4.1 There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "insider" information.
 - 1.4.2 When the Board is to decide upon an issue about which a member has an avoidable conflict of interest, that member shall absent themselves without comment from not only the vote, but also from the deliberation.
 - 1.4.3 Trustees shall not use their positions to obtain employment in the organization for themselves, family members, or close associates. Should a trustee desire employment in the organization, they shall first resign.
 - 1.4.4 Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict.
 - 1.4.5 Trustees are not permitted to sit on the executive of a school council or permitted to sit on the Board of any registered charity or society registered under the Society Act, whose primary focus is in regards to fundraising for a divisional school or the school division.
- 2. Employees may engage in supplementary employment, including self-employment. Supplementary employment may not:
 - 2.1 Causes a conflict of interest where the employee's private interests or those of their relatives or friends could improperly influence their actions or decisions in their professional or public role and impact their ability to perform official duties objectively;
 - 2.2 Interferes with regular employment duties;
 - 2.3 Involves the use of division premises, equipment, or supplies; and
 - 2.4 Causes the employee to hold pecuniary interests that are in conflict of interest with the Holy Spirit Catholic School Division.

3. Where it appears that a conflict of interest might arise in taking supplementary employment, or through pecuniary interest, it is the duty of the employee to notify the Superintendent, or designate, in writing as to the nature of employment.
4. Employees shall not accept monetary or other payment in addition to normal salary or expenses for duties which they normally perform in the course of their employment.
5. Employees who own, or have pecuniary interests in businesses that may act as a supplier to the division shall be strictly governed by the Alberta Government Regulations on tendering and are required to notify the division of their financial interest in a company at the time of submitting a tendered bid.
6. Products and materials developed as part of an employee's regular duties shall be the property of the division.
7. A relative of an employee or trustee may work in the division provided that there is not an opportunity to exercise favouritism or there is no conflict of interest present for the employees or trustee involved.
8. An employee is prohibited from being in the direct supervision of a relative where the supervisor can make decisions unilaterally in areas such as:
 - 8.1 Assignment of duties;
 - 8.2 Approval of requisitions;
 - 8.3 Determination of salary or wage levels;
 - 8.4 Completion of evaluation of performance reports;
 - 8.5 Decisions about promotion, retention, transfer, or termination; and
 - 8.6 Approval of expense claims.
9. The Board reserves the right to approve exceptions to Conflict of Interest Policy when it has been determined that doing so is in the best interest of the school division. In the event that a selection committee makes a choice of a candidate for a position that may be viewed as being in violation of this policy, the committee shall inform the Superintendent who will advise the Board and provide all of the pertinent information and the Board will make a determination.
10. Relatives cannot participate in the recruitment or selection process.
11. Employees must bring to the Superintendent's attention any potential conflicts of interests prior to entering into any employment agreements.
12. When a conflict of interest situation, as determined by the Superintendent or designate, is created through hiring, marriage, transfer or promotion, an alternative place of work in the school system shall be determined, and a transfer will take place as soon as one is available.
13. It is recommended that under most circumstances, family members (spousal relationships, parent/child, etc.) not work in the same facility wherein one family member is in a supervisory position. An individual assessment of the situation may be deemed necessary prior to an employment decision being made and approved by the Superintendent.
14. Short-term replacement or temporary employment from an approved substitute employee list that involves a family member will not be considered to create a conflict of interest according to this policy.

15. Employees are not permitted to sit on the board of any registered charity or society registered under the Society Act, whose primary focus is in regards to fundraising for a divisional school or the school division.

References: **Sections 33, 52, 85, 86, 88, 89, 205, 222, *Education Act***

PR NO:

C.2

April 30, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 21: Public Interest Disclosure
(Whistleblower Protection)

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 21: Public Interest Disclosure (Whistleblower Protection)*, 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, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 21: Public Interest Disclosure (Whistleblower Protection)* as presented.

PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION)

In compliance with Alberta's Public Interest Disclosure (Whistleblower Protection) Act ("PIDA"), Section 5(1), the Board has established written procedures for managing and investigating employee disclosures. PIDA aims to:

- Facilitate the reporting and investigation of significant matters within public bodies, including school boards, that may be unlawful, dangerous, or harmful to the public interest;
- Protect employees who make disclosures;
- Address disclosures and reprisals with proper investigation and recommendations; and
- Promote public confidence in public bodies administration.

Holy Spirit Catholic School Division is committed to ethical stewardship by responsibly managing resources, ensuring fact- and policy-based decision-making, promoting fairness and transparency, and operating in alignment with Catholic values.

The Board of Trustees upholds high standards of ethical conduct and accountability, aiming to prevent and detect wrongdoing to maintain public confidence. Employees are encouraged to report potential wrongdoing or seek advice without fear of retaliation. Clear reporting guidelines are provided, and all employees must report suspected wrongdoing to the Chief Officer or Designate.

These practices ensure adherence to PIDA requirements and reinforce the Board's commitment to ethical conduct and accountability.

Practices

1. Designation of Chief Officer

- 1.1 The Superintendent of Schools is designated the Chief Officer for the purpose of the overall administration and reporting required under PIDA.

2. Designation of Designated Officer

- 2.1 The Deputy Superintendent is designated the Designated Officer for the purpose of administering and investigating disclosures under PIDA.

3. What This Policy Applies To

- 3.1 This policy applies to wrongdoings in or relating to The Holy Spirit Roman Catholic Separate School Division, its schools, departments and employees that involve:
- 3.1.1 a contravention of an Act of Alberta or Canada or the Regulations related to those acts, or
 - 3.1.2 an act or omission that creates

- 3.1.2.1 substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee or
- 3.1.2.2 A substantial and specific danger to the learning environment, or
- 3.1.3 Gross mismanagement of public funds or a public asset, or
- 3.1.4 Knowingly directing or counseling an individual to commit one of the wrongdoings listed above.

4. No Reprisals

4.1 An employee who, in good faith:

- a. Sought advice about making a disclosure;
- b. Made a disclosure;
- c. Co-operated in an investigation;
- d. Declined to participate in a wrongdoing; or
- e. Acted in accordance with this Act.

will not be subject to actions or threats of dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work, or reprimand, or any other measure that adversely affects the employee's employment or working conditions,

4.2 An employee may make a written complaint to the Public Interest Commissioner if the employee alleges that a reprisal has been taken or directed against the employee. Such a written complaint must, according to PIDA, be made on the Complaint of Reprisal Form. (<http://www.pic.alberta.ca/files/Complaint-of-Reprisal-Form.pdf>)

4.3 Reasonable human resource management decisions made in good faith do not constitute a reprisal.

5. Disclosure

5.1 Disclosures of wrongdoing must be made to the Deputy Superintendent (the Designated Officer) in writing. The form Public Interest Disclosure Form outlines the information required in a disclosure.

5.2 In the event that disclosure to the Deputy Superintendent is not appropriate due to conflict of interest with respect to the nature of the disclosure or the person involved, the Designated Officer shall request the Chief Officer to designate an alternative Designated Officer for the disclosure. The alternative Designated Officer shall have all the powers of the Designated Officer for the purpose of the disclosure.

5.3 In the event of a disclosure to the Designated Officer concerning the conduct of the Chief Officer, or concerning which the Chief Officer has a conflict of interest, the Designated Officer shall:

- 5.3.1 advise the Board Chair of the nature of the disclosure, whereupon the Board of Trustees may authorize an investigation into the disclosure; and
- 5.3.2 advise the Commissioner of the disclosure and its referral to the Board of Trustees, and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.

- 5.4 Disclosures of matters dealing with “imminent risk” (matters that require immediate attention as they pose significant risk to public health or safety, or a danger to the environment) must be made directly to the Public Interest Commissioner, who will then communicate with the appropriate authorities. The employee must also disclose the wrongdoing to the Deputy Superintendent, as soon as practicable thereafter. <http://www.pic.alberta.ca/files/Online-Disclosure-Form.pdf>
- 5.5 Anonymous disclosures may be dealt with, but an investigation maybe hampered by the request for anonymity.
- 6. Investigations
 - 6.1 Upon receiving a disclosure, the person receiving the disclosure shall determine whether or not an investigation is warranted.
 - 6.2 An investigation may involve both internal and external sources to assist in determining whether a wrongdoing has occurred and what corrective action may be appropriate.
 - 6.3 Confidentiality of the disclosure or wrongdoing shall be maintained to the extent possible consistent with the need to conduct an adequate investigation.
 - 6.4 Investigations shall be conducted in accordance with the principles of fairness and natural justice.
- 7. Timelines
 - 7.1 A disclosure of wrongdoing or complaint of reprisal shall be acknowledged not more than five (5) business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received.
 - 7.2 The employee who submitted a disclosure of wrongdoing or complaint of reprisal shall be advised no more than 10 business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received of whether an investigation will be made.
 - 7.3 An investigation must be concluded not more than 110 business days from the date on which the disclosure of wrongdoing or complaint or reprisal is received.
 - 7.4 These timelines may be extended by up to 30 days by the Superintendent, or for a longer period of time if approved by the Public Interest Commissioner.
- 8. Report
 - 8.1 The Designated Officer shall provide a written investigation report to the Chief Officer detailing whether the disclosure was substantiated, and providing recommendations on corrective action.
 - 8.2 Where the Designated Officer is considering a recommendation to the Chief Officer that the Chief Officer exercise authority delegated to them by the Board of Trustees to suspend or terminate a teacher or administrative designation under the *Education Act*, the Designated Officer shall consult with other board staff typically responsible for such recommendations concerning the necessary process. In such an event, the written investigation report shall be provided to the Superintendent in the course of any process under the *Education Act* for

the Superintendent to consider that recommendation.

- 8.3 The Chief Officer shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be either taken as a result or recommended to the Board of Trustees. The Chief Officer shall follow-up with the employees responsible to ensure those actions are taken.
- 8.4 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the Chief Officer's actions resulting from the written investigation report.

9. Good Faith

- 9.1 An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith.
- 9.2 Deliberately false or malicious allegations by an employee will form the grounds for disciplinary action up to and including termination of employment.

References ***Public Interest Disclosure (Whistleblower Protection) Act (PIDA)***
Public Interest Disclosure (Whistleblower Protection) Regulation
http://www.qp.alberta.ca/1266.cfm?page=2013_071.cfm&leg_type=Regs&display=html
Section 67, Education Act

PR NO:

C.3

April 30, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 22: Vaccination Protocol

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 22: Vaccination Protocol*, 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, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 22: Vaccination Protocol* as presented.

VACCINATION PROTOCOL

This policy aligns with Section 33(1)(d) of the Alberta *Education Act*, which emphasizes the responsibility of school boards to provide a safe and caring learning environment while respecting parental rights.

Holy Spirit Catholic School Division prioritizes students' overall well-being, including their physical, mental, spiritual, emotional, and moral health, in alignment with Catholic values and Gospel teachings.

1. **Parental Authority:** Parents/guardians are the primary decision-makers regarding their child's healthcare, including immunization. The division does not endorse vaccines but defers to Alberta Health Services (AHS) for public health decisions.
2. **Division's Role:** The division and its staff lack the medical expertise to assess immunization needs. All immunization programs are managed by AHS.
3. **Informed Consent:** Immunization is voluntary and requires parental consent. AHS may request the division to distribute health information and consent forms to families.
4. **Facility Use:** The division may allow AHS to use school facilities for immunization programs.
5. **Moral Guidance:** When a new vaccine is introduced, the division will seek written moral guidance from the Bishop, which may be shared with parents.

References **Section 33, *Education Act***
 Public Health Act

PR NO:

C.4

April 30, 2025

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 23: Extra-Curricular Activity

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 23: Extra-Curricular Activity*, 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, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 23: Extra-Curricular Activity* as presented.

EXTRA-CURRICULAR ACTIVITY

According to the *Education Act*, the Board is responsible for the development of the educational goals and policies in keeping with the requirements of provincial legislation and the values of the Catholic community. In order to meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in the support of Catholic education and provide effective guidelines for the actions of the Board and the Superintendent.

In keeping with the Mission, Vision and Values of the Board, we:

- share the responsibility of education with our students, staff, parents, parish, and the community at large;
- encourage and appreciate the active involvement of all who share in the mission of educating students in our schools;
- are committed to engaging our stakeholders, and will be receptive to and respectful of their input;
- honour the commitment and effort our staff members provide to Catholic education; and
- recognize that involvement in extra-curricular activities is strictly voluntary.

Extra-curricular programs make a valuable contribution to the development of student skills, knowledge and abilities. The greatest value can be derived from extra-curricular student activities when such activities are developed and encouraged through cooperative participation among the student body, staff and interested community members. Successful participation in extra-curricular activities allows students to enjoy positive interactions with others and be active members of their school community, and increases the likelihood of school bonding and successful high school completion.

Schools can best realize this aim by providing rich and stimulating educational experiences involving, in addition to regular instructional programming, opportunities to participate in a variety of suitable extra-curricular activities which support Catholic and division philosophies and teaching.

In this light, the Board:

1. Allocates divisional funds to be disbursed to schools;
2. Reviews and sets the allocation of funds on an annual basis; and
3. Appreciates and recognizes the contributions made by staff and community members who contribute time to the extra-curricular activities of the students.

References

Sections 33, 53, 222, *Education Act*

REPORT NO: D.1

April 30, 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 April 30, 2025.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, Facilities and First Nations, Métis and Inuit Reports for April 30, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent Report to the Board of Trustees April 2025

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Attended Stations of The Cross, St. Martha's Retreat Center
- Attended SPS Holy Thursday Liturgy
- Attended Holy Friday Mass, CCH
- Superintendent Easter Message for the Division
- Monthly lunch with Fr. Kevin (ONGOING)
- Attending daily prayer at CEC when present
- Led prayer at CEC for Office of the Superintendent Prayer week
- Faith reflections in, "Superintendent Sunday" (ONGOING)
- Facilitated the, "Sharing Our Story: Catholic Works! Catholic's Work! Catholic Works!" at the 2025 uLead Conference.
- Continued partnership with CCSSA: Met with Dr. Scott Morrison, Kelly Whalen, Paul Corrigan, Brendan Cavanagh re: CCSSA/ACSTA Strategy Discussion

Holy Week is a significant and meaningful time in the liturgical calendar for me. I have long appreciated the depth and symbolism of this special week—the emotions, rituals, hope, and reverence it inspires. It has been a privilege to participate in many of our schools' Lenten Masses, Stations of the Cross, and liturgies. The strong faith of our administrators is clearly demonstrated as they lead their schools with conviction and dedication to our shared values.

I feel grateful for my close relationship with the CCSSA as I prepare to assume the role of President for the 2025-2026 school year. The CCSSA is an important resource for Catholic education, supporting our schools through shared messaging, resource development, professional growth opportunities, and a unified commitment to faith-based learning. This was particularly evident to me during the passing of Pope Francis, as the CCSSA provided meaningful support to all schools through prayer, activities, and acknowledgments of this influential leader.

Our faith serves as a foundation for our work, and I look forward to continued collaboration and learning to best support Holy Spirit.

Building Effective Relationships

- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)
- Third round of Superintendent 1:1 visits with Principals
- Monthly lunch with Fr. Kevin (ONGOING)
- Monthly supper meeting with ATA Local President and Deputy Superintendent
- Staffing and Enrollment Meetings with Deputy Superintendent and Principals
- Lethbridge Herald interview re: Aaron Skretting, Excellence in Catholic Education nominee
- Continued meetings with Director of Support Services re: Early Learning/K Programming (SMBI)
- Attended CCH Farewell Ceremony for Japanese International Students
- Supported CCH, SFJH administration and staff with accident
- Attended Construction meetings with FWBA, Alberta Infrastructure and partners re: New Westside Elementary School

As Superintendent, I believe my most valuable work occurs when I am directly engaging with our school staff. As I begin my third cycle of intentional one-on-one visits, I continue to be impressed by the exceptional efforts taking place across our schools. The conversations I have had with school leaders have been highly informative, covering topics such as staffing, programming, student support, and associated challenges. I have also visited classrooms and spoken with students and teachers, even being mistaken for one of our principals' mothers!!! Being present in our schools brings me great joy, and I believe that these direct interactions enable me to make more informed decisions and have a positive impact on our educational community.

As we initiate the important work on the construction of the new Westside Elementary School, I am honored to be involved in this process. I am pleased to see this long-anticipated project moving forward, and I have gained valuable insights from the two meetings I have attended thus far. The enthusiasm is palpable as we have started the school naming process and are preparing for the upcoming Groundbreaking / Blessing Ceremony.

Visionary Leadership

- Continued Future Planning Meetings with Principals and Associate Principals
 - Met with SALT re: Staffing, Budget, JP and structures
 - Weekly SALT meeting
 - Finance Committee Meeting
 - Board Policy Committee Meeting
 - LLT Meeting
-

- 1:1 Budget Meetings with SALT
- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)
- Met with Elan (Schollie) re: Division Stakeholder engagement tool for 2025-2026
- Ongoing Meetings with Aaron Skretting re: Boundary consultations and review
- Monthly meeting with Communications Officer and Executive Secretary re: HSCSD Communications plan (ONGOING)
- Attended DREC/IEL (ONGOING)
- Value-Scoping funding announcement for St. Francis Jr High School
- Playschool+ announcement for St. Michael's Bow Island
- New Principal announcement for St. Michael's Bow Island

This past month has been filled with many exciting developments. We are pleased to announce the appointment of our new Principal for St. Michael's Bow Island and to introduce the new Playschool+ Program to the community. Significant efforts have been made behind the scenes by the school administration, the Early Learning and Support Services team, with strong support and confidence from the Board of Trustees. I am enthusiastic about the growth and positive impact these initiatives will have on SMBI.

Additionally, I had the privilege of sharing the good news regarding value-scoping funding for St. Francis Jr. High School with our students, staff, and community. It was a truly inspiring moment to see the excitement and hear the emotional responses from staff who have been anticipating this opportunity for years. We look forward to beginning the value-scoping process for St. Francis Jr. High and exploring the many possibilities ahead.

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
 - Attended uLead 2025 Spring Conference sessions:
 - Sharing Our Story: Catholic Works! Catholic's Work! Catholic Works! (Catholic stream)
 - The Bend In The Road: How to Make the Most of Unexpected Opportunity- Eliza Reid
 - Women in Leadership: Confident Messaging and Courageously Catholic Leadership (Catholic stream)
 - Leaders are Brain Changers- Dr. Judi Newman
 - Reshape your school from the Brain Up- Dr. Judi Newman
 - Gale Force Winds: Inspirational Stories of Catholic Leadership (Catholic Stream)
-

-Listen to Understand: A Catholic Approach to Resolving Conflict,
Michelle Nevil & Anthea Boras (Catholic stream)

- Met with Gary Strothers re: Superintendent Evaluation Process

Attending the uLead Conference provided a valuable opportunity to deepen my leadership skills and professional development as Superintendent of Holy Spirit Catholic School Division. With the introduction of the Catholic stream of courses, I have prioritized supporting and participating in these meaningful professional learning opportunities. In addition to the informative Catholic presentations that offered valuable insights and reassurance, I found Dr. Judi Newman's session on Leadership and the Brain particularly impactful. The neuroscience insights were compelling, and I have identified key takeaways to implement. I also look forward to reading her upcoming book.

Furthermore, I am enthusiastic about beginning the Superintendent evaluation process. I view this as a valuable learning experience that will further strengthen my leadership capacity and help identify both areas of accomplishment and opportunities for growth. I feel confident in the process and see this as an important opportunity for ongoing development as a new Superintendent.

Leading Learning

- Launched SPACES Stakeholder Survey (Parents, Teachers, Administrators)
- Attended Elementary Literacy Resources PD for LLT
- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Attended uLEAD Conference
- Continued Future Planning conversations with Lethbridge Principals/Associate Principals

As I continue to familiarize myself with the processes and structures of Holy Spirit, I am eager to receive feedback from key stakeholders regarding the Spaces tool. While I have heard a range of perspectives in informal settings, I look forward to obtaining more specific and focused feedback to inform future assessment and reporting decisions. I look forward to updating the Board of Trustees on this feedback in the near future.

Ensuring First Nations, Métis and Inuit Education for All Students

- Ongoing discussions with Director of Religious Education and Director of Support Services and to examine current Jordan's Principle supports and plan for potential changes to funding.
 - Attended FNMI Team Gathering
-

As I spend time with our FNMI team and in conversations with our administration, it consistently and clearly shows the extensive expertise and dedicated support for our students, staff, and families. I am committed to allocating time to learn from our staff about Blackfoot and Métis traditional teachings and cultural practices. Additionally, we continue to engage with our contact regarding Jordan's Principle to stay well-informed about our funding application for the upcoming school year.

School Authority Operations and Resources

- Budget Meetings (SALT, Secretary Treasurer) (ONGOING)
- Department Meetings re: staffing and structures
- Third round of Superintendent 1:1 visits with Principals
- Lethbridge Boundary Consultations (second round)
- Continuing to meet with Principals and Associate Principals: re: Future Planning
- Meeting with Regan, Vivien, and Amanda re: Division Security Cameras

As part of our ongoing commitment to strategic planning and system-wide support, I have dedicated time to Budget meetings with SALT and the Secretary Treasurer, with a strong focus on aligning resources to divisional priorities. In tandem, department-level meetings are underway to review staffing and structural needs for the upcoming year.

I am currently engaged in the third round of one-on-one visits with our school principals. These conversations have been instrumental in discussing site-specific priorities and supporting leadership through future planning. We have also entered the second phase of the Lethbridge boundary consultations, ensuring continued dialogue and transparency with our communities.

In addition, I continue to meet with principals and associate principals to further explore school-based planning and long-term needs.

Supporting Effective Governance

- Board Agenda setting meeting with Chair and Executive Secretary (Monthly)
 - Attended Finance Committee Meeting
 - Attended Board Policy Committee Meeting
 - COW and Board meeting with Board of Trustees (ONGOING)
 - Met with Gary Strothers re: Superintendent Evaluation
 - Met with Chair and Vice-Chair re: Superintendent Evaluation
-

This past month has included several key engagements in support of effective governance and Board operations. Regular agenda-setting meetings with the Chair and Executive Secretary continue to ensure well-prepared and focused Board meetings. I continue to attend the Finance Committee and Board Policy Committee meetings, where valuable discussions took place around financial stewardship and ongoing policy development. Our Committee of the Whole and Board meetings continue to serve as meaningful forums for collaboration and strategic dialogue.

Of particular importance were recent meetings with Gary Strothers, as well as with the Chair and Vice-Chair, regarding the Superintendent Evaluation process. These conversations have been deeply valuable—not only as part of accountability and transparency, but as a learning opportunity that fosters professional growth, reflection, and continuous improvement. I am grateful for the thoughtful approach the Board is taking in this process and for the opportunity it provides to strengthen leadership across the division.



REPORT NO: D.2

April 30, 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 April 30, 2025.



Holy Spirit Catholic School Division

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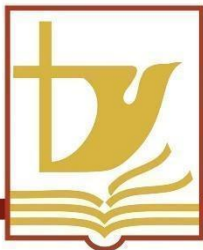
Deputy Superintendent Report to the Board of Trustees April 2025

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and other meetings;
- Attending weekly Sunday Mass at St. Martha Parish ~ completed required courses in order to join the Ministry of Lector;
- Completed *Lent Pray40: The Way*, on the Hallow app. We journeyed through Lent by meditating on the life of Servant of God Takashi Nagai, a Japanese Catholic physician, author and survivor of the atomic bombing of Nagasaki, whose life of prayer and service earned him the affectionate title “Saint of Urakami”;
- Attended the Catholic stream of professional learning sessions at the *uLead Conference*. These included - a session on the societal contributions of the Catholic Church, exploring a “Catholic Teachers and Leaders Toolkit”, inspiration from women in Catholic leadership and facilitating a session on “Listening to Understand: A Catholic Approach to Resolving Conflict”;
- Meditated on the Stations of the Cross with École St. Mary School and attended Mass with the St. Catherine School community; and
- I am so grateful for the many opportunities for faith development that are infused into our Holy Spirit community.

Building Effective Relationships

- Attended the *uLead Conference* – “The Summit of Educational Leadership” in Banff with a team of Holy Spirit school administrators. This provided us an opportunity to team build while learning together. We were able to connect with Chantel’s former Lakeland Catholic leaders, and attend some of the Catholic sessions together as well as enjoy a social event hosted by the CCSSA. This is the first time that CCSSA has played such a prominent role at *uLead* and it was an honour to be a part of it;
- Met with all principals to review teaching FTE and enrolments for the upcoming school year;
- Continued learning with my mentors from Christ the Redeemer and Chinook’s Edge school divisions;
- Dinner with our Local ATA president; and
- Labour and negotiation conversations with CUPE 1825 and CUPE 290 Executive.



Holy Spirit Catholic School Division

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Modeling Commitment to Professional Learning

- At the *uLead Summit of Educational Leadership*, I had the opportunity to attend the following sessions:
 - *The Bend in the Road: How to Make the Most of Unexpected Opportunity* - Author and Former First Lady of Iceland Eliza Reid;
 - *Sharing our Story: Catholic Works Catholic Work Catholic Works* - Patrick Dumelle, Dr. Troy Davies and Dr. Sinda Vanderpool;
 - *Women in Leadership: Confident Messaging & Courageously Catholic Leadership* - Lynette Anderson, Monique Baker, Cindy Escott and Jessie Shirley;
 - *Leaders are Brain Changers* - Dr. Judi Newman;
 - *Catholic Teachers and Leaders Toolkit* - Aaron Skretting, Stacey MacNeil-Ayeh and Kevin Warriner;
 - *Making School Fun Again* - Katie Cooper and Rebecca Harding; and
 - *Listen to Understand: A Catholic Approach to Resolving Conflict*.

Visionary Leadership

- Ongoing senior administrative weekly meetings to discuss supporting schools with the Board priorities;
- Weekly Human Resources team meetings to support staffing timelines and priorities, proactive issues with management, and collaboration across all areas; and
- School-based administrator conversations on transfers, hiring and supervision of instruction.

Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation; and
- Reviewing evaluations for teachers in order to determine next steps.

Supporting First Nations, Métis and Inuit Education for All

- Benefitted from the opportunity to Smudge when it's available here at St. Basil Catholic Education Centre. As I smudge, I reflect on:
 - Bringing the smoke to my head for a strong, clear mind and to think good things;
 - Bringing the smoke to my eyes to see the good in things;
 - Bringing the smoke to my mouth that only good and kind words are spoken;
 - Bringing the smoke to my ears to hear and to understand;
 - Bringing the smoke to my heart to accept prayers of kindness, love and acceptance; and
- Participated in the LLT professional learning delivered by Shelley Kirkvold and Aaron Skretting. This learning session provided us with the opportunity to explore resources that have been developed and shared this year by the FNMI team and how they align with the principles of Catholic social teaching.



Holy Spirit Catholic School Division

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Supporting School Authority Operations and Resources

- Working with those districts we partner with for transportation in order to establish final calendars for the 2025/2026 school year;
- Meeting with site principals to best determine school-based professional learning days;
- Ensure weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Several medical and maternity leaves have come up requiring us to hire and place teachers in a short time frame; and
- Ongoing interviewing of teachers and support staff as well as substitute teachers and casual education assistants.

Supporting Effective Governance

- Supported the school principal of St. Francis School in determining and submitting the Holy Spirit's 2024 *Edwin Parr nominee package* to the Alberta School Boards Association, and worked with our Communication Coordinator to ensure the video was completed; and
- The HR Team is working to support the Board of Trustees long service awards. There are 95 recipients who range in service from 5-35 years. Gifts have been purchased and distributed to schools. As requested, we are following a similar recognition process as last year. Schools are choosing their own date to present these awards and will be reaching out to their assigned Trustee with an invite to attend the event.



I had the opportunity to attend *uLead* with this team of Holy Spirit leaders.

REPORT NO: D.3

April 30, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Acting Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Acting Secretary-Treasurer's Report for April 30, 2025.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees April 2025

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Attended a working session with Alberta Infrastructure on the modular classroom program
- Participated in the Joint City School Committee meeting
- Attended an information session regarding the upcoming changes to FOIP Legislation - Bill 33, the Protection of Privacy Act and Bill 34, the Access to Information Act which are expected to come into force in late Spring 2025
- Participated in TEBA Engagement sessions
- Participated in monthly Learning Leadership Team meeting
- Participated in the annual insurance renewal session with USIC to bind the policies for the 2025-2026 policy year. USIC's strong risk management practices, reputation and health as a consortium continue to benefit all members
- Attended meeting with MSK Developments for 10-year Capital Plan
- Consulted with the Superintendent, Deputy Superintendent and Director of Facilities on facility planning for staffing
- Attended an information session with Alberta Education discussing Transportation Funding and the upcoming distance changes
- Consulted with the Superintendent and Senior Administration Leadership Team on the development of the 2025-2026 Budget
- Continued preparation of the 2025-2026 Budget including budget assumptions and costing projections

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

- Attended the monthly USIC Risk Management committee meeting to discuss emerging issues and claims across the consortium
-

- Participated in the annual insurance renewal session with USIC to bind the policies for the 2025-2026 policy year. USIC's strong risk management practices, reputation and health as a consortium continue to benefit all members
- Worked with a USIC subcommittee on reviewing and updating the Activity Risk Listing for all USIC members
- Distributed notification letters and emails for families that will be affected by the updated home to school distance of 1.6 km so they have time to plan prior the start of the 2025-2026 school year
- Worked with the Student Information Coordinator to prepare for Transportation Registration - verifying addresses and home to school distances and preparing registration forms

TECHNOLOGY UPDATE (REGAN)

- Daily school visits are helping teachers and students with technology use
 - Assisted with AV support for Easter Mass @ CCH Gym
 - We had a new computer technician start with the division
 - USIC CyberInsurance Report maintains a positive cybersecurity posture for HSCSD.
 - Attended Alberta Technology Leaders in Education (ATLE) Conference with peers from other Alberta school divisions.
-

REPORT NO: D.4

April 30, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Learning
Board Report - April 2025

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- Holy Spirit received an additional \$22,579 from the 2024–2025 Literacy & Numeracy Grant, based on the number of at-risk Kindergarten students identified in January assessments. Funds have been given directly to schools and will support K-3 literacy and numeracy interventions.
- Holy Spirit also received \$47,576.80 for 2025–2026, to be placed in deferred revenue. Its use for K–3 literacy and numeracy will be discussed during upcoming SALT budget planning.

Schools reflect collaborative teaching and learning environments.

- K-6 grade-level meetings were held during April
 - SAPDC's Learning Facilitator, Dr. Rick Gilson, worked with K-3 teachers in preparation for the new Social Studies Curriculum implementation in September 2025
 - All grades reviewed newly purchased literacy resources, their purpose, and curricular connections.
- Elementary administrators attended a Literacy Leadership session on April 1, hosted by Learning Services, focused on instructional leadership and identifying and promoting literacy-rich practices. Each school received a copy of *Literacy Leadership Matters* by Karen Filewych.
- Junior & senior high math teachers collaborated on April 10, facilitated by SAPDC's Kathy Charchun (Math Specialist), to discuss supporting transitions from grade 9 to high school math. The session featured opportunities to explore direct curricular links between grade 9 programs (including K&E) and high school courses. This was a great opportunity to discuss some of the challenges facing our students as they navigate the various pathways best suited for their career goals, strengths, and challenges in math. This group also co-developed a brief assessment that will help determine the best placement of students in Grade 10 math classes.

We prepare students for career pathways.

- We value our partnership with Career Transitions and their coordination of events like EPIC Day, offered at no cost to schools.
 - Many of our grade 9 students got to experience EPIC Day on April 16. Students engaged with 50 career and industry partners through hands-on activities and career exploration.
 - Half of the day included learning experiences such as changing a tire on a semi-trailer, performing CPR on a medical mannequin, interacting with the drug detection dog from the Canadian Border Services Agency, operating the Lethbridge Police Services' remote bomb detection device, creating marshmallow roasting sticks while learning about RV technicians, designing their dream room with interior design software and climbing into the cab of a Quadtrac, along with so many other opportunities.
 - The second half of the day consisted of classes visiting local businesses and learning about the various careers housed within a single business partner, ranging from sales to accounting, human resources to mechanics and technicians, and everything in between. Partnering businesses that hosted Holy Spirit students included Southland Trailer, the C&A Group, Charlton & Hill, College Ford Lincoln, Lethbridge Hyundai, and Davis Dodge in Fort MacLeod.

REPORT NO: D.5

April 30, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

BACKGROUND

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



**Director of Religious Education
Report to the Board of Trustees
April 2025**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Spiritual Development Day** - This year's Spiritual Development Day was hosted on Tuesday, March 18. Keynote speakers, Dr. Troy Davies, Dr. Matt Hoven, and Fr. Troy Nguyen, were well received and shared messages centred on the themes of the faith plan - Proclaim! Pilgrims of Hope. Some highlights from our staff survey:
 - *Dr. Troy Davies* - Staff appreciated his passionate faith, and deep analysis of the images, along with his discussions of the Prodigal Son, Our Lady of Guadalupe and the personal story about his son. They also appreciated the ideas of 'Through the cracks, the light gets in' and 'sharing our light does not diminish our own, but makes it grow.'
 - *Dr. Matt Hoven* - Staff appreciated the interconnection of sport and faith, as shown by Fr. David Bauer, as well as the distinction he drew between hope and optimism. The quote "Make use of technique, but let the spirit prevail" resonated.
 - *Fr. Troy Nguyen* - Staff felt that Fr. Nguyen's presentation was inspiring and engaging, and appreciated his demeanour, humour, and relatability. His use of the Camino de Santiago as a metaphor for seeking beauty in suffering and everyday life uplifted those in attendance. "Slay your dragons" and the relationship between fasting, prayer, and almsgiving from his homily was also frequently mentioned.

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

- **CCSSA at uLead** - For the first time, this year's [uLead](#) conference featured a Catholic stream of sessions, supported by the Council of Catholic School Superintendents of Alberta (CCSSA) and the Religious and Moral Education Council of the ATA (RMEC). We had three presenters from Holy Spirit (Anthea Boras, Michelle Nevil, and Aaron Skretting), and can report that the sessions and stream were both well attended and received.

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

- **Faith Plan 2025-2028** - The draft of the new faith plan has been completed and submitted to Bishop McGrattan in advance of Board approval. I am hopeful that we will be able to introduce the plan to LLT in either May or June, depending on the timelines of feedback.
- **Marian Pilgrimage** - At our most recent DREC meeting, we reviewed the dates for this spring's Marian pilgrimage, beginning May 1. Resources to support her visit to our schools and parishes have been shared through DREC.
- **Teaching Mass** - Fr. Kevin Tumback has graciously agreed to host a teaching Mass for our staff involved in the CCSSA RCIA pilot project on Wednesday, April 30 at 5:00 at St. Basil's Church. We are opening this invitation to attend to all staff.

REPORT NO: D.6

April 30, 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
April 2025

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Executive Functioning Skills Group: Kristine Savage and Tanya Koopmans, *Family First Facilitators*, demonstrated outstanding leadership and collaboration with Alberta Health Services in the development and delivery of an Executive Functioning Skills Group focused on supporting students with Attention-deficit/Hyperactivity disorder (ADHD). This multi-session initiative, co-coordinated with Alberta Health Services, provided targeted strategies to enhance self-regulation and executive functioning.

Taber Community Engagement: On April 16, 2025, the Holy Spirit Catholic School Division participated in the Taber Community Resilience Celebration, an inter-divisional event highlighting mental health education and community collaboration. Anita Lethbridge, *Coordinator of Counselling and Wellness*, the Mental Health Capacity Building team and Reanne Bouvier, *Family School Liaison Counsellor* took part in the evening. The celebration marked the culmination of a wellness program delivered to Grade 5 students at St. Patrick School in Taber. This initiative was a collaborative effort involving Horizon School Division, Recovery Alberta, Family Connections Mental Health Capacity Builder, Family and Community Support Services (FCSS), and the Taber Coalition for Addiction and Drug Awareness.

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

English as an Additional Language (EAL) Professional Development: On April 15, 2025, Daphne Sander, *EAL Coordinator*, delivered the second session of a three-part professional development series to the Learning Leadership Team, focusing on *"The Top Five Things to Know When You Have an EAL Learner in Your Class."* Designed to support administrators in building staff capacity, the session included practical strategies and resources to enhance classroom support for English language learners.

Play Summit: On April 11, 2025, Sheri Thomas, *Supervisor of Early Learning*, in collaboration with Recreation Excellence and as part of their involvement with Lethbridge Plays, hosted a Play Summit titled *"Ways to Play – Wet & Dry."* Held at Recreation Excellence, the summit brought together educators and community partners to explore the importance of diverse play opportunities in early childhood development. The event featured a professional learning session followed by a public engagement component, offering hands-on experiences and conversations around both water-based and dry play environments.

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

The CCH English as an Additional Language class was invited to join the Holy Spirit International Students on a field trip to Head Smashed In Buffalo Jump and to Frank Slide Interpretive Center. This was a tremendous opportunity for our EAL learners and the class thoroughly enjoyed these two cultural experiences!

REPORT NO: D.7

April 30, 2025

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

BACKGROUND

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



First Nations, Métis and Inuit Education
Report to the Board of Trustees
April 2025

Board Strategic Priority: Living Truth and Reconciliation

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

- **Feather Blessings and Namings** - These important events will be hosted as follows:
 - CCH May 6 (evening), SFJH May 15 (morning), SMPC June 3 (afternoon)
- **First Nations, Métis and Inuit Awards** - Schools will be hosting these awards as follows:
 - SFJH May 15 (afternoon), SMPC May 27 (evening), CCH June 11 (evening), FLVT June 4 (afternoon)
- **Division Family Gathering** - This year's gathering will be held on Wednesday, June 4 (5:00-8:00 at FLVT).

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

- **Jordan's Principle** - The Indigenous Services Canada fiscal year ends on March 31. In completing our fiscal year reporting to ISC/Jordan's Principle, I wanted to highlight some of the statistical information for your reference:
 - Between September and March, in 126 instructional days,
 - we provided a total of 84 Elder visits (67% of possible days) to 296 students;
 - we have 642 total cultural area records (Elders, Graduation Coaches, Itinerant FNMI Facilitator, Blackfoot language) - an average of 5.1 services recorded per possible day.
 - In terms of student supports,
 - we have served 61 students with speech language support, 248 students with varying degrees of educational assistant time, and 46 students through our Family School Liaison Counselors.
 - And in total, to date, over 90% of active, eligible students have received at least one service through our Jordan's Principle funding. This is a testament to the hard work that is being done at each school in tracking these needs, seeking consent, and delivering service.

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

- **CASS Gathering** - Each year, CASS hosts a [First Nations, Métis, and Inuit Education Gathering](#). This year's gathering, *Wahkotamowin for Student Success*, will be hosted in Edmonton April 30 to May 2 at the Wyndham Hotel. This excellent conference features pre-conferences, a wide range of Alberta-based presenters, and keynote speaker Dr. Niigaan Sinclair. We are excited to announce that our CASS sponsorship nomination for Tom Little Bear as our Elder was successful.

REPORT NO: D.8

April 30, 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 April 2025

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

On April 7, 2025, we were informed that Ward Bros. was awarded the role of General Contractors for our New School.

Project Milestones:

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

ST. FRANCIS VALUE SCOPING WORKSHOP

After notice that our School Division has received \$50,000 for Value Scoping of St. Francis Junior High School, the Maintenance Department has reached out to the following Consultants to provide a fee proposal:

- FWBA Architects
- GGA Architects
- Group2 Architecture and Design
- Stantec Calgary
- Sahuri + Partners

A Request for Proposal is being drafted to ensure that a formal scope of work is set and then, Consultants will submit their fee proposal. It is targeted to have a consultant chosen before the end of the school year.

USIC PROPERTY RISK EVALUATION REPORT

On April 1, 2025, a Loss Control Surveyor from the Marsh Advisory Team conducted an evaluation of Ecole St. Mary. The Principal and Director of Facilities provided documents to Marsh, answered questions pertaining to the building maintenance and the daily school operations, and toured the school and property with the Surveyor.

The performance objectives where the School Division requires improvement are:

Performance Objective	Proposed Improvement Response
Building / Facility Maintenance - Preventative Maintenance Program	• Implement ebase work order and asset management module
Electrical Equipment - Monitoring	• Maintenance has quotes for thermal scans and plans to carry these out in November 2025
Water Damage Prevention - Water Flow Monitoring	• Division-wide, Maintenance needs to check if all water main piping has water flow detection devices
Mould Management Plan	• Maintenance needs to create and implement a formal mould management plan. Currently, it is an informal process.
Maintenance of Fire Protection Equipment	• Maintenance and Caretaking need to document inspections on a weekly, monthly and semi-annual basis. Implement new ebase Logs.
Fire Protection System Impairment Policy	• Maintenance needs to create and implement a formal Fire Protection System Impairment Policy
Controlled Access Program	• Maintenance to review the daytime door security throughout the Division

These responses will be shared with Marsh and updated as progress is made.

MAINTENANCE PERSONNEL

The Maintenance Department is wishing 7 team members all the best on their retirement. As a result, we have hired 1 of the positions and we are looking to hire the 6 remaining positions before the end of the school year.

MAINTENANCE ROADMAP

The following is an update to Maintenance Department priorities for 2024/25:

SERVICE: Caretaking Handbook

Our goal is to implement a Caretaking Handbook to guide: (1) technical requirements of keeping schools clean and safe, and (2) quality standards for setting clear cleaning expectations.

A draft version is complete. Maintenance needs to confirm some details with Human Resources prior to finalizing the draft.

The progress to date is: **80%**. We plan to roll-out the Caretaking Handbook before the end of the 2024-2025 school year.

FORESIGHT: 10-Year Capital Plan

We have received a final fee proposal from the consultants, MSK Developments, for the 2026-2035 10-Year Capital Plan. Work on this document will likely commence prior to the end of this school year.

RELIABILITY: ebase Software Launch

Digital Logbooks and Supplies

Progress on rolling out the Work Order, Asset Management, and Facility Rentals modules has currently stalled due to changes in personnel within the Maintenance Department. Implementation will recommence once new personnel are hired.

The motivation to launch ebase is directly related to the recommendations from the Property Risk Evaluation Reports that Marsh provides the School Division annually.

MAINTENANCE ROADMAP

BOARD CORE VALUE: EXCELLENCE IN LEARNING

Service

We will implement best practices in education to support the learning needs of all students.

How do we contribute to the morale of our school communities?

Safety

The Why + How we do things

Efficiency

of days to complete SRs and projects

Quality Standards

Create Caretaking Standard Operating Procedures + implement APPA quality standards

Foresight

We support and encourage the continued professional growth and reflective practice of all staff.

What does Holy Spirit look like within our communities in 10 years, 20 years, and beyond?

10-Year Capital Plan

Update current plan

Skills and Knowledge

Planning PD/Training for Maintenance and Caretaking

Programming Vision

Link to Division plan

Reliability

We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

How do we effectively use our resources and continually improve?

Compliance

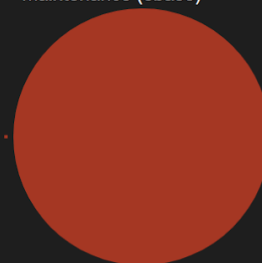
Implement procedures to comply with USIC requirements (ebase)

Risk Management

Assess our operations and objectives and how we minimize losses

Asset Management

Path to preventative and predictive maintenance (ebase)



December 12, 2024
Vivien Kossuth

FURNITURE AND EQUIPMENT REQUESTS AND VENDOR SELECTION

The furniture and equipment (F+E) requests from LLT began on February 11, 2025 and will come to a close on May 30, 2025. From there, the Director of Facilities will prioritize the requests based on needs throughout the Division. The prioritized F+E list will be reviewed by SALT and then the Superintendent will offer final approval.

The Director of Facilities placed a Request for Proposal on the Alberta Purchasing Connection website on February 27, 2024. A total of four respondents submitted proposals complete with company profiles, classroom furniture tiered-volume unit pricing and brochures. It is the intent that the Division (1) provide LLT with select furniture choices that maximize our buying power, (2) standardize product quality, and (3) begin an inventory and condition assessment process.

Currently, the Director of Facilities is contacting other Alberta school divisions for references. A summary of the proposals stating the merits of the furniture vendors will be presented to SALT, which will correspond with the prioritized F+E list.

CMR/IMR PROJECTS

The Maintenance team continues to plan projects for Summer 2025 and School Year 2025-2026. IMR Tours with LLT are still in progress. The following is not an exhaustive list of projects for the 2024-2025 School Year, but highlights some active projects that we are working on.

Catholic Central High School East Campus

- o In planning – Gym AV Design
- o In progress - HVAC Component Repairs and Replacements
- o In progress - RTU-2 Replacement and AHU-1 Compressor Replacement
- o In progress – PA System Repairs
- o In planning - Asphalt Parking Lot Resurfacing

Catholic Central High School West Campus

- o In progress - PA System Upgrade
- o In planning – Gym Floor Sand, Paint, Refinish
- o In progress – HVAC Component Repairs and Replacements
- o In planning - Exterior Joint Cap Replacements
- o Complete – Gym LED Light Upgrade
- o In planning - Sanitary Line Repair

Children of St. Martha

- o Complete – Air Handling Unit Lifecycle Replacement Study
- o In planning - Air Handling Unit Component Replacement
- o In planning - Playground Asphalt Resurfacing
- o In progress - Washroom Partition Replacement and Refurbishing
- o In planning - Roof Replacement of Sections F, G & H

Ecole St. Mary

- o In progress – South Wing AHU-2 Classroom Cooling Installation
 - o In planning – Main Electrical Distribution Panel Replacement
 - o In planning - Interior Wall Painting
 - o In planning - Corridor Flooring Replacement
 - o Complete - Interior Blind Installation for Energy Efficiency
 - o Complete - Firestopping Code Repairs
-

Father Leonard Van Tighem School

- o In planning - Corridor Wall Painting
- o Quoting - Washroom Partition Replacement and Refurbishing

Our Lady of the Assumption

- o In planning – Playground Asphalt Resurfacing
- o In planning - Window Replacements
- o Preliminary information gathering – Pre-K/Kindergarten Washroom Addition
- o In progress - Interior Wall Painting
- o Complete – Gym LED Light Upgrade

St. Catherine's School

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

St. Francis Junior High School

- o In planning - Gym Vestibule Painting
- o Cancelled - Asphalt Parking Lot Resurfacing (Patching completed last summer; Value Scoping in planning)
- o Complete - Burst Heating Pipe Repairs and Associated Interior Finish Repairs

St. Joseph School

- o Preliminary information gathering – Pre-K/Kindergarten Washroom Addition
- o Quoting - Classroom Soundproofing
- o Quoting - Roof Replacement of Sections B & L

St. Mary School Taber

- o Reviewing maintenance projects for likelihood and criticality

St. Michael's School Bow Island

- o Complete - Furnace Replacements

St. Michael's School Pincher Creek

- o Reviewing maintenance projects for likelihood and criticality

St. Patrick Fine Arts School

- o In Planning - Upper Gym Exterior Wall Repair
- o In progress – Operable Wall Roller Replacement

St. Paul School

- o Quoting - Washroom Fixture Replacements for Operational Efficiency

St. Patrick School Taber

- o Quoting - Roof Anchor Repairs

St. Teresa of Calcutta School

- o In progress - Classroom Soundproofing
- o In planning - HVAC Component Repairs

Trinity/CARE Campus

- o Reviewing maintenance projects for likelihood and criticality

END OF REPORT



REPORT NO: E.1

April 30, 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 and Joint City/Boards Committee Reports for April 30, 2025.



BOARD CHAIR REPORT

Date: April 30, 2025

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
20 Mar	IMR St Paul's School
21 Mar	Boundary Review video #2 development
21 Mar	Confirmation of candidate to do superintendent evaluation
25 Mar	Meeting with consultant re superintendent evaluation
26 Mar	Committee of a Whole meeting
27 Mar	Minister of Education and Department of Education meeting with Board Chairs in Edmonton
27 Mar	Letter from parent re student phones in schools - reply to parent
28 Mar	Completed post Minister of Education Board Chair session evaluation
28 Mar	Completed ASBA survey on collective bargaining
31 Mar	Boundary Session at FLVT
5 April	Invitation to CCHS Grad Mass - Eucharistic Minister
6 April	Alberta Education's Survey of Trustees
9 April	Ministry of Education - Changes to the Education Act
10 April	St. Francis Jr High School - School Announcement - Value Scoping!!!!
14 April	Policy Committee Meeting
14 April	Board Agenda Setting Meeting
14 April	Meeting with superintendent re evaluation
15 April	Edmonton - ACSTA/MLA reception
16 April	Home from Edmonton
16 April	Completed ASEBP survey
16 April	Completed Post MLA Reception evaluation
23 April	CUPE negotiations

CORRESPONDENCE:

Month	Description
21 Mar	ASBA - Ministry of Infrastructure budget update
27 Mar	Aaron Skretting announced as Excellence in Catholic Education award winner - Congrats Aaron!
27 Mar	St. Pat's Taber Newsletter
28 Mar	St. Mike's BI Newsletter
28 Mar	ASBA - Provincial Priorities Regulation Act update
28 Mar	Alberta School Council Newsletter
28 Mar	ASBA - Collective Bargaining Survey
31 Mar	CCHS Newsletter
31 Mar	Email reply to CUPE 1825 Member
31 Mar	Email reply to CUPE 1825 Member
31 Mar	Email reply to CUPE 290 Member

31 Mar	ACSTA - Catholic Assurance Model update
31 Mar	St. Paul Newsletter - priceless photo of students saying goodbye to Mr. Vedres
31 Mar	OLA Newsletter
31 Mar	Foothills SD letter to Minister Hajdu - re Jordan's Principle
31 Mar	Foothills SD Letter to Minister of Education - re Jordan's Principle
1 April	TEBA/ATA Mediator's Report
1 April	ACSTA President's March Update
1 April	Edwin Parr nominee named - Carly Spolous - Congrats Carly!!
1 April	Connections Newsletter
1 April	Art's Alive Invitation
1 April	CUPE National contract amendments
1 April	ASBA - Ministry notification of small increases to Literacy and Numeracy supports
4 April	ASBA - Spring General Meeting information
4 April	ASBA - Funding manual
4 April	ACSTA - Survey in response to Real Property Bill
4 April	Announcement - Jill Weatherhead appointed principal at St. Mike's - Congrats Jill
5 April	Notification Alberta Infrastructure awarded Ward Bros the construction contract of new school
6 April	Letter from Wild Rose SD to Minister re transportation
6 April	Public announcement - Playschool established at St. Mike's Bow Island - great news for the school and the local community
7 April	ACSTA Weekly Memo
8 April	Alberta Education - Proposed changes to the Education Act
8 April	ACSTA - Package re MLA Reception
9 April	Education Amendment Act changes outlined
9 April	Long Service Awards brochure
9 April	IMR notes for FLVT
10 April	Question re school signage
10 April	Announcement re dual credit funding
11 April	Lovely letters of thanks for Board's work in securing funding for St. Francis Modernization
11 April	ASBA Zone 6 meeting package
14 April	Name the new school invitation
14 April	Easter Greetings from Calgary Catholic
16 April	Easter Greetings from ACSTA
17 April	Easter Greetings from STAR Catholic
17 April	Groundbreaking for new school invitation
17 April	Alberta Electoral Boundaries Commission
17 April	Superintendent Easter Message
17 April	A very lovely long service thank you note from a teacher at CCHS
17 April	ASBA Honouring Spirit Award Recipients
17 April	Invitation to E3 and SACI
17 April	Invitation to St. Patrick Fine Arts celebration of the arts evening
17 April	ASBA Funding update on potential settlements
21 April	ACSTA - passing of Pope Francis
22 April	Information on the passing of Pope Francis
22 April	Letter from concerned ratepayer - school boundary issue

REPORT NO: E.2

April 30, 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.



KEY MESSAGES:

- MLA Reception: April 15, 2025 attended by Board Chair; was very successful in not only advocating but also in networking and speaking with the Minister of Education regarding our Value Scoping Funding and our Groundbreaking Ceremony scheduled for April 30, 2025. This was a wonderful opportunity to highlight the work of the Holy Spirit Catholic School Division.
- April 10, 2025: ACSTA Advocacy Committee working on resolution recommendations to bring to the Director's Meeting in May in preparation for November AGM.
- GrACE Board of Directors: Virtual Meeting on April 11, 2025.
- SPICE: May 1-4, 2025 at Pomeroy Kananaskis with Keynote Speaker - David Wells.
- Blueprints: May 6-9, 2025 at Pomeroy Kananaskis with Keynote Speaker - David Wells.
- Blueprints: Director of Religious Education, Aaron Skretting will be receiving the "Excellence in Catholic Education" Award.
- Board of Directors' Meeting: May 26, 27, 2025 in Leduc.

REPORT NO: E.3

April 30, 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

April 16, 2025

Budget Presentation:

ASBA is private, not for profit. Must have prior written consent to share any information publicly. Long term sustainability: appreciate feedback that informs the conversations.

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

Zone Director Report: Attachment to Agenda (Synopsis from last meeting)

President Report: Ongoing Updates are available on the Portal - communication is unedited - just as received. Encourage Boards to let parties speak for themselves, and suggest Boards do not edit / summarize communications

VP Report: Digging in with advocacy

CEO Report: Updates

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

Alberta Education: Verbal Report from representative

Southern Alberta Comprehensive Health: Tabled until May 25, 2025.

SAPD: No meeting until May 8, 2025

Financial Report: Monthly financial update attached to Agenda

Friends of Education Award:

An Ad Hoc committee was struck to consider options brought forward. - Recommendation made

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

Zone Handbook Update: Continues to be amended to align with the changes

Edwin Parr Update: Edwin Parr event May 21, 2025; Bring your banner

Round Table Discussion

Advocacy: No new updates.

Next Meeting: May 21, 2025 at Horizon School Division. Lunch provided at noon; meeting starts at 1. Hybrid available.

REPORT NO: E.4

April 30, 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.

Introducing...



KEY MESSAGES:

- **GrACE Youth Summit Set for October 24th, 2025**, aims to inspire Catholic youth to deepen their faith and engagement and encourage active leadership among their peers. Our local GrACE committee is working on identifying youth who are able to attend. Location is OLPH (Our Lady of Perpetual Help) in Sherwood Park. School Division Fees will be requested to support event costs rather than individual registration fees. Summit scheduled to begin with registration at 10:00 am and conclude with Mass at 2:00 pm.
Theme: Anchored in Christ: Beacon of Hope
- The Youth Summit draws inspiration for Blessed Carlo Acutis, patron of the Eucharist and youth who will be canonized on April 27, 2025 during the Church's Jubilee of Teenagers in Rome. Born in 1991, Carlo combined ordinary teenage interests like soccer and video games with extraordinary devotion, attending daily Mass, praying the Rosary and helping the poor. He passionately used technology as a tool for evangelization creating a significant website that documented Eucharistic miracles from around the world.
- GrACE Survey 2025 Report and Strategic Implementation Plan: Summarizes key findings from the survey and outlines a clear strategic plan to enhance Catholic education advocacy throughout Alberta. United and proactive approach of GrACE, ACSTA and CCSSA working collectively to strengthen advocacy to ensure the vitality, growth and sustainability of Catholic education across Alberta.
- Board of Directors met April 11, 2025 with Archbishop Smith chairing his last meeting as he moves to Vancouver as Archbishop there.

Prayers of Faithful for April:

That during this most Holy Week, our Catholic schools will be places of prayer, reflection, penance and faith, we pray to the Lord.

That our parents, students, staff, families, educators, community leaders and parishioners rejoice in the Risen Lord, we pray to the Lord.

For Catholic education that hope in the Risen Lord abounds in our hearts, our homes and our schools, we pray to the Lord.

That our Catholic schools may be a blessing to families through their work with the young, we pray to the Lord.

***MCI Summit set for May 29,30 in Edmonton. The topic is “Artificial Intelligence and the Church: Navigating the Philosophical, Theological and Practical Dimensions”**

***St. Mary’s University has taken discussions about introducing dual credit programming to the next level at their institution.**

***Stacey MacNeil-Ayeh is now the Director of REN and Catholic Resource Development.**

Website: www.gracealberta.org

Facebook: facebook.com/GrACE4cathed

REPORT NO: E.5

April 30, 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

April 30, 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:

Old Man Watershed, received funding for a new groundwater monitoring project, they are looking for input on potential concerns of places of monitoring. Received enough funding to monitor an additional 9 wells.

Ag Sector, Cattle prices have moved up was around \$3.35/lb last year and would be well over \$4/lb currently. Watershed council on natural flow for the first time in 10 years. Snow pack only at roughly 80%. Siphons have not been turned on yet.

Education sector, I reported on having a contractor awarded for the new school and would be breaking ground April 30. Also shared the good news from Budget 2025 of value scoping for SFJH, as well as LSD received value scoping funding for LCI and new K-5 elementary on westside.

Guest Speakers

Darrell Matthews - City of Lethbridge presented on the cost benefit analysis review being done for EDL. Majority of funding for EDL comes from city grants, as we are aware the city has been reviewing all their committees, fee for service programs etc. for efficiencies costing etc. The presentation was interesting, and the room got a little "spicy" with questions. It was pointed out that perhaps the narrative should be more a review of council and their practices/policies and not that it is not so much a review of EDL's effectiveness.

Genesis Molesky and Ross Kilgour - from city community planning presented on the work being done on updating the land use Bylaw in Lethbridge. The land use bylaw has not been reviewed since 1987. Next round of engagement will be in June. If you would like to sign up to receive info/notifications around this you can go to getinvolvedlethbridge.ca/lub. It was noted that Lethbridge Housing has over 1200 families looking for affordable housing. This is the highest they have ever seen this number.

EDL received a grant from NRED to create a "Hub" in Southern Alberta for creative industries, to attract more creative industries to work in Southern Alberta. This would support 25 small businesses.

Business Retention and Expansion - working with a consultant to do a Lethbridge Growth Study. Currently coordinating stakeholder engagement sessions. I asked if we would get a copy of the report when completed, and was told yes.

[High Level Innovation Conference](#) - this is Lethbridge's Anchor Innovation event. Esports tournament and youth learning opportunity attached to the event. Youth under 18 can get into the conference free of charge.

REPORT NO: E.7

April 30, 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
Agenda**

Wednesday, April 2, 2025, 9:00 AM – 11:00 AM
Holy Spirit Catholic School Division Office
620 12 B Street North, Lethbridge
Meeting is *“In Person” but may be extended virtually*

In attendance:

Committee Members

Ryan Parker, City Councillor, City of Lethbridge
Jenn Schmidt-Rempel, City Councillor, City of Lethbridge
Tricia Doherty, Trustee, Holy Spirit Roman Catholic separate School Division
Roisin Gibb, Trustee, Lethbridge School Division
Christine Light, Trustee, Lethbridge School Division
Kristina Larkin, Trustee, Lethbridge School Division
Helen Emmell, Franco Sud

Administrative Support

Holy Spirit Roman Catholic Separate School Division
Amanda Lindemann, Acting Secretary/Treasurer

Lethbridge School Division
Morag Asquith, Associate Superintendent of Instructional Services

Franco Sud
Stephan Deloof

City of Lethbridge
Heather Gowland
Meagan Williams
Ahmed Ali
Mike Rohovie

1. Introductions

Meeting called to order 9:03
Roll call took place

2. Acknowledgement Statement

- Acknowledgement statement was read

3. Approval of Agenda

- Christine Light approved the agenda

4. Distribution of Notes

- a. Meeting Notes of January 29, 2025
 - a. Two changes, remove Amanda Lindemann from Attendees, change meeting location to Holy Spirit Catholic Schools
- Minutes approved

5. Agenda Items

- Improving Safety for Students Presentation – Ahmed Ali and Heather Gowland, City of Lethbridge
 - Vision Zero – to get to zero fatal accidents by 2040
 - Safety initiatives put in place
 - Traffic control changes
 - Enhanced sign visibility
 - Harmonized playground zones
 - Traffic calming, school crossing guard programs (want to expand this program, would like help from boards to communicate with schools), school travel plans
 - New traffic management tools are being deployed to address traffic concerns at the new school areas.
 - Road Safety Grant
 - Communications on transportation safety
 - Culture shift framework – “breaking ground”
 - School travel planning program at all elementary schools in Lethbridge. (participation in schools is welcome because it gives a well-rounded plan)
 - Example for municipalities in Canada
 - School travel plans
 - Congestion at drop off, creates unsafe environments
 - Involves, City, Schools, AHS, AMA
 - Safer routes, for walking, cycling, or bussing
 - May be opportunity for school involvement at a broader level (high school, middle school)
 - Suggestions?: Interview? survey?
- Questions – completion expectation? – end of the year (December)
 - How are we doing neighborhood planning around school areas to ensure safety (as those new neighborhoods are developed)
 - Franco Sud would like to be included in the travel program. Will pass along their contact information.
 - Recommend this to go to school councils, good touch point and have buy in
 - ASBA – gathering information and things of importance about “bus fly buys” (another component of safety) with pass along info once compiled
 - School crossing guard program – what is included in this time commitment. Could they use the Grade 12 - volunteer hours to aide in this program. Have superintendent share information as part of volunteer hours. (New drivers, older students)
 - Consider having travel plans available in multiple languages once complete as we have very diverse populations
 - Core in the City, Ecole St. Mary, LCI, CCHS, St. Francis, Victoria Park – even though there are travel plans for elementary, this is an area of major concern. Possible education for parents.
 - Police had campaign this last month on school travel, crosswalk, school zone safety.

- Municipal and School Election
 - Partnership and Puppies Presentation – Meagan Williams, City of Lethbridge
 - Initiative to engage public. Harder to have negative feelings by using things like puppies
 - Building trust (people have connections with dogs)
 - Engaging students to engage families
 - Participation (sticker design for I voted stickers)
 - Provide template for students
 - Targeting for materials etc in May and wrapped up by mid to end of June.
 - Win a pizza party
 - Pick your pup – democracy with dogs, can vote for your favorite dog, information sheet etc. get them interested and learn about elections but with dogs to make it fun and encourage participation. These will be provided to interested schools.
 - Asking for partnership and support from our schools to engage students in democracy.
 - Questions – will there be French resources? (Attempting to)
 - How are we going to accommodate newcomers who are afraid of dogs? (This has been something that has been a growing concern) - Are looking into adding other animals. Things to take into consideration for next campaign.
 - Asked for them to come back in January meeting to follow up on the information and what they learned.
 - <https://www.lethbridge.ca/election>
 - If any questions, email at election@lethbridge.ca
- Provincial School Construction Accelerator Program – Any updates (including anything as a result of the provincial budget announcements)
 - Updates:
 - Franco Sud – nothing in Lethbridge, but planning funds in Calgary
 - Lethbridge SD – Pre planning funding – Southside elementary, scoping funding for LCI, media event from MLA Neudorf to announce these. Possibly May.
 - [New capital plan available on website](#) (link)
 - [Westside study also available on website](#) (link)
 - Holy Spirit – scoping funding for modernization or replacement school of St. Francis.
 - Is there collaboration for the City, and the school divisions in regards to modernizations etc. in that core school area?

Westside Elementary School – Waiting on AI to announce construction contractor.

- Holy Spirit Boundary Review - Holy Spirit Catholic School Division
 - Update on the status of the review and timelines
 - Just completed second round of consultation – one on North, one on West. 3 options for North, and 3 for West. Survey has gone out and closes on April 11. Stakeholders can choose, rate options and provide feedback. Survey available on the Website.
 - Board will review feedback, boundary changes announced Sept 2025.
- Transportation Conversation – Lethbridge School Division – Mike Nightingale
 - Meeting to talk about having more City Buses transport high school students. (Could we invite Chantel Axani to this conversation)
 - City noted - Education piece and communicating with youth on how to use, catch navigate bus
 - Noted that the new that new km's have been changed back to 1.6 km's for Elementary.
- Federal Government Cancellation of Consumer Carbon Tax and its Implications - Holy Spirit Catholic School Division
 - Carbon tax – reduction, helps to reduce the cost of utilities
 - Need to determine trickle-down effect, could mean less grants etc.
- School Board Advocacy Items
 - Any items the School Boards may need City Council to be aware of for advocacy Efforts
 - ASBA – as noted above, in gathering stages of the “school bus fly by's”
 - Provided several advocacy items at last meeting
 - City: Waste water advocacy. Essential. If not being proactive will start to stunt growth.
 - Hand counting ballots? – Position statement from ASBA against the hand counting.
 - Doubles election costs with hand counting
 - Passed an advocacy piece and asked for exemption, or for province to cover the cost to AB gov't. Send March 17th. (Motion on City of Lethbridge website)
 - Issues arise if you can't move ballots to the polling station, hand counting must begin right after polls close. (Bill 20 – Section 85.1 of Local authorities Election Act)

- Committee Restructuring
 - What does the cost breakdown look like, looking for the requirements and expenses associated with the meetings.
 - What is considered shared responsibility?
 - If ratified, what are the expectation of the shared committee members?
 - Need to understand what can and can't be done? What are the legislative requirements
 - What are the next steps -timeline since this have been ratified? Continuing on as we are while investigating next steps. Resources and expectation and shared costs. Comes back to policy committee meeting agendas, prior to November 3 organizational meeting. (Last governance meeting before election is July 24, 2025)
 - Next steps: Christine Light, Trisha Doherty, Ryan Parker, David Sarsfield on costs to form subcommittee (keep others in the loop)
 - Possible meeting earlier than September in order to provide the information to the Governance meeting on July 24th) – plan for something end of May 13th(As a whole committee, only agenda item would be this info)

Resolution passed at the March 11, 2025 City Council Meeting:

BE IT RESOLVED THAT City Council:

1. *Continue with the Joint Committee of the City of Lethbridge and the Lethbridge School Boards as a key governance and collaboration mechanism until the November 3, 2025, Organizational Meeting of City Council; and*
2. *Request that the committee investigate the feasibility of formalizing the Joint Committee as a Committee of Council, through the development of a proposed mandate, and governance structure; and assessment of the potential costs and resource implications associated with formalization; and*

report back to the Governance Standing Policy Committee with findings and recommendations for Council's consideration at the November 3, 2025 Organizational Meeting of City Council.

- -----CARRIED

To be established as a Committee of Council, the following is required:

- Terms of Reference and associated bylaw (compliance with the City Procedure Bylaw)
- Agendas, minutes, and livestreaming to be done
- Meeting to be open to the public with meeting notice to be given (for the City it is 7 days)
- Estimated cost for a typical committee is \$25,000 annually. This cost would depend on whom attends, how often the meetings are, and the work that is required.

At this stage, work needs to be done to establish the role of the Committee in terms of governance.

6. Information

a. Current Terms of Reference – Last Revised October 2024

7. Next Meeting Date for 2025

a. September 10, 2025 – City of Lethbridge (does this work?) – this date is good. 9 am.

8. Adjournment

- Adjourned at 11:04

ADVOCACY NO: F.1

April 30, 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 April 30, 2025.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: April 30, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 8	FLVT School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
April	Regular Mass attendance at St. Catherine
	Serve in ministries of lector, music and hospitality

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
April 1	Catholic Education Working Committee ACSTA
April 4	Advocacy Planning with Executive Director ACSTA
April 10	Advocacy Committee ACSTA
April 11	GrACE Board of Directors (last meeting with Archbishop Smith)
April 16	ASBA Zone 6
April 16	GrACE Youth Summit Planning Committee
April 16	GrACE Think Tank
April 23	ASBA Protection of Privacy Session
April 28	Catholic Education Working Committee ACSTA
April 29	Advocacy Planning Committee ACSTA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 27	Boundary Consultation at St. Teresa
March 31	Boundary Consultation at FLVT
April 2	Local Grace with Aaron and Tricia
April 8	IMR at FLVT
April 9	St. Francis for Value Scoping Announcement
April 14	Policy Committee
April 14	Agenda Setting
April 17	Stations of Cross at ESM
April 28	Voting in Federal Election
April 30	COW and Public Board Meeting
April	Read all School Newsletters, ASBA, ACSTA and GrACE Bulletins

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: April 30, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 1, 2025	CCH Music Parents Association Meeting
April 7, 2025	CSM Parent info night
April 8, 2025	SPS School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
April 18, 2025	Good Friday Mass @St Marthas

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
April 16, 2025	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 27, 2025	2nd round Boundary Consultation evening
March 31, 2025	2nd Round Boundary Consultation evening #2
April 2, 2025	Joint City Meeting
April 2, 2025	GrACE Meeting
April 8, 2025	FLVT IMR
April 10, 2025	SFJH Value Scoping Announcement
April 14, 2025	Policy Committee Meeting
April 16, 2025	EDL Board Meeting
April 16, 2025	Boundary Committee Meeting
April 29, 2025	SMT IMR
April 30, 2025	Groundbreaking Ceremony for new school
April 30, 2025	Board meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: April 30, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 1/25	School Council Meeting SMPC

PARISH COMMITMENTS:

Date:	Key Discussions:
April	Regular attendance at Mass
April 17/25	Holy Thursday Celebration at SMPC
April 18/25	Good Friday Service

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
April 16/25	ASBA ZONE 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
April 10/25	Value Scoping Announcement at St. Francis School
April 23/25	CUPE 1825 Bargaining
April 24/25	CUPE 290 Bargaining
April 30/25	COW / Monthly Board Meeting

[illegible]



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: April 30, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 24	CSM School Council - public engagement, school report
March 25	OLA School Council - IB programing, school updates
April 7	CSM School Engagement Evening

PARISH COMMITMENTS:

Date:	Key Discussions:
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:
April 2 and 9	ASBA Zone 6 Agenda Setting
April 16	ASBA Zone 6 Meeting - Virtual
Mar 28	Edwin Parr Selection Committee ZONE 6
Mar 31	Zone 6 Handbook Review Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 26	Public Board Meeting and COW
March 27	Boundary Engagement STC
March 30	CCH Basketball Athletic Awards Night
March 31	Boundary Engagement FLVT
April 2	Joint City School Committee Meeting
April 10	SFJH Value Scoping Announcement



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: April 30, 2025

SCHOOL MEETINGS:

Date:	School and Key Discussions:
April 5	St. Catherine's School biennial Fundraising dinner and auction
	Superintendent Sunday updates

PARISH COMMITMENTS:

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

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
April 16	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
	Boundary video / consultation meetings
April 5	Watch Jr. Cougars live action basketball in Cardston
April 10	St. Francis Value Scoping Announcement
April 10	St. Catherine's Theatre Production Junie
April 14	Policy Committee Meeting
April 30	Groundbreaking and Blessing of new Holy Spirit Catholic School Division School
April 30	Committee of the Whole Board Meeting
April 30	Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: April 30, 2025

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 11	CCH long service awards
March 25	St. Teresa School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
March 23	Parish Renew
March 29	Renew
April	On going Mass All Saints
April 17-20	Easter services at CCH

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
April 1	TEBA
April 10	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 25	PCCELC
March 26	Board Meeting
March 27/28	Lethbridge Boundary Meetings
April 16	Boundary sub committee
April 23	CUPE 1825

ADVOCACY NO: F.2

April 30, 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.

ADVOCACY NO: F.3

April 30, 2025

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Holy Spirit High Schools Graduation Planning

BACKGROUND

1. In order to assist with future planning, an effort has been made to secure the schedules for each High School Graduation in the division over the 2024/2025 school year.
2. The most recent arrangements are reflected in the document attached for Board information and will be updated as new information is obtained.

2025 High School Graduations - Holy Spirit Catholic School Division

Catholic Central High School Graduation:

Mass: Friday, May 9, 2025, 7:00 p.m. at visitLethbridge.com Arena
Ceremonies: Saturday, May 10, 2025, 9:00 a.m. at visitLethbridge.com Arena
Grand March: Saturday, May 10, 2025, 7:00 p.m. at visitLethbridge.com Arena
Theme: "Slow Down, You're Doing Fine"

St. Michael's School (Pincher Creek)

Mass: Friday, June 6, 2025, 7:00 p.m. at St. Michael's Church
Ceremonies: Saturday, June 7, 2025, 2:00 p.m. at Pincher Creek Community Hall
Banquet: Saturday, June 7, 2025, 5:00 p.m. at Pincher Creek Community Hall
Theme: "Yesterday's impossibilities are today's successes"

St. Michael's School (Bow Island)

Mass: TBD
Ceremonies: Saturday, June 21, 2025, 3:00 p.m. at St. Michael's School gymnasium
Banquet: Saturday, June 21, 2025, 6:00 p.m. at Burdett Hall
Theme: TBD

St. Mary School (Taber)

Mass: Friday, June 13, 2025
Ceremonies: Saturday, June 14, 2025
Banquet: Saturday, June 14, 2025
Theme: TBD

INFORMATION NO: G.1

April 30, 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

BACKGROUND

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

- [AP 400: Recruitment and Selection of Teachers](#)
- [AP 118: Input into Decision-Making](#)
- [AP 121: Alcohol Consumption on Division Premises or During School or Division Activities](#)
- [AP 122: Political Engineering](#)
- [AP 402: Rotation of School-Based Administrators](#)

INFORMATION NO: G.2

April 30, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

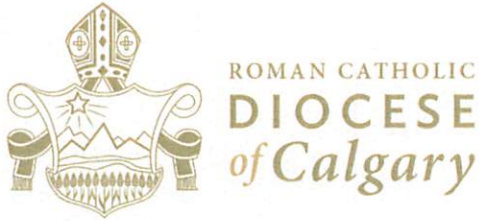
FROM: Carmen Mombourquette, Board Chair

SUBJECT: Catholic Education Sunday Collection

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for the Board's review is correspondence between the Diocese of Calgary and the school division regarding the funds received from the Catholic Education Sunday collection held over the October 19/20, 2024 weekend.
2. A letter of thanks was sent to Bishop McGrattan expressing Holy Spirit Catholic School Division's gratitude and is attached for Board information.
3. The division received \$12,984.24 as a result of the generosity of the diocese.



FINANCE & ADMINISTRATION

April 1, 2025

Ms. Chantel Axani, Superintendent
Holy Spirit School District
620-12 Street B. North
Lethbridge AB T1H 2L7

RE: 2024 CATHOLIC EDUCATION SUNDAY

The Catholic Education Sunday collection that was held by our parishes on October 19/20, 2024 raised a total of \$125,366.

The Bishops of Alberta are encouraged by the active response of our Catholic community in past decades and this year to the support of this ministry of the Church. May all of our efforts unite us and strengthen our ongoing commitment to Catholic education.

Please find enclosed a cheque for your respective share of the collection.

Sincerely,

Miriam Dawidowski
Financial Administrator

/md

cc: Bishop McGrattan



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

April 30, 2025

The Most Reverend William McGrattan
Bishop of the Roman Catholic Diocese of Calgary
Catholic Pastoral Centre
120 - 17 Avenue, S.W.
Calgary, AB T2S 2T2

Dear Bishop McGrattan,

On behalf of the Board of Trustees and the entire Holy Spirit Catholic School Division community, I wish to extend our heartfelt appreciation to you and the Alberta Bishops for your steadfast support of Catholic Education. We are sincerely grateful to have received \$12,984.24 from the parish collection held over the weekend of October 19 and 20, 2024.

This generous contribution renews our shared purpose and strengthens our collective dedication to providing education rooted in the teachings of Christ. Catholic schools are a profound gift, and we are thankful for the ability to nurture our students and staff in an environment where they can experience God's presence and grow in their relationship with Him each day.

The continued encouragement and backing from the Diocese of Calgary are invaluable to our work. Your support affirms the importance of our mission to guide students on their spiritual journey and to uphold the values of faith, hope, and love in our schools. The connection between our schools and the broader Church community reinforces that we are working together to build something lasting—something greater than the sum of its parts.

Thank you for continuing to walk alongside us as we strive to make an indelible impact in the lives of our students and families.

Yours in Christ,

Carmen Mombourquette, Board Chair

/rk

cc. Board of Trustees, Holy Spirit Catholic School 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

INFORMATION NO: G.3

April 30, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Arts Alive and Well in the Schools

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. As seen in the attached invitation, the “Art’s Alive and Well in the Schools” is being held from May 10, 2025 until June 14, 2025.
2. The program showcases the artistic talents of Holy Spirit Catholic School Division, Lethbridge School Division and Ecole La Verendrye Francophone School students from Grades 9-12 at the Southern Alberta Art Gallery (SAAG).
3. The virtual show for grades K-12 will be displayed on the Lethbridge School Division website as well as at the SAAG on video screens.
4. As per *Policy 17: Awards*, the school division will, again, be donating \$100 to fund the event’s Junior High/Middle School Award of Merit.



LETHBRIDGE SCHOOL DIVISION

CURRICULUM RESOURCE CENTRE

433 15 STREET SOUTH

LETHBRIDGE ALBERTA T1J 2Z5

PHONE: (403) 380-5319

EMAIL: jacobi.smigel@lethsd.ab.ca

www.lethsd.ab.ca

LETHBRIDGE STUDENT ART EXHIBIT

"ART'S ALIVE AND WELL IN THE SCHOOLS"

Awards Ceremony

Thursday, May 15, 2025, at 5:00 pm

at the

Southern Alberta Art Gallery

601 - 3 Avenue South

March 31, 2025

Dear Superintendent Chantel Axani,

We are excited to once again showcase the amazing efforts of our students to produce gallery-worthy projects for display. This year's show will run from Saturday, May 10th until Saturday, June 14th, and will exhibit works from Grade 9 – 12 students from all Lethbridge School Division schools, Holy Spirit Catholic School Division's city schools, and École La Vérendrye Francophone School. Simultaneously, the virtual artwork from Grades K – 12 will be shown on the Lethbridge School Division website as well as at the SAAG on video screens.

I would like to formally invite you to attend the Awards Ceremony on Thursday, May 15th at 5:00 pm. Doors will open at 4:45 pm. A representative from your school board will be speaking, so you are free to just come and enjoy the artwork, ceremony and reception time.

We ask that you mark your calendar and plan to join us as we recognize the talents and efforts of the students throughout our community. We look forward to seeing you at the SAAG!

Jacobi

JaCobi Smigel
Curriculum Resource Centre
Lethbridge School Division



INFORMATION NO: G.4

April 30, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: APEX Youth Awards and Nominations

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Launched in 2002 by the Rotary Club, Taber Times, and a group of committed community leaders, the “APEX Youth Awards” annually honor Taber area youth through recognizing young people who are committed to making life better for others through community service, acts of heroism, volunteering, or achievements.
2. Winners will be announced on May 1, 2025 on through social media.
3. The Apex Awards will be shifting their approach by awarding bursaries directly, without holding a gala event.

Announcing our 2025 Nominees



APEX
YOUTH AWARDS

Kaydence Smith

Kaydence Smith is a grade nine student at St. Mary's School in Taber. Kaydence is the type of person that doesn't like to sit around and do nothing. She has quite a full schedule but she always finds time to lend a hand. Kaydence's school principal, Michelle Nevil says, "Kaydence is inclusive and non-judgmental, consistently offering others a chance and fostering a welcoming environment for all."

Kaydence has been volunteering with the breakfast program at St. Pat's Elementary School since grade four. She spends her PD days baking and cooking for the breakfast program and she helps to serve breakfast at St. Pat's School, as well as, at St. Mary's School during exam weeks.

Kaydence is very involved in a variety of sports. She has been a soccer referee for the past two seasons for the Taber and District Soccer Association. Kaydence is very reliable and willing to fill shifts as needed.

Kaydence also participates in 5-pin bowling through Youth Bowl Canada (YBC). She bowls out of Holiday Bowl in Lethbridge, and has qualified for numerous provincial tournaments over the past four years. She has consistently scored in the top ten junior female bowlers in the province of Alberta at these competitions, with a few top five finishes. She currently holds the Ladies High Game Single of 297 at The Pin in Taber for Thursday adult league.



Kaydence also enjoys curling. This year she is on a competitive curling team but she also put together a fun curling team along with her sister and two friends. She plays a leadership role as the Skip for the team. The sole purpose of this team is to gain experience and have fun.

Kaydence enjoys being at the curling rink and so this year she took a resume into Dolf's (restaurant at the curling rink) and she was hired right away. Amber Rudolf says, "At just 14 years old, she has already proven to be an incredibly hardworking, eager to learn, and dedicated employee."

Congratulations, Kaydence Smith, on your APEX Youth Award nomination.



Nikolas Binnie



Nikolas Binnie is a grade eleven student at W.R. Myers High School. With a positive attitude and outgoing personality, Nik falls into a leadership role naturally.

Nik joined 4-H when he was nine years old and as a member of the Taber Corn Dawgs 4-H Club he participated in the canine project for a number of years where he trained his dog for agility and obedience. He also joined the Retlaw Prairie 4-H Club for a couple of years so that he could participate in the horse project and the small engine project. During his time in 4-H, Nik held executive roles as club president and treasurer. As president, Nik is in charge of running the meetings using the proper parliamentary procedures. Nik is an outstanding public speaker who has competed at the club, district and regional level. He has also participated in leadership activities, camps and symposiums at the district, regional and provincial level.

This year Nik decided to focus more on the sports that he loves, football and wrestling. Nik has been playing football since age eight with the Taber Rebels and has received multiple Rebels awards. This year he was recognized as the Southland Football League's Most



Outstanding Defensive Lineman. Nikolas's athletic abilities spilled over into Wrestling and he contributed to taking home the 2023-2024 Provincial Banner. Nik has also decided to play baseball this year for the W.R. Myer's team.

The W.R. Myer's wrestling team was in great need of a new mat for practice and hosting wrestling events. Nikolas used his creative abilities to brainstorm fundraising ideas and presented them to the team. The goal was set to be able to purchase a new mat early next season, however the wrestling team was able to purchase the mat this season and are looking forward to the possibilities of hosting events next season with their new equipment.

Congratulations, Nikolas Binnie, on your APEX Youth awards nomination.



Tate Nakashima

Tate Nakashima is a grade eleven student at W.R. Myers High School. Tate is described as bright, funny, and empathic. His ability to communicate with both young and old is commendable. Tate takes time to engage in conversation with anyone. Tate has the ability to engage and make people feel valued.

Tate is a dedicated air cadet at 225 RCACS - Taber Comets and is serving as the Cadet Squadron Commander, tasked with overseeing the squadron and facilitating communication between cadets and officers. His positive attitude and approachability make him a valued member of the cadet program and distinguishes him as an outstanding leader. Tate is working towards obtaining his small engine pilot licence.

This year Tate was honored with the opportunity to deliver an address at the Taber Remembrance Day service. The crowd was around six hundred people. Tate's address was well researched, thoughtfully written and delivered with such grace and confidence that you could hear a pin drop. Tate's skill in public speaking not only captivates listeners but also motivates them. Tate was all the talk on Facebook with many asking who the young cadet was that delivered the address and commending him on a job well done.

Tate also plays hockey with the Taber Oil King's and has been named the "Player's Player" for the past two seasons by his coach. His coach, Nolan Kinniburgh says,



"Tate's enthusiasm for the team and the game made an enormous positive impact on the team."

Tate is also a member of the Myers Rebels Football team and is the skip of his W.R. Myers Men's Curling Team.

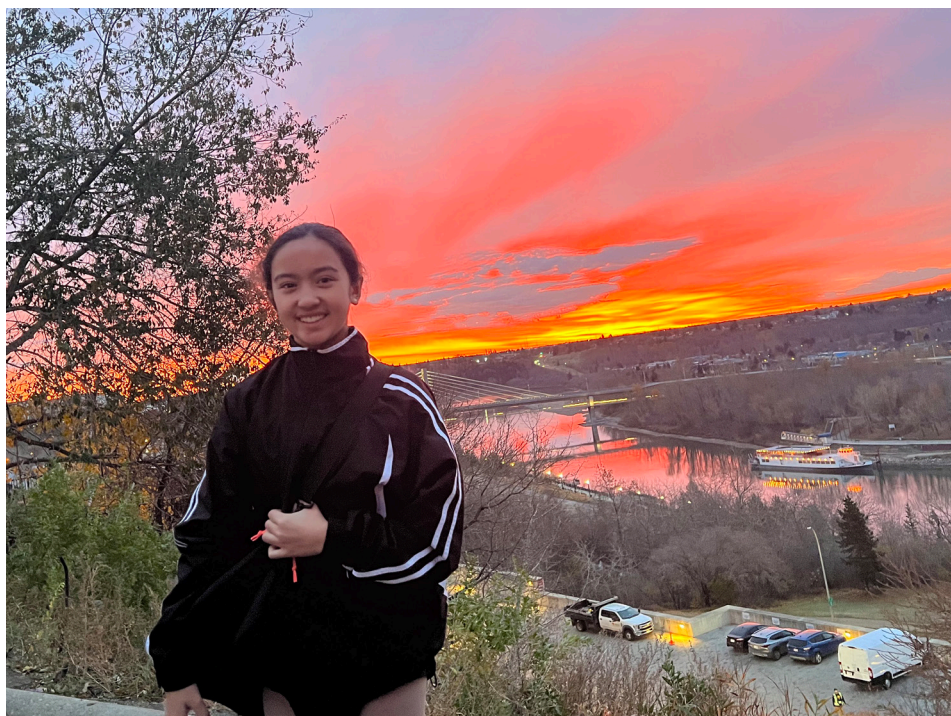
This year Tate volunteered his services to lead an extra-curricular French Club at Dr. Hamman School. Dr. Hamman School principal, Alyson Archibald says, Tate's leadership, understanding, modeling and fluency of the French language along with his professional and engaging demeanour have greatly impacted student learning and achievement through this club."

Congratulations, Tate Nakashima, on your nomination!





Jasmine Downey



Jasmine Downey is a grade eight student at D.A. Ferguson Middle School in Taber. Jasmine's teacher, Michelle Sawchuk states, "A natural leader, Jasmine carries herself with self-respect and maturity. She leads through example demonstrating humility and a strong work ethic in every endeavor."

Beyond the classroom, Jasmine is an active member of her church and a devoted volunteer that is always seeking ways to give back to her community. Jasmine is also very involved with dance. Jasmin's dance instructor, Kandis Howells says, "From a young age, she demonstrated stand-out qualities. She has since, year after year, outdone herself from the last." Jasmine has been described as gracious, receptive, hard-working, humble, kind and always

respectful.

Jasmine is an exceptional student with top-notch marks and is one who always approaches her classwork with enthusiasm. Jasmine participates in extracurricular events, performed at the talent show and has earned numerous academic and community awards. Jasmine is also an active member of the Fox Force, where she plays a key role in planning and executing school activities. She also volunteers her time in the school library.

One of Jasmine's most striking qualities is her creativity. This was evident when she won the D.A. Ferguson Orange Shirt contest. Teacher Judy Wilson says, "Jasmine consistently creates spaces where others feel heard, valued and supported."

Congratulations, Jasmine!

Torynn Plumb



Torynn Plumb is a grade eleven student at Vauxhall High School. School principal, Todd Ojala says, "Torynn exemplifies what it means to be a quiet, yet impactful leader, one who influences others through her actions, character, and commitment to serving others."

Torynn participated in the Stepping Stones Mentorship Program this year and demonstrated commendable leadership when working with her mentee. Torynn was able to handle her mentee's needs with patience, empathy, and understanding. She was a positive role model and has left a lasting impression on her young mentee's life.

Torynn has been a member of 4-H since she was nine years old. She was a member of the Retlaw Prairie 4-H Club for a number of years and then has been a member of the Bon Ayr 4-H Multi Club

for the last three years. Torynn is an incredibly hardworking young woman who always puts her animals first, demonstrating responsibility, dedication, and compassion in everything she does. Torynn's aunt Lisa Egeland says, "Her work ethic shines through whether it is working with cattle, competing in rodeo, or raising her 4-H animals - she shows patience, skill, and respect for both the animals and agricultural way of life." Torynn always has time to help the younger members in her club with their projects and is an excellent example of what a 4-H member should be.

Over the last few years Torynn has really improved with her public speaking and has competed at the club, district, and regional level. Torynn is quiet by nature so public speaking has been something that Torynn has worked very hard



at and her determination and commitment shows.

Torynn is an important member of the Vauxhall Skating Club. Torynn has skated with the Vauxhall Skating Club since a very young age and continues to skate with the club but also helps the coaches with the younger members of the club and is happy to help the younger members get through their stations on the Can Skate nights.

Torynn has a positive attitude and she approaches everything with determination, poise, maturity, and kindness. Congratulations, Torynn!



Lillian Bennett

Lilly Bennett is a grade eleven student at W.R. Myers High School. Darrell Bergmann, Athletic Director for W.R. Myers says, “Lilly truly has a magnetic personality that draws everyone closer to her.” He continues by saying, “coaches always rave about how coachable Lilly is, her dedication to the team and how they wish they had a “team of Lillys.” Chad McClenaghan, W.R. Myers Senior Varsity Girls Basketball coach says of Lilly, “I have had the privilege of coaching Lilly in basketball for five years, and in that time, I have witnessed her unwavering dedication, outstanding athleticism, and blossoming leadership.” Lilly also plays volleyball and is a very skilled soccer player.

Lilly is very aware of how others feel and often goes out of her way to make other people feel

welcome and included. Lilly has served as Class President for her church Youth Group and goes out of her way to make others feel like they belong. Lilly is responsible for conducting class planning meetings and helps to organize and run the planned activities. She also teaches lessons to her class of Young Women that range in age from fourteen to eighteen. She is always well prepared and thoughtful with the lessons that she gives. Lilly has a quiet demeanor that almost adds to her strong leadership ability.

Lilly is a student that works hard to balance her schoolwork with her extra-curricular activities. Lilly is a very talented artist that is passionate about her creations and is always excited to see where the next project will take her.

Congratulations, Lilly Bennett, on your nomination for an APEX Youth Award.



Sebastian Hoekstra



Sebastian Hoekstra is a grade twelve student at Taber Christian High School. Sebastian is described as a positive, cheerful young man who brings an infectious energy and enthusiasm to everything he does. Teacher, Trina Mantler Friesen says, "His ability to balance both individual effort and teamwork makes him an outstanding role model and a true asset to any group or project he is involved in."

Sebastian is deeply involved in his school community and is an important member of his high school sports teams, the Lions. As the team captain for both the Lions volleyball and basketball teams, he has led both teams to provincials, showcasing his leadership and dedication to his teammates.

Sebastian also dedicates his time to coaching grade six volleyball, basketball, and badminton at Taber Christian School as part of his grade twelve Passion Project. He is



able to clearly explain expectations, rules and skills to the younger students, adjusting his approach to suit the group's skill level and fosters a healthy, inclusive environment for all.

Sebastian's commitment to giving back to his community is apparent. Whether participating in his local church and youth events, lending a hand at the Taber Food Bank and Lethbridge Soup Kitchen and Streets Alive program, Sebastian is always willing to lend a hand and does it all with a rare enthusiasm.

Sebastian has been very involved with the Trail 77 community where he helps to build and maintain mountain biking trails, and volunteers for the Oldman Mayhem Bike Race. His dedication to Trail 77 has made a positive impact on the community.

Sebastian is the eldest child in his family and is an excellent role model to his younger siblings. He is tasked with the typical homelife duties like doing chores, cooking supper and helping his younger brother and sisters with homework and their chores. Sebastian takes on these responsibilities with maturity and enthusiasm.

Congratulations, Sebastian Hoekstra on your nomination.

Ivy Hughes



Ivy Hughes is a grade seven student at D.A Ferguson Middle School. Kristen Irvine, previous Head Coach of the Taber Vipers Swim Club, describes Ivy as a silent leader. She says, “Ivy is an example of what it means to be a silent leader. Her impact is not made through being loud or being in the spotlight, but rather through the quiet consistency with which leads by example. She exudes kindness, humility, and grace.”

Ivy is an active member of 4-H. She initially joined the Taber Corn Dawgs and participated in the canine agility and obedience project with her little dog, Molly. She continued onto the New Ewe Club where she participates in the Market Lamb project. She holds the executive position of Club Secretary and always comes prepared to the meetings. The

one portion of 4-H where Ivy really shines is Public Speaking. She consistently wins at the club and district level allowing her to qualify for the South Region Communications Competition. She has shown tremendous growth in her communications skills as she has moved up into Intermediate competitions.

Ivy is able to balance her academics with her extracurricular activities. She is an important member of her school volleyball and basketball teams, her Wham Club Volleyball team, and the Taber Vipers Swim Club. Her work ethic, contagious smile and infectious laughter make her a valued member of her teams and her school community.

Congratulations, Ivy Hughes on your nomination for an APEX Youth Award.

Zuri Gardner



Zuri Gardner is a grade ten student at W.R. Myers High School. Zuri is described as being kind, caring, talented, and accepting of others. Zuri shows great passion for everything she does.

Zuri is very talented and is passionate about the fine arts. Her music teacher, Jaimee Jarvie has this to say about Zuri, "Every lesson she shows up ready to work hard and is constantly seeking growth. She takes criticism professionally, and is truly a joy to work with. Zuri is constantly performing gigs as a soloist and an ensemble member, and is already making a name for herself in the southern Alberta music scene. Zuri is a leader amongst her peers, and radiates positivity and encouragement in our voice studio."

Zuri is an integral part of the W.R. Myers band program. Zuri

had the opportunity to participate in the University of Lethbridge Honour Band, conducted by Ken Rogers. This prestigious ensemble featured some of the top high school musicians from Southern Alberta. Zuri represented her school with distinction.

Her artistic talents also extend to drama. She played the leading role in the W.R. Myers production of *Almost Maine* and performed in the Lethbridge production of *Romeo and Juliet*. She has inspired others by performing and encourages her peers to be brave enough to step onto the stage.

Zuri is also a member of the Taber Rugby Club, a member of the Southern Alberta Interscholastic Leaders and has attended leadership conferences with this group and a leader in her church youth group program.

Congratulations, Zuri Gardner, on your nomination.





Brilynd Unser

Brilynd Unser is a grade eleven student at W.R. Myers High School. Brilynd is known for his sense of humour, his willingness to lend a hand to others, his quiet strength and resiliency.

Jason Jensen, President of the Taber Football Association and Head Football Coach of the W.R. Myers Rebels has known Brilynd for over a decade and he says, "In that time Brilynd has stepped up over and over (without anyone asking him) to volunteer in any capacity needed. This is particularly impressive, considering the fact that he doesn't play football. He just loves being around the games and more importantly, just loves to help out in any way possible." Brilynd shows a great amount of selflessness, consideration of others, and constantly shows quiet leadership making him an extraordinary role model for his peers. He has volunteered to cover concession shifts for football games, allowing parents the opportunity to watch their player during the game.

This past fall Brilynd faced a serious illness that led to an extended hospital stay at the Children's Hospital in Calgary. Despite the hardship, Brilynd



remained positive, although the road to recovery has been long. He has been diagnosed with a very rare autoimmune disease requiring vigilant attention to his medication. W.R. Myers High School Principal, Adam Hughes says of Brilynd, "He fought to stay connected with his schooling, kept his spirits up and never once gave in to self-pity. He modelled perseverance." Hughes continues, "He carried himself with grace, grit and humility. He didn't look for recognition or sympathy." Brilynd is back to school, is on track with his schoolwork, and is back to working at the South Country Co-op Food Store. He has proven to be the definition of resilient.

Congratulations, Brilynd Unser on your nomination.





APEX YOUTH AWARDS

APEX Committee Members

Henk De Vlieger
403-634-1204

Jodie Gross
403-315-3273

Sheila Laqua
403-223-3547

Wilco Tymensen
403-223-3547

Dorthea Mills
403-223-3547

Pat Bremner
403-223-0665

After a 4 year hiatus, the APEX Youth Awards are back! Three \$1000 bursaries will be awarded to our top nominees.

The APEX Youth Awards were launched in 2002 by the Rotary Club of Taber and the Taber Times. These awards were created to recognize individuals that represented the best qualities in our youth from Taber and area; youth who unselfishly give of themselves in the service of others and who have shown resiliency when faced with adversity. The awards went through committee changes over the years but had remained committed to recognizing our youth for over twenty years. In 2021, the APEX Youth Awards continued with a virtual awards presentation because COVID restrictions did not allow us to gather to celebrate our youth.

Unfortunately, 2021 was the last year that our committee held the APEX Youth Awards because for a few years there really wasn't any opportunity for the young people of our community to volunteer or participate in events because there were still restrictions, and it took a few years to get back to normal. AND THEY'RE BACK...and we are so excited!

INFORMATION NO: G.5

April 30, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Transfer of Jurisdiction CUPE

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from the Canadian Union of Public Employees (CUPE) approving the request for the transfer of jurisdiction of the Holy Spirit Catholic School Division CUPE 290 unit to be part of the Holy Spirit Catholic School Division CUPE 1825 effective March 24, 2025.

1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7

Tel./Tél. : (613) 237-1590 Fax/Téléc. : (613) 237-5508 Toll free/Sans frais : (844) 237-1590

cupemail@cupe.ca/courriel@scfp.ca – cupe.ca/scfp.ca

March 24, 2025

BY E-MAIL

Sandra Walker
National Servicing Representative
Lethbridge Area Office

Dear Sandra:

Transfer of Jurisdiction – CUPE Local 290 to CUPE Local 1825

This is in response to your letter dated March 12, 2025, requesting approval for the transfer of jurisdiction of the Holy Spirit Roman Catholic Separate School Division bargaining unit of CUPE Local 290 (also referred to as Unit 01 in MRM) to CUPE Local 1825.

Thank you for providing the required documentation and for confirming that all was handled in accordance with the requirements of Article 3.6 of the CUPE Constitution.

As a result, I am pleased to confirm approval of this transfer of jurisdiction, effective today.

Thank you, for your assistance in this matter. I'd appreciate it if you would pass along Mark's and my best wishes to the members of these locals.

In solidarity,



CANDACE RENNICK
National Secretary-Treasurer

:sim/cope 491

cc: M. Hancock; A. Rao; K. Rainville; D. Scarpelli; T. Cristiano; L. Mason; L. Marcoux; M.-A. Ruelland;
Organizing and Regional Services Department

MARK HANCOCK
National President/Président national

CANDACE RENNICK
National Secretary-Treasurer/Secrétaire-trésorière nationale

PATRICK GLOUTNEY, FRED HAHN, SHERRY HILLIER, GINA MCKAY, KAREN RANALLETTA
General Vice-Presidents/Vice-présidences générales

INFORMATION NO: G.6

April 30, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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



HOLY SPIRIT STARS



April 2025

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

NAME	SCHOOL	ACHIEVEMENT
Sophia Stratychuk	Father Leonard Van Tighem School	Won silver at Provincials in Sparring.
Kaitlyn Sanders Mataya White Phoebe Ruggles Shayla Walshe	Catholic Central High School	Won gold at Provincials with their U19B Ringette team and went undefeated in the tournament.
Marlow Snoek	St. Teresa of Calcutta	Won gold at the Lethbridge Regional Science Fair.
Tyler Monplaisir Vincent Patton	St. Teresa of Calcutta	Won silver at the Lethbridge Regional Science Fair.
Gwendolyn Kaufman	St. Patrick Fine Arts Elementary School	Earned two bronze medals at Provincials and was named Student of the Month at Champion Taekwon-Do.
Emma Realini	St. Francis Junior High School	Named top swimmer for the Lethbridge Synchrobelles in a recent competition.
Rylee Cruse	St. Francis Junior High School	Selected for the Hockey Alberta Challenge Cup and also named Top Forward for the Alberta Female Hockey U15AA league.
Emily De Boer Denaya Shade	St. Francis Junior High School	Selected for the Hockey Alberta Challenge Cup
Jaxon Kraemer	St. Francis Junior High School	Selected for the Hockey Alberta Prospects Cup and also named to the All-Star team for the U13AA league.
Tucker Tillsley	Father Leonard Van Tighem School	Selected for the Hockey Alberta Prospects Cup and also named to the All-Star team for the U13AA league.

INFORMATION NO: G.7

April 30, 2025

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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

																								Total FTEs Sept 27, 2024			% Difference Sept 29, 2023
	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder- garten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 27, 2024	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2023	% Difference Sept 29, 2023
CARE				0				0				0	5	1	3	9	9			0	9	9	7	128.6%	2	6	50.0%
CCHS ENG				0				0				0	310	319	295	924	924			0	924	924	921	100.3%	3	881	4.9%
CCHS FI				0				0				0	30	16	19	65	65			0	65	65	65	100.0%	0	55	18.2%
ESM ENG	14	24	33	71	25	33	22	80				0				0	151	17	16	33	184	167.5	170.5	98.2%	-3	158.5	5.7%
ESM FI	51	29	25	105	35	31	30	96				0				0	201		40	40	241	221	221.5	99.8%	-0.5	207	6.8%
FLVT	40	52	51	143	58	54	61	173	96	108	95	299				0	615	17	44	61	676	645.5	639.5	100.9%	6	654.5	-1.4%
ASSUMPTION	26	28	19	73	28	32	32	92				0				0	165	13	23	36	201	183	173	105.8%	10	171.5	6.7%
ST FRANCIS ENG				0				0	176	198	160	534				0	534			0	534	534	532	100.4%	2	478	11.7%
ST FRANCIS FI				0				0	34	30	17	81				0	81			0	81	81	82	98.8%	-1	72	12.5%
ST MARTHA	29	41	37	107	30	24	32	86				0				0	193	11	37	48	241	217	205.5	105.6%	11.5	205	5.9%
ST PATRICK FA	46	39	41	126	46	43	42	131				0				0	257		39	39	296	276.5	272.5	101.5%	4	261.5	5.7%
ST PAUL	46	40	41	127	50	53	44	147				0				0	274	15	29	44	318	296	288.5	102.6%	7.5	243.5	21.6%
ST TERESA	49	55	51	155	70	54	59	183				0				0	338	22	57	79	417	377.5	380.5	99.2%	-3	375	0.7%
TRINITY				0				0				0	7	16	34	57	57			0	57	57	50	114.0%	7	34	67.6%
Sub Total City	301	308	298	907	342	324	322	988	306	336	272	914	352	352	351	1055	3864	95	285	380	4244	4054	4008.5	101.1%	45.5	3802.5	6.6%
ST CATHERINE	12	20	18	50	28	20	20	68	13	15	17	45				0	163	12	15	27	190	176.5	181.5	97.2%	-5	199	-11.3%
ST JOSEPH	33	33	46	112	36	26	41	103	22	23	26	71				0	286	21	36	57	343	314.5	320.5	98.1%	-6	315.5	-0.3%
ST MARY(T)				0			20	20	18	30	27	75	26	27	26	79	174			0	174	174	174	100.0%	0	181	-3.9%
ST MICHAEL PC ENG	23	20	18	61	13	23	10	46	16	16	30	62	18	33	25	76	245	14	22	36	281	263	270.5	97.2%	-7.5	255	3.1%
ST MICHAEL PC FI	6	6	8	20	5	8	4	17				0				0	37			0	37	37	37	100.0%	0	43	-14.0%
ST MICHAEL BI	3	4	6	13	7	0	7	14	5	4	2	11			5	5	43		4	4	47	45	45	100.0%	0	57.5	-21.7%
ST PATRICK T	29	34	36	99	30	28		58				0				0	157	11	29	40	197	177	182.5	97.0%	-5.5	193	-8.3%
Sub Total Rural	106	117	132	355	119	105	102	326	74	88	102	264	44	60	56	160	1105	58	106	164	1269	1187	1211	98.0%	-24	1244	-4.6%
TOTALS	407	425	430	1262	461	429	424	1314	380	424	374	1178	396	412	407	1215	4969	153	391	544	5513	5241	5219.5	100.4%	21.5	5046.5	3.9%

PreK FEE PAYING		INTERNATIONAL NON-FUNDED TUITION PAYING											
		SCHOOL										SUB Total	Total
		Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total				
ASSUMPTION	3	CCHS				0	6	7	8	21	21		
ESM ENG	10	FLVT			1	1				0	1		
FLVT	22	ST FRANCIS			1	1				0	1		
ST PAUL	3	Sub Total City	0	0	2	2	6	7	8	21	23		
ST MARTHA	7	ST JOSEPH				0				0	0		
ST TERESA	12	ST CATHERINE				0				0	0		
Sub Total City	57	ST MARY (T)			1	1	2	2		4	5		
ST CATHERINE	15	ST MICHAEL PC				0	1			1	1		
ST JOSEPH	19	ST MICHAEL BI				0				0	0		
ST MICHAEL PC	19	Sub Total Rural	0	0	1	1	3	2	0	5	6		
ST PATRICK T	22	Total	0	0	3	3	9	9	8	26	29		
Sub Total Rural	75												
Total Pre K	132												

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
153	391	4969	5513	132	29	2	163	5676

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