

OUR GOD IS GREAT, AND HE IS THE BEST.
HOLY, HOLY, HOLY IS OUR GOD, THE ALMIGHTY.
GOD, YOU HAVE CREATED US AND EVERYTHING WE KNOW.
GOD, YOU ARE GREAT AND LOVING.

WE THANK YOU LORD, FOR OUR SUMMER BREAK.
THANK YOU, LORD, FOR A NEW SCHOOL YEAR,
NEW FRIENDS, NEW TEACHERS, ANOTHER YEAR OF LIFE.
THANK YOU FOR ALL THE AMAZING STAFF, SCHOOL BOARD,
AND PEOPLE THAT HELP AT HOLY SPIRIT SCHOOLS.
THANK YOU FOR THE WORLD YOU PUT US IN; FOR THE FRUITS
AND EVERYTHING YOU MADE THAT MAKE OUR WORLD SO NICE.

LORD, WE ASK FOR A GREAT AND SAFE SCHOOL YEAR.
PLEASE BLESS ALL THE STAFF AND STUDENTS.
KEEP THEM SAFE, AND HELP THEM LEARN TO PROCLAIM
THEIR FAITH THIS SCHOOL YEAR.

WRITTEN BY: THE ECOLE ST. MARY GRADE 6RE CLASS



Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, September 25, 2024
3:00 p.m.

AGENDA

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

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (*École St. Mary*) Vice Chair Linda Ellefson

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) June 26, 2024 Organizational Board Meeting
 - ii) June 26, 2024 Regular Board Meeting
 - c) Business Arising/Unfinished Business from the Minutes
 - d) Presentation: Year 3: Proclaim! Pilgrims of Hope (Aaron Skretting, Director of Religious Education)
 - e) Presentation: Budget Update (Scott Morrison, Superintendent of Schools and Amanda Lindemann, Acting Secretary Treasurer)
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- B.1 Trinity E-Learning School Name Change
 - B.2 Father Tim Boyle 50-Year Anniversary of Ordination
 - B.3 Election Bylaw
 - B.4 Selection of New Superintendent
 - B.5 Council of School Council Chairs Meeting Change of Date

C. POLICY REVIEW

- C.1 [Policy 1: Board Mandate, Mission, Vision, Values and Goals](#)
- C.2 [Policy 5: The Role of the Board Chair](#)
- C.3 [Policy 6: The Role of the Vice Chair](#)

D. POLICY REVIEW

- C.4 [Policy 7: Board Committee and Board Representation](#)
 - (a) [Policy 7B: Finance Committee: Terms of Reference](#)
 - (b) [Policy 7C: Policy Development and Review Committee: Terms of Reference](#)
 - (c) [Policy 7D: Parish Committees: Terms of Reference](#)
- C.5 [Policy 25: Program Reviews](#)

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report

E. BOARD REPORTS

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

F. ADVOCACY

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

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Truth and Reconciliation Week
- G.3 Catholic Education Week
- G.4 Minister of Education's Back to School Letter
- G.5 Correspondence to Minister of Education
- G.6 Director of Learning Report
- G.7 Director of Religious Education Report
- G.8 Director of Support Services Report
- G.9 First Nations, Métis and Inuit Education Report

H. ADJOURNMENT

2024 Org. Meeting: page 2 Appointment of Committees	10575/0624 Roisin Gibb B.3 10576/0624 Tricia Doherty 10577/0624 Roisin Gibb 10578/0624 Roisin Gibb 10579/0624 Roisin Gibb 10580/0624 Roisin Gibb 10581/0624 Roisin Gibb 10582/0624 Roisin Gibb 10583/0624 Roisin Gibb 10584/0624 Roisin Gibb	<i>First Call:</i> Trustee Tricia Doherty nominated Trustee Linda Ellefson in the first call. Trustee Linda Ellefson accepted the nomination. <i>Second Call:</i> Trustee Blake Dolan nominated Trustee Tom Machacek in the second call. Trustee Tom Machacek declined the nomination. <i>Third Call:</i> There were no nominations in the third call. M/C That the Board of Trustees ceases nominations for the position of Vice-Chair. Trustee Linda Ellefson was declared Vice-Chair by acclamation. <u>NOMINATIONS FOR STANDING COMMITTEES</u> M/C That the Board of Trustees proceeds to appoint members to standing committees, external committees, committees required by contract and any <i>ad hoc</i> committees, as outlined in <i>Policy 7: Board Committees and Board Representation</i>. M/C That Blake Dolan and Roisin Gibb be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee; AND FURTHER, that Bob Spitzig be appointed as Committee Chair. M/C That Carmen Mombourquette and Frances Cote be appointed as the Board's representatives to the CUPE Local #290 Negotiating Committee; AND FURTHER, that Blake Dolan be appointed as Committee Chair. M/C That Blake Dolan and Carmen Mombourquette be appointed as the Board's representatives to the CUPE Local #1825 Negotiating Committee; AND FURTHER, that Bob Spitzig be appointed as Committee Chair. M/C That Blake Dolan and Cheralan O'Donnell be appointed to the Audit Committee; AND FURTHER, that Linda Ellefson be appointed as Chair of the Audit Committee. M/C That Cheralan O'Donnell and Tricia Doherty be appointed to the Share the Mission Award Committee; AND FURTHER, that Linda Ellefson be appointed as Chair of the Share the Mission Award Committee. M/C That Frances Cote be appointed as the Board's representative to the Wisdom and Visioning Circle; AND FURTHER, that Blake Dolan be appointed as alternate. M/C That Tricia Doherty and Roisin Gibb be appointed as the Board's representatives to the Joint City/School Boards' Liaison Committee. M/C That Tricia Doherty be appointed as the Board's representative to the Economic Development Committee.
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2024 Org. Meeting: page 3 School Liaisons	10585/0624 Roisin Gibb 10586/0624 Roisin Gibb 10587/0624 Roisin Gibb 10588/0624 Roisin Gibb 10589/0624 Roisin Gibb 10590/0624 Roisin Gibb 10591/0624 Roisin Gibb 10592/0624 Roisin Gibb B.4 10593/0624 Roisin Gibb 10594/0624 Roisin Gibb 10595/0624 Roisin Gibb 10596/0624 Roisin Gibb 10597/0624 Roisin Gibb 10598/0624 Roisin Gibb 10599/0624 Roisin Gibb 10600/0624 Roisin Gibb	<u>NOMINATIONS FOR EXTERNAL COMMITTEES</u> M/C That Linda Ellefson be appointed as the Board's representative to the ACSTA Board of Directors; AND FURTHER, that Tricia Doherty be appointed as alternate. M/C That Cheralan O'Donnell be appointed as the Board's representative to the ASBA Zone 6; AND FURTHER, that Tricia Doherty be appointed as alternate. M/C That Linda Ellefson and Tricia Doherty be appointed as the Board's representative to the GrACE committee. M/C That Bob Spitzig be appointed as the Board's representatives to the Teacher Employers' Bargaining Authority. M/C That Bob Spitzig be appointed as the Board's representative to the Pincher Creek Early Childhood C. M/C That Frances Cote be appointed as the Board's representative to the Pastoral Discernment Advisory Committee. <u>NOMINATIONS FOR COMMITTEES REQUIRED BY CONTRACT</u> M/C That Blake Dolan, Frances Cote, and Cheralan O'Donnell be appointed as the Board's representatives to the Teacher/Board Advisory Committee. <u>NOMINATIONS FOR AD HOC COMMITTEES</u> M/C That Tricia Doherty and Roisin Gibb be appointed as the Board's representatives on the next Team Lethbridge Mission. <u>SCHOOL LIAISONS</u> M/C That the Board of Trustees proceeds to appoint trustees to work with individual schools within the division. M/C That Bob Spitzig be appointed to serve as the Board liaison for Catholic Central High School in Lethbridge. M/C That Roisin Gibb be appointed to serve as the Board liaison for Children of St. Martha Elementary School in Lethbridge. M/C That Linda Ellefson be appointed to serve as the Board liaison for École St. Mary Elementary in Lethbridge. M/C That Linda Ellefson be appointed to serve as the Board liaison for Father Leonard Van Tighem School in Lethbridge. M/C That Roisin Gibb be appointed to serve as the Board liaison for Our Lady of the Assumption Elementary School in Lethbridge. M/C That Cheralan O'Donnell be appointed to serve as the Board liaison for St. Catherine School in Picture Butte. M/C That Tricia Doherty be appointed to serve as the Board liaison for St. Francis Junior High School in Lethbridge.
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CALL TO ORDER OPENING PRAYER Approval of Agenda Previous Minutes Business Arising from the Minutes PRESENTATIONS Final Continuous Improvement Plan Quarterly Review ACTION ITEMS Share the Mission Award for 2023/2024	Present Regrets 10611/0624 Cheralan O'Donnell 10612/0624 Tricia Doherty 10613/0624 Roisin Gibb B.1 10614/0624 Roisin Gibb	MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, JUNE 26, 2024, COMMENCING AT 3:29 P.M. BOARD Vice Chair Linda Ellefson Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Roisin Gibb Trustee Cheralan O'Donnell Trustee Thomas Machacek ADMINISTRATION Superintendent of Schools Ken Sampson Deputy Superintendent Anthea Boras Acting Secretary-Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa Board Chair Carmen Mombourquette Trustee Bob Spitzig Vice Chair Linda Ellefson called the June 26, 2024 Regular Board Meeting to order at 3:29 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 Tricia Doherty led the prayer written by a student from St. Paul School. Vice Chair Linda Ellefson welcomed guest Dr. Scott Morrison who will become the division's Acting Superintendent in August. Trustee Tricia Doherty introduced guest Timothy Hachikowski who is part of the Lethbridge Economic Development Committee. M/C That the agenda for the June 26, 2024 Board Meeting be approved, as amended. B.6 Board Self-Evaluation B.7 Gifts for priests M/C That the minutes of the May 22, 2024 Regular Meeting of the Board be approved, as presented. M/C That the minutes of the June 5, 2024 Special Meeting of the Board be approved, as presented. There was no business arising from the minutes. Superintendent Ken Sampson provided a presentation to the Board, summarizing the work that has been completed over the final quarter of the 2023/2024 school year by each division department as it relates to the Board Strategic Priorities. B.1 The Share the Mission Award Committee reported that four (4) nominations for the "Share the Mission Award" were forwarded this year. After extensive deliberation, the committee has selected one (1) recipient, who will to be recognized at the division's Opening Mass on August 28, 2024. M/C That the Board of Trustees accepts the recommendation of the Share the Mission Award Committee and approves that selection of Candidate #2 for the 2023/2024 "Share the Mission" Award;	

June 26/24: page 2			AND FURTHER, that preparations be made to present the award to the recipient at the division's Opening Mass on August 28, 2024.
Board Meeting Schedule 2024/2025	B.2		The Board reviewed a draft version of the 2024/2025 Board Meeting Schedule. It was noted that the Organizational Meeting next year will be moved to October 2025 as per <i>Policy 18: Board Governance and Operations</i> as it is an election year.
	10615/0624 Tricia Doherty	M/C	That the Board of Trustees approves the Board Meeting Schedule for 2024/2025, as presented.
School Council Chairs / Board of Trustees Meeting Schedule 2024/2025	B.3		The Board reviewed the draft 2024/2025 School Council Chairs/Board Meeting Schedule.
	10616/0624 Frances Cote	M/C	That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2024/2025, as presented.
Alberta School Councils' Association (ASCA) Membership Renewal	B.4		The Board reviewed a letter from the Alberta School Councils' Association informing that the division's membership will be expiring at the end of June 2024 and outlining the services involved with membership.
	10617/0624 Cheralan O'Donnell	M/C	That the Board of Trustees approves the renewal of Holy Spirit Catholic School Division's membership to the Alberta School Councils' Association, on behalf of all division schools.
Three-Year Infrastructure Maintenance Renewal (IMR) Plan	B.5		The Board received and reviewed the division's Infrastructure Maintenance Renewal (IMR) Plan for 2024-2027. Plant Operations Coordinator Vivien Kossuth provided the Board with a presentation explaining the IMR process and the division's plan going forward for the next three years.
	10618/0624 Frances Cote	M/C	That the Board of Trustees approves the Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR) Plan for 2024-2027, as presented.
Board Self-Evaluation	B.6		The Board conducted its annual Self-Evaluation from June 10-17, 2024 through an online questionnaire format.
	10619/0624 Roisin Gibb	M/C	That the Board of Trustees approves the Board Self-Evaluation Report, as developed by Board Chair Carmen Mombourquette, AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.
Gifts for Priests	B.7		The division parish priests serve our schools in many capacities.
	10620/0624 Tricia Doherty	M/C	That the Board of Trustees buys a gift for any priests that are leaving the Holy Spirit Catholic School Division as well as a gift to Father Kevin Tumback for his 25th anniversary of ordination in addition to penning a letter of congratulations.
<u>POLICY REVIEW</u> Policy Review Schedule for 2024/2025	C.1		The Board examined a list of policies that were reviewed, amended, and adopted over the 2023/2024 school year, as well as the draft Policy Review Schedule for the 2024/2025 school year.
	10621/0624 Frances Cote	M/C	That the Board of Trustees approves the Policy Review Schedule for the upcoming 2024/2025 school year, as presented.

June 26/24: page 3		
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's June 26, 2024 Report.
	10622/0624 Tricia Doherty	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Acting Secretary Treasurer Reports for June 26, 2024.
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's June 26, 2024 Report.
Acting Secretary Treasurer's Report	D.3	The Board reviewed the Acting Secretary Treasurer's June 26, 2024 Report.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activity.
	10623/0624 Tricia Doherty	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC and Team Lethbridge Reports for June 26, 2024.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent ACSTA business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent ASBA business, events, and activities.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE committee, provided a report regarding recent GrACE business, events, and activities.
PCCELC Report	E.5	Trustee Bob Spitzig, Board representative to the PCCELC committee, provided a report regarding recent PCCELC business, events, and activities.
Team Lethbridge	E.6	Trustees Tricia Doherty and Roisin Gibb, Board representatives to the Team Lethbridge committee, provided a report regarding recent Team Lethbridge business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Advocacy	F.1	Each Trustee provided a written report outlining the activities they have been engaged in to advocate for the Board and school division over the past month.
	10624/0624 Roisin Gibb	M/C That the Board of Trustees receives and files the individual Trustee Advocacy Reports for June 26, 2024.
School Council Advocacy	F.2	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Trustee Roisin Gibb spoke to Catholic Central High School Council's concern that they would like to see an earlier release of calendars to the parents, especially dates such as start, end, holiday breaks, etc. Deputy Superintendent Anthea Boras explained due to the division having to coordinate busing with several other school divisions it is very difficult to give hard dates to parents. Many times, we have draft calendars ready and a neighbouring school division will make changes in June directly affecting Holy Spirit calendars and bussing. She stated that going forward the division will provide those dates in January or earlier when possible.
Meeting with Local Priests Update	F.3	The Board hosted a meeting with invited division parish priests and deacons on Thursday, June 13, 2024. The items discussed included: - Overview of Faith Plan Year Three - GrACE Advocacy in Parishes - Sacramental Preparation - Support for Diocesan Renewal in Schools - Role of Priests / Deacons in the Schools - Ministry Training in Schools for Students and Staff

June 26/24: page 4 <u>INFORMATION ITEMS</u> Third Quarter Financial Report with Year End Projections Opening Mass 2024/2025 Diocese of Calgary Personnel Update Holy Spirit Social Media Analytics Report Annual First Ride Event 2024 Director of Learning Update Director of Religious Education Update Director of Support Services Update First Nations, Métis and Inuit Education Update Holy Spirit Stars Enrolment Data Update ADJOURNMENT	G.1 G.2 G.3 G.4 G.5 G.6 G.7 G.8 G.9 G.10 G.11 10625/0624 Roisin Gibb	Acting Secretary Treasurer Amanda Lindemann provided the 2023/2024 Third Quarter Financial Report with Year End Projections for Board information. The Opening Mass for Holy Spirit Catholic School Division will be held on Wednesday, August 28, 2024 at 9:00 a.m. at Catholic Central High School East Campus, for all divisional staff and will be officiated by Bishop William McGrattan. The Board received as information the June 6, 2024 Personnel Announcement for the Diocese of Calgary. Father Myles Gaffney, Pastor at St. Michael's Parish in Pincher Creek, is being appointed to Medicine Hat Hospital Chaplaincy, effective August 1, 2024. Father Marino Infante will be replacing Father Myles. The Board received the Holy Spirit Social Media Analytics Report from January 1, 2024 to May 31, 2024. The information provided detailed data and metrics regarding the division's social media activities and performance. Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. The event gives students and opportunity to experience riding a bus prior to their first day of school. It will be held on Saturday, August 17, 2024 at Children of St. Martha School. Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning. Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education. Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department. 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. The Board reviewed the activities and achievements of the division's students and staff over the past month. The Board received the division enrolment report for May 2024. M/C That the Board of Trustees adjourns the Regular Board Meeting of June 26, 2024 at 5:20 p.m. _____ Board Chair _____ Secretary-Treasurer
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ACTION NO: B.1

September 25, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Scott Morrison, Superintendent of Schools

SUBJECT: Trinity E Learning School Name Change

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

1. During COVID, a large proportion of our division families enrolled their children in the division's E-Learning program that was implemented in response to growing demand.
2. In March 2022, Holy Spirit School Division changed the name of the newly combined Trinity Learning Centre and E Learning School to be called the Trinity E-Learning School.
3. Post-COVID, enrolment in the E-Learning program has dropped significantly and is no longer a viable or fiscally sound option for the division. Therefore, it is proposed that the name of the school revert back to Trinity Learning Centre for clarity purposes.

RECOMMENDATIONS

That the Board of Trustees approves the change of name, from Trinity E-Learning School back to its original name of Trinity Learning Centre.

ACTION NO: B.2

September 25, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Father Tim Boyle 50-Year Anniversary of Ordination

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Ordination is one of the seven sacraments of the Church.
2. Father Tim Boyle, will be celebrating his 50th year of being ordained a Roman Catholic priest in October.

RECOMMENDATION

That the Board of Trustees pen a letter of congratulations to Father Tim Boyle, past parish priest in Lethbridge, on his 50th year anniversary of ordination.

ACTION NO: B.3

September 25, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Scott Morrison, Superintendent of Schools

SUBJECT: Election Bylaw

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. In preparation for the 2025 School Board Elections, the electoral ward boundary bylaw must be approved and requires three (3) readings prior to approval.
2. The third and final reading of Bylaw 2024/01 must be completed before December 31, 2024 in the year prior to an election year and included in the 2025 School Board Election, as per section 76 of the *Education Act*.
3. Attached for Board information is the ward boundaries Bylaw 2017/01 to Adjust Electoral Boundaries that was passed in November 2020.

RECOMMENDATIONS

That the Board of Trustees completes the first reading of *Bylaw 2024/01* relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward;

AND FURTHER, that the Board of Trustees completes the second and third readings of *Bylaw 2024/01* prior to December 31, 2024.

ByLaw No. 2024/01
OF THE
Holy Spirit Roman Catholic Separate School Division
(the “School Division”)

A By-Law of the School Division in the Province of Alberta, relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward.

Whereas Section 76 (1) of the *Education Act* of Alberta provides that the Board of Trustees of the School Division (the “Board”) may by bylaw provide for the nomination and election of trustees by wards and determine the boundaries of the wards, or provide for the election of trustees by the general vote of the electors.

Whereas Section 76 (2) of the *Education Act* of Alberta provides that the Board shall provide a copy of a bylaw passed under this section to the Minister after the bylaw is passed and before December 31 in the year prior to an election year.

Whereas Section 78 of the *Education Act* provides the Minister shall specify for each board the number of trustees, being no fewer than 3, to be elected to the board. The Minister may vary the number of trustees to be elected for each school division. The Board of Trustees of The Holy Spirit Roman Catholic Separate School Division hereby enacts as follows:

1. The number of trustees to be elected for each ward is as follows:
 - Ward No. 1 (Coaldale, Broxburn, Fairview, Tempest, and Area): One (1) trustee
 - Ward No. 2 (Lethbridge, Coalhurst, Craddock, Raymond, Stirling, and Area): Five (5) trustees at large
 - Ward No. 3 (Picture Butte, Diamond City, Iron Springs, Shaughnessy, Turin, and Area): One (1) trustee
 - Ward No. 4 (Pincher Creek, Drywood, Summer View, Twin Butte, and Area): One (1) trustee
 - Ward No. 5: (Taber, Bow Island, Barnwell, Chin, Cranford, Conrad, Elcan, Fincastle, Purple Springs, Reliance, Wrentham, and Area): One (1) trustee
2. In accordance with Section 2 of the *Local Authorities Election Act*, the Board of Trustees authorizes entering into agreements to hold joint elections in conjunction with the City of Lethbridge, and the towns of Bow Island, Coaldale, Picture Butte, Pincher Creek and Taber.

As set out in Section 76(2.b) of the *Education Act*, this bylaw does not apply to or affect the composition of the board until the date of the next general election to which the bylaw applies.

Read a first time this _____ day of _____, 2024.

Read a second time this _____ day of _____, 2024.

Read a third time and finally passed this _____ day of _____, 2024.

Signatures:

Board Chair

Secretary Treasurer:

Corporate Seal

THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

By-Law 2017/01 to Adjust Electoral Boundaries

WHEREAS Ministerial Order 051/94, signed October 23, 1994, and 151/94, signed November 4, 1994, established the ward system for The Holy Spirit Roman Catholic Separate School Division; and

WHEREAS there has been the addition of lands added to various wards within The Holy Spirit Roman Catholic Separate School Division since the approval of the above mentioned Ministerial Orders; and

WHEREAS the Section 76(1) of Education Act of Alberta allows the Board of a division, with the approval of the Minister, to authorize by by-law the determination of boundaries for electoral wards; and

WHEREAS the Board of Trustees of The Holy Spirit Roman Catholic Separate School Division is desirous of adjusting the current ward boundaries.

NOW THEREFORE, be it resolved that, in accordance with Section 76 of the Education Act and subject to the approval of the Minister, adjustments be made to The Holy Spirit Roman Catholic Separate School Division electoral boundaries as follows with such electoral boundaries to be in effect for the October 2021 trustee elections, and all subsequent general elections, unless otherwise amended.

Ward No. 1 (Coaldale, Broxburn, Fairview, Tempest, and Area): shall consist of the following lands within The Holy Spirit Roman Catholic Separate School Division:

Township 7: Range 19 West of the 4th meridian
Sections 6, 7 and 18

Township 7: Range 20 West of the 4th meridian
Sections 9 to 16 inclusive
Sections 22 to 24 inclusive
East halves of Sections 8 and 17
Southeast quarters of Sections 20 and 27
South half and Northeast quarter of Section 21
South halves of Sections 25 and 26

Township 8: Range 18 West of the 4th meridian
Section 19
Sections 29 to 32 inclusive
North half and Southwest quarter of Section 20

- Township 8: Range 19 West of the 4th meridian
Section 14
Sections 19 to 36 inclusive
West half of Section 13
North halves of Sections 15, 16, and 17
- Township 8: Range 20 West of the 4th meridian
Sections 15 to 17 inclusive
Sections 20 to 36 inclusive
North halves of Sections 8 and 10
Northeast quarters of Sections 9 and 19
North half and Southeast quarter of Section 11
- Township 8: Range 21 West of the 4th meridian
Sections 25 and 26
Sections 34 to 36 inclusive
That portion of the Northwest quarter of Section 27 lying outside the
City of Lethbridge
- Township 9: Range 18 West of the 4th meridian
South half and Northwest quarter of Section 6
Southwest quarter of Section 7
- Township 9: Range 19 West of the 4th meridian
Sections 1 to 12 inclusive
Sections 15 to 22 inclusive
Sections 27 to 34 inclusive
- Township 9: Range 20 West of the 4th meridian
Sections 1 to 28 inclusive
Sections 33 to 36 inclusive
East halves of Sections 29 and 32
- Township 9: Range 21 West of the 4th meridian
Sections 1 to 3 inclusive
Sections 10 to 15 inclusive
Sections 22 to 24 inclusive
- Township 10: Range 19 West of the 4th meridian
South halves of Sections 3, 4, 5 and 6
- Township 10: Range 20 West of the 4th meridian
Sections 1 to 4 inclusive
Sections 9 to 16 inclusive
Sections 22 to 26 inclusive
East halves of Sections 5, 8, and 17
Those portions of Sections 21, 27, 28, 35, and 36 and the
East half of Section 20 lying South of the Oldman River

Ward No. 2 (Lethbridge, Coalhurst, Craddock, Raymond, Stirling, and Area): shall consist of the following lands within The Holy Spirit Roman Catholic Separate School Division:

Township 6: Range 18 West of the 4th meridian
North half of Section 30
South half of Section 31

Township 6: Range 19 West of the 4th meridian
Section 4
Sections 7 to 11 inclusive
Sections 14 to 23 inclusive
Sections 26 to 36 inclusive
Northwest quarter of Section 3
North half and Southeast quarter of Section 5
North half of Section 25

Township 6: Range 20 West of the 4th meridian
Sections 2 to 36 inclusive

Township 6: Range 21 West of the 4th meridian
Sections 1 and 2
Sections 10 to 15 inclusive
Sections 22 to 27 inclusive
Sections 34 to 36 inclusive
East half of Section 3

Township 7: Range 18 West of the 4th meridian
Sections 6 and 7

Township 7: Range 19 West of the 4th meridian
Sections 1 to 5 inclusive
Sections 8 to 17 inclusive

Township 7: Range 20 West of the 4th meridian
Sections 1 to 6 inclusive

Township 7: Range 21 West of the 4th meridian
Sections 1 to 3 inclusive
Sections 10 and 11 inclusive

Township 8: Range 21 West of the 4th meridian
Section 15
Sections 19 to 22 inclusive
Sections 28 to 33 inclusive
North half of Section 16
That portion of the North half of Section 17 lying East of the Oldman River

That portion of Section 18 lying North and West of the Oldman River
Section 27 excepting that portion of the Northwest quarter lying Northeast of the
Canal Right of Way Plan 8110284 and Railway Right of Way Plan RY 23

- Township 8: Range 22 West of the 4th meridian
Sections 14 and 15 inclusive
Sections 22 to 28 inclusive
Sections 32 to 36 inclusive
Those portions of Sections 3, 9, 10, 16, 20, 29, 30 and 31 lying North and East of
the Oldman River
Section 21 excepting that portion lying within the Blood Indian Reserve
Those portions of Sections 11, 12 and 13 lying North and West of the
Oldman River
- Township 8: Range 23 West of the 4th meridian
Those portions of Sections 25 and 36 lying East of the Oldman River, not on the
Blood Indian Reserve
- Township 9: Range 21 West of the 4th meridian
Sections 4 to 9 inclusive
Sections 16 to 21 inclusive
Sections 28 and 29
Sections 32 and 33
Those portions of Sections 30 and 31 lying East of the Oldman River
- Township 9: Range 22 West of the 4th meridian
Sections 1 to 5 inclusive
Sections 8 to 17 inclusive
Sections 19 to 24 inclusive
Those portions of Sections 6, 7, and 18 lying North and East of the Oldman River
West half of Section 26
- Township 9: Range 23 West of the 4th meridian
Those portions of Sections 1 and 12 lying East of the Oldman River, not on the
Blood Indian Reserve
- Township 10: Range 21 West of the 4th meridian
Section 4
Those portions of Sections 5, 6, and 9 lying South and East of the Oldman River

Ward No. 3 (Picture Butte, Diamond City, Iron Springs, Shaughnessy, Turin, and Area):
shall consist of the following lands within The Holy Spirit Roman Catholic Separate School
Division:

Township 9: Range 21 West of the 4th meridian
Those portions of Sections 30 and 31 lying generally West of the Oldman River

Township 9: Range 22 West of the 4th meridian
Sections 35 and 36
East half of Section 26
That portion of Section 25 lying generally West of the Oldman River

Township 10: Range 19 West of the 4th meridian
Those portions of Sections 31, 32, and 33 lying generally North of the
Oldman River

Township 10: Range 20 West of the 4th meridian
Sections 31 to 34 inclusive
That portion of Section 19 lying generally West of the Oldman River
East half of Section 20
Those portions of Sections 21, 27, 28, 29, 30, 35, and 36 lying generally North
and West of the Oldman River

Township 10: Range 21 West of the 4th meridian
Section 7
Sections 17 to 21 inclusive
Section 25
Sections 28 to 36 inclusive
Those portions of Section 5, 6, 8, 9, 10, 15, 16, 22, 23, 24, 26, and 27 lying
generally North and West of the Oldman River

Township 10: Range 22 West of the 4th meridian
Sections 1 and 2
Sections 11 to 15 inclusive
Sections 22 to 27 inclusive
Sections 34, 35, and 36
East halves of Sections 16, 21, 28, and 33

Township 11: Range 19 West of the 4th meridian
Sections 4 to 30 inclusive
Sections 33 to 36 inclusive
South half and Northwest quarter of Section 31
South half and Northeast quarter of Section 32
Those portions of Sections 1, 2 and 3 lying generally North of the Oldman River

Township 11: Range 20 West of the 4th meridian
Sections 1 to 36 inclusive

Township 11: Range 21 West of the 4th meridian
Sections 1 to 29 inclusive
Sections 32 to 36 inclusive

Township 11: Range 22 West of the 4th meridian
Sections 1, 2, 12, 13, and 24
East halves of Sections 11, 14, and 23

Township 12: Range 19 West of the 4th meridian
Sections 2 to 4 inclusive
South halves of Sections 9, 10, and 11
South half and northwest quarter of Section 1
Southeast quarter of Section 5

Township 12: Range 20 West of the 4th meridian
Sections 4 to 6 inclusive
South halves of Sections 7 and 8
Southwest quarter of Section 3
Southwest quarter of Section 9

Township 12: Range 21 West of the 4th meridian
Sections 1 to 5 inclusive
Sections 8 and 9
South half and Northwest quarter of Section 10
South halves of Sections 11 and 12

Ward No. 4 (Pincher Creek, Drywood, Summer View, Twin Butte, and Area): shall consist of the following lands within The Holy Spirit Roman Catholic Separate School Division:

Township 3: Range 28 West of the 4th meridian
Section 31
That portion of the North half of Section 19 lying generally West of the Waterton River
Those portions of Sections 29, 30, 32, 33, and 34 lying North and West of the Waterton River

Township 3: Range 29 West of the 4th meridian
Sections 22 and 23
Sections 25 to 29 inclusive
Sections 32 to 36 inclusive
West half of Section 15
East half of Section 16

Northeast quarter of Section 20
North half and Southeast quarter of Section 21
North half of Section 24
East half of Section 31

Township 4: Range 28 West of the 4th meridian
Sections 3 to 9 inclusive
Sections 17, 18, 19
Those portions of Sections 2, 10 lying generally West of the Waterton Reservoir
That portion of Section 15 lying west of the Waterton Reservoir and generally
South of Drywood Creek
West half of Section 16
South half and Northwest quarter of Section 20
Southwest quarter of Sections 21 and 30

Township 4: Range 29 West of the 4th meridian
Sections 1 to 35 inclusive
South half and Northwest quarter of Section 36

Township 4: Range 30 West of the 4th meridian
Sections 1 to 4 inclusive
Sections 9 to 16 inclusive
Sections 21 to 28 inclusive
Sections 33 to 36 inclusive
Fractional Sections 5, 8, 17, 20, 29, and 32

Township 4: Range 1 West of the 5th meridian
Sections 13 and 14
Sections 21 to 28 inclusive
Sections 33 to 36 inclusive

Township 5: Range 27 West of the 4th meridian
Sections 29 to 32 inclusive
West halves of Sections 28 and 33
Those portions of Sections 18, 19, and 20 lying North and West of the
Waterton River

Township 5: Range 28 West of the 4th meridian
Sections 14 to 36 inclusive
North halves of Sections 7 to 11 inclusive
That portion of Section 12 lying generally West of the Waterton River
That portion of Section 13 lying North of the Waterton River

Township 5: Range 29 West of the 4th meridian
Sections 1 to 36 inclusive

- Township 5: Range 30 West of the 4th meridian
Sections 1 to 4 inclusive
Sections 9 to 16 inclusive
Sections 21 to 28 inclusive
Sections 33 to 36 inclusive
Fractional Sections 5, 8, 17, 20, 29, and 32
- Township 5: Range 1 West of the 5th meridian
Sections 1 to 36 inclusive
- Township 5: Range 2 West of the 5th meridian
Sections 9 to 36 inclusive
- Township 6: Range 27 West of the 4th meridian
Sections 5 to 8 inclusive
Sections 17 and 18 inclusive
West halves of Sections 4, 9, and 16
- Township 6: Range 28 West of the 4th meridian
Sections 1 to 18 inclusive
- Township 6: Range 29 West of the 4th meridian
Sections 1 to 22 inclusive
Sections 27 to 34 inclusive
Parts of Sections 23, 26, and 35 West of the Peigan Indian Reserve
- Township 6: Range 30 West of the 4th meridian
Sections 1 to 4 inclusive
Sections 9 to 16 inclusive
Sections 21 to 28 inclusive
Sections 33 to 36 inclusive
Fractional Sections 5, 8, 17, 20, 29, and 32
- Township 6: Range 1 West of the 5th meridian
Sections 1 to 18 inclusive
Sections 23 to 26 inclusive
Section 36
Those portions of Sections 19, 20, 21, 22, 27, and 35 lying generally South and East of the Castle River
- Township 6: Range 2 West of the 5th meridian
Sections 1 to 12 inclusive
Sections 14 to 22 inclusive
Those portions of Sections 13, 23, 24, 26, 27, 28, 29 and 30 lying generally South of the Castle River

- Township 6: Range 3 West of the 5th meridian
Sections 10 to 15 inclusive
Sections 22 and 23
East half of Section 16
Northeast quarter of Section 9
Those portions of Section 24 and 25 lying South and East of the Castle River
- Township 7: Range 28 West of the 4th meridian
Section 7
Sections 18 and 19
Sections 28 to 33 inclusive
North half of Section 20
That portion of Section 21 lying generally North and West of the Peigan Indian Reserve
- Township 7: Range 29 West of the 4th meridian
Sections 1 to 11 inclusive
Sections 13 to 36 inclusive
Those portions of Section 12 excepting Peigan Indian Reserve
- Township 7: Range 30 West of the 4th meridian
Sections 1 to 3 inclusive
Sections 10 to 15 inclusive
Section 22 to 24 inclusive
Fractions of Sections 4, 9, 16, 21, and 28
Those portions of Sections, 25, 26, and 27 lying South of the Oldman River
- Township 7: Range 1 West of the 5th meridian
Section 1
Those portions of Sections 2, 11, 12, 13, 24, and 25 lying generally East of the Castle River
- Township 8: Range 28 West of the 4th meridian
Southwest quarter of Section 4
Sections 5 to 7 inclusive
Sections 18, 19, 30, and 31
- Township 8: Range 29 West of the 4th meridian
Sections 1 to 36 inclusive
- Township 8: Range 30 West of the 4th meridian
Sections 11 to 14 inclusive
Sections 23 to 26 inclusive
Sections 35 and 36

Ward No. 5 (Taber, Bow Island, Barnwell, Chin, Cranford, Conrad, Elcan, Fincastle, Purple Springs, Reliance, Wrentham, and Area): shall consist of the following lands within The Holy Spirit Roman Catholic Separate School Division:

- Township 5: Range 15 West of the 4th meridian
Section 36
Those portions of Sections 25, 26, 34, and 35 lying North and East of Etzikom Coulee
- Township 6: Range 15 West of the 4th meridian
Sections 1 to 3 inclusive
Sections 7 to 36 inclusive
Those portions of Sections 4, 5 and 6 lying North of the Etzikom Coulee
- Township 6: Range 16 West of the 4th meridian
Section 1
Sections 10 to 16 inclusive
Sections 19 to 36 inclusive
Those portions of Sections 2, 3, 8, 9, 17, and 18 lying North of the Etzikom Coulee
- Township 6: Range 17 West of the 4th meridian
Sections 21 to 29 inclusive
Sections 31-36
Those portions of Sections 13, 14, 15, 16, 20 and 30 lying North of the Etzikom Coulee
- Township 7: Range 15 West of the 4th meridian
Sections 1 to 36 inclusive
- Township 7: Range 16 West of the 4th meridian
Sections 1 to 36 inclusive
- Township 7: Range 17 West of the 4th meridian
Sections 1 to 36 inclusive
- Township 8: Range 11, West of the 4th Meridian
Sections 30 and 31;
North half and Southwest quarter of Section 19;
Northeast quarter of Section 32
- Township 8: Range 12, West of the 4th Meridian
Section 7; Sections 18 to 36 inclusive
- Township 8: Range 14 West of the 4th meridian
Sections 30 and 31

- Township 8: Range 15 West of the 4th meridian
Sections 1 to 36 inclusive
- Township 8: Range 16 West of the 4th meridian
Sections 1 to 36 inclusive
- Township 8: Range 17 West of the 4th meridian
Sections 1 and 2
Sections 10 to 15 inclusive
Sections 21 to 36 inclusive
East half of Section 9
Southeast quarter and North half of Section 16
Those portions of Sections 3, 19, and 20 lying East and North of
Chin Coulee
- Township 8: Range 18 West of the 4th meridian
Northeast quarter of Section 26
Sections 35 and 36
North half of Section 33
North half and Southeast quarter of Section 34
That portion of Section 25 lying North and East of Chin Lakes
- Township 9: Range 10, West of the 4th Meridian
Sections 29 to 32 inclusive.
- Township 9: Range 11, West of the 4th Meridian
Sections 3 to 10 inclusive; Sections 15 to 22 inclusive; Sections 25, 26, 35 and 36
- Township 9: Range 12, West of the 4th Meridian
Sections 1 to 36 inclusive
- Township 9: Range 14, West of the 4th meridian
Sections 4 to 10 inclusive
Sections 16 to 21 inclusive
Sections 28 to 33 inclusive
- Township 9: Range 15, West of the 4th meridian
Sections 1 to 36 inclusive
- Township 9: Range 16, West of the 4th meridian
Sections 1 to 36 inclusive
- Township 9: Range 17, West of the 4th meridian
Sections 1 to 36 inclusive

- Township 9: Range 18, West of the 4th meridian
Sections 1 to 5 inclusive
Sections 8 to 36 inclusive
Northwest quarter and East half of Section 7
Northeast quarter of Section 6
- Township 10: Range 8, West of the 4th meridian
Sections 3 to 10 inclusive
Sections 15 to 22 inclusive
West halves of Sections 2, 11, 14, and 23
South half and Northwest quarter of section 30
- Township 10: Range 9, West of the 4th meridian
Sections 1 to 17 inclusive
Sections 20 to 28 inclusive
South half and Northeast quarter of Section 18
- Township 10: Range 10, West of the 4th meridian
Sections 5 to 12 inclusive
Sections 14 to 23 inclusive
Sections 27 to 34 inclusive
South half of Section 26
- Township 10: Range 11, West of the 4th meridian
Sections 1 and 2
Sections 11 to 15 inclusive
Sections 22 to 28 inclusive
Sections 32 to 36 inclusive
East half of Section 21
- Township 10: Range 12, West of the 4th meridian
Sections 1 to 16 inclusive
Sections 21 to 28 inclusive
South half and Northeast quarter of Section 17
South halves of Sections 18, 33, 34, 35 and 36
East half of Section 20
- Township 10: Range 14, West of the 4th meridian
Sections 4 to 9 inclusive
Sections 16 to 21 inclusive
Sections 27 to 34 inclusive
- Township 10: Range 15, West of the 4th meridian
Sections 1 to 36 inclusive

- Township 10: Range 16, West of the 4th meridian
Sections 1 to 17 inclusive
Sections 20 to 29 inclusive
Sections 31 to 36 inclusive
Those portions of Sections 18, 19, and 30 lying East of the Oldman River
- Township 10: Range 17, West of the 4th meridian
Sections 1 to 12 inclusive
Section 18
Those portions of Sections 17 and 19 lying South and West of the Oldman River
That portion of Section 36 lying East of the Oldman River
- Township 10: Range 18, West of the 4th meridian
Sections 1 to 19 inclusive
Those portions of Sections 20, 21, 22, 23, 24, 30, and 31 lying South and West of the Oldman River
- Township 11: Range 9, West of the 4th meridian
Sections 7 to 9 inclusive
Sections 16 to 21 inclusive
North halves of Sections 4 to 6 inclusive
West halves of Sections 10, 15, and 22
Northwest quarter of Section 3
- Township 11: Range 10, West of the 4th meridian
Sections 3 to 24 inclusive
Sections 30 and 31
North half and Southwest quarter of Section 2
North half of Section 1
South halves of Sections 26 to 29 inclusive
- Township 11: Range 11, West of the 4th meridian
Sections 1 to 4 inclusive
Sections 9 to 14 inclusive
Sections 23 to 26 inclusive
Section 36
East halves of Sections 5 and 8
Those portions of Sections 15, 16, 22, 27, 34 and 35 lying generally South and East of the South Saskatchewan River
- Township 11: Range 14, West of the 4th meridian
Sections 3 to 9 inclusive
Those portions of Sections 10, 15, 16, 17, 18, and 20 lying South of the Oldman River

Township 11: Range 15, West of the 4th meridian
Sections 1 to 4 inclusive
Sections 6 and 12
Those portions of Sections 5, 7, 8, 9, 10, 11, 13, 14, 15, and 23 lying South of the Oldman River
West half of Section 10 lying South of the Oldman River

Township 11: Range 16, West of the 4th meridian
Sections 1 to 5 inclusive
Sections 9 to 12 inclusive
Sections 14 to 17 inclusive
Sections 20 to 23 inclusive
Sections 26 to 28 inclusive
Section 34
Those portions of Sections 6, 8, 18, 19, 29, 30, 32, and 33 lying East of the Oldman River
Those portions of Section 13, 24, 25, 35, and 36 lying West of the Oldman River

Township 12: Range 11, West of the 4th meridian
Those portions of Sections 1, 2, and 11 lying generally South and East of the South Saskatchewan River

Township 12: Range 16, West of the 4th meridian
Those portions of Sections 2, 3, and 4 lying South of the Oldman River

The number of Trustees to be elected from each ward shall be as follows:

- a) Ward No. 1 (Coaldale, Broxburn, Fairview, Tempest, and Area):
One (1) trustee
- b) Ward No. 2 (Lethbridge, Coalhurst, Craddock, Raymond, Stirling, and Area):
Five (5) trustees at large
- c) Ward No. 3 (Picture Butte, Diamond City, Iron Springs, Shaughnessy, Turin, and Area):
One (1) trustee
- d) Ward No. 4 (Pincher Creek, Drywood, Summer View, Twin Butte, and Area):
One (1) trustee
- e) Ward No. 5: (Taber, Bow Island, Barnwell, Chin, Cranford, Conrad, Elcan, Fincastle, Purple Springs, Reliance, Wrentham, and Area)
One (1) trustee

First Reading given and approved by the Board of Trustees of The Holy Spirit Roman Catholic Separate School Division at a regular meeting of the Board held on October 28, 2020 in Lethbridge, Alberta.

Board Chair

Secretary Treasurer

Second Reading given and approved by the Board of Trustees of The Holy Spirit Roman Catholic Separate School Division at a regular meeting of the Board held on October 28, 2020 in Lethbridge, Alberta.

Board Chair

Secretary Treasurer

Third and Final Reading given and approved by the Board of Trustees of The Holy Spirit Roman Catholic Separate School Division, in keeping with Section 76 (2) of the Education Act, whereby the Board of Trustees unanimously agreed to give the bylaw a third reading at the regular meeting of the Board held on November 25, 2020 in Lethbridge, Alberta.

Board Chair

Secretary Treasurer

ACTION NO: B.4

September 25, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Selection of New Superintendent

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The selection process by the Board of Trustees for a new Superintendent of Schools for Holy Spirit Catholic School Division has concluded. An offer of employment shall be made to the successful candidate.
2. Board Chair Carmen Mombourquette will speak to this item.

RECOMMENDATION

That the Board of Trustees make an offer of employment for the position of Superintendent of Schools / CEO of The Holy Spirit Roman Catholic Separate School Division to candidate #_, conditional on mutual agreement on a contract of employment, and a current police information check both satisfactory to the Board;

AND FURTHER, that the Board of Trustees inform the Minister of Education of the appointment of the new Superintendent of Schools.

ACTION NO: B.5

September 25, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Council of School Council Chairs Meeting Change of Date

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Board of Trustees meets with School Council Chairs twice during each school year. The next meeting for the Board of Trustees with the Council of School Council Chairs is scheduled for Monday, November 25, 2024.
2. Due to a scheduling conflict, it is necessary that the first Council of School Council Chairs meeting be set for another time.

RECOMMENDATION

That the Board of Trustees change the upcoming Council of School Council Chairs meeting currently scheduled for Monday, November 25, 2024 be moved to Monday, December 2, 2024.

PR NO: C.1

September 25, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

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

ORIGINATOR: Carmen Mombourquette, Board Chair

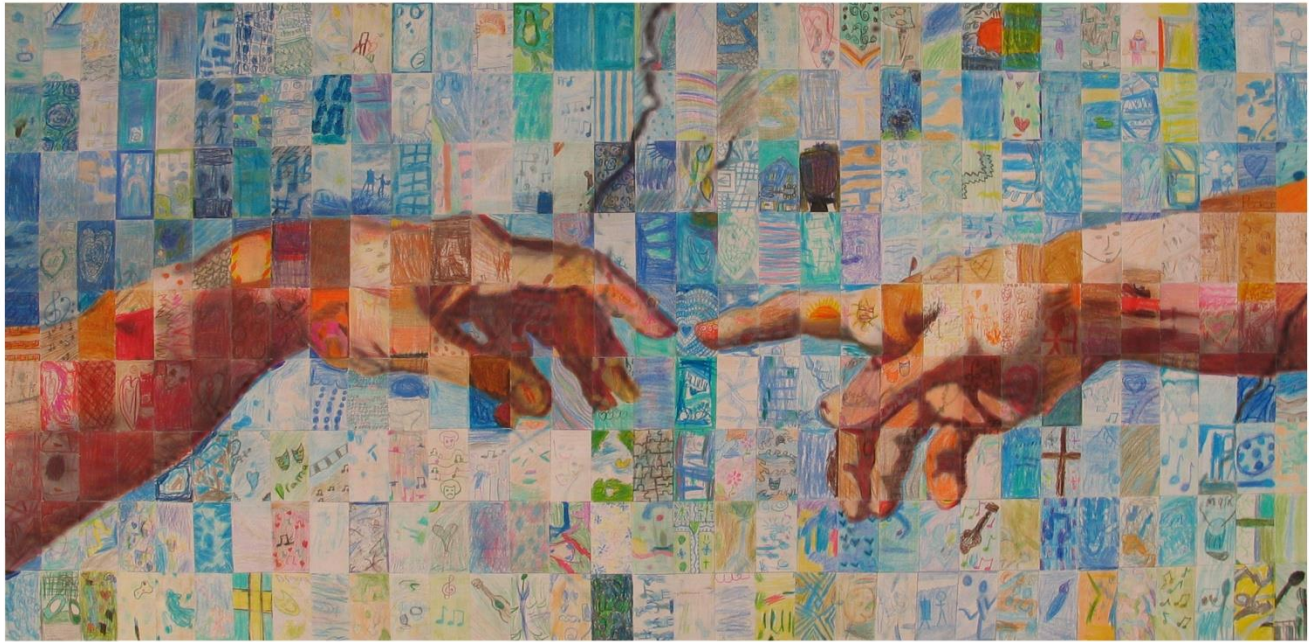
BACKGROUND

1. [Policy 1: Board Mandate, Mission, Vision, Values and Goals](#), is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's "Articulating Our Purpose" is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in this document.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

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

ARTICULATING OUR PURPOSE



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

HOLY SPIRIT CATHOLIC SCHOOLS’ MISSION STATEMENT

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

“What are we here to do together?”

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

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

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

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

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

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

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

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

VALUES AND CORE COMMITMENTS

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

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

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

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

EXCELLENCE IN
LEARNING

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

SACRAMENTALITY

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

OUR
COLLABORATIVE
COMMUNITY

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

MINISTRY

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

STEWARDSHIP

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



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 1: Board Mandate, Mission, Vision, Values and Goals*

Date: September 25, 2024

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

Nature of/reason for amendment?

Other implications or considerations?

PR NO: C.2

September 25, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy 5: Role of the Board Chair

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. [Policy 5: Role of the Board Chair](#), is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 5: Role of the Board Chair* as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 5: Role of the Board Chair*

Date: September 25, 2024

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

Nature of/reason for amendment?

Other implications or considerations?

PR NO:

C.3

September 25, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy 6: Role of the Vice Chair

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. [Policy 6: Role of the Vice Chair](#), is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 6: Role of the Vice Chair* as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 6: The Role of Vice Chair*

Date: September 25, 2024

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

Nature of/reason for amendment?

Other implications or considerations?

PR NO: C.4

September 25, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy 7: Board Committees and Board Representation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The following Policy 7: Appendices are brought forward for Board review and discussion with respect to the need to revise or modify, if required:
 - a. [Policy 7: Appendix B: Finance Committee: Terms of Reference](#)
 - b. [Policy 7: Appendix C: Policy Development and Review Committee: Terms of Reference](#)
 - c. [Policy 7: Appendix D: Parish Committees: Terms of Reference](#)
2. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

Pending discussion.



Policy Review Template

Source Document: *Policy 8: Policy Making*

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

Date: September 25, 2024

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

Nature of/reason for amendment?

It is recommended that Policy 7B: Finance Committee: Terms of Reference be revised.

It is recommended that Policy 7C: Policy Development and Review Committee: Terms of Reference be added. This is a new appendix to Policy 7, outlining the creation of a Policy Review Committee to review, develop and implement all Board Policies.

It is recommended that Policy 7D: Parish Committees: Terms of Reference be added. This is a new appendix to Policy 7, detailing the composition of Parish Committees and its annual work plan.

Other implications or considerations?

If the revisions of any or all of the above recommended appendices are approved then Policy 7 shall be revised to reflect the changes.

PR NO:

C.5

September 25, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy 25: Program Reviews

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As per [Policy 8: Policy Making](#) only those policies which are adopted and recorded in the minutes constitute official policies. In addition, proposed policies must have a second and final reading prior to approval.
2. [Policy 25: Program Reviews](#), is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

Pending discussion.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 25: Program Reviews*

Date: September 25, 2024

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

Nature of/reason for amendment?

This is a new Policy outlining a review process of Holy Spirit Catholic School Division programs ensuring the division is effectively achieving learning outcomes and student success.

Other implications or considerations?

This is a new policy and therefore requires two readings.

REPORT NO: D.1

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Scott Morrison, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for September 25, 2024.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Acting Secretary Treasurer Reports for September 25, 2024.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Superintendent Report to the Board of Trustees September 2024

Embodying Catholic Leadership

- Integrate references to faith in leadership talks.
- Attended Mass at St. Basils, Assumption, and St. Martha over the course of the past two months.

Building Effective Relationships

- Met with the senior team and all principals to get a feel for the division and identify strengths and areas for improvement.

Modeling a Commitment to Professional Learning

- Delivered a presentation to LLT on using research to guide instructional leadership and identifying what works in education.

Visionary Leadership

- Developed a presentation to LLT on visionary leadership, focusing on limiting priorities, ensuring there is evidence of adherence to vision, and doing *less, better*.

Leading Learning

- Modeled leading learning with LLT by delivering presentations about how we can better lead learning.

Ensuring First Nations, Métis and Inuit Education for All Students

- Learning a lot from Holy Spirit's excellence in this area.

School Authority Operations and Resources

- Determined Holy Spirit's financial position, with a focus on operating reserves, capital reserves, and the operating budget.
- Focused the division on how important enrollment tracking is.
- Developed and taught the Deputy Superintendent a staffing spreadsheet.
- Got permission to exceed the Governance and System Administration cap if necessary.

Supporting Effective Governance

- Completed a thorough review of governance and made a host of recommendations.

REPORT NO: D.2

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for September 25, 2024.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees September 2024

Embodying Catholic Leadership

- Leading morning prayer at St. Basil Catholic Education Centre as well as before interviews and other meetings;
- Attending weekly Sunday Mass at St. Martha Parish;
- Attending Mass with staff:
 - Opening Division Mass with Bishop McGrattan
 - LLT Mass with Fr. Kevin
 - Mass with our probationary teachers during their first Faith Formation session
- Witnessing my faith at the New Teacher Faith Formation. My session focused on my relationship with the rosary, seeing Christ in the face of everyone as we foster effective relationships and building habits that help infuse prayer into our everyday lives.

Building Effective Relationships

- Having individual meetings with administrative teams to discuss pressure points as enrollment numbers are confirmed throughout September;
- Using a specific Staffing Analysis Calculation to ensure that schools are staffed as equitably as possible;
- Visiting various schools in the first few weeks to interact with students and staff;
- Synergizing with SALT to prepare and facilitate a New Teacher Orientation to familiarize our new to Holy Spirit teachers with our division culture and priorities;
- Collaborating with key partners to have them share their expertise at the New Teacher Orientation - Board and Vice-Chair, ATA Local President and teachers with a few years' experience to be a part of a panel and provide "Voices from the Field";
- Partnering with the ATA Local and Provincial to organize a Mentorship Program for our brand-new teachers;
- Collaborating with the Chair of Teacher Welfare on a Holy Spirit Staffing Guide for Teachers;
- Facilitating conversations as needed when personnel issues arise.

Modeling a Commitment to Professional Learning

- Attended the **CASS Summer Conference** where I had the opportunity to meet with a "Community of Practice" of Deputy Superintendents. I also completed one of the

required courses for our Continuing Education, “Modeling a Commitment to Professional Learning” which was delivered by Dr. Scott Morrison and Jacealyn Hempel;

- Attended **CASSIX Summer Conference**:
 - Chaired the Zone 6 “Role Alike Conversations” around HR issues;
 - Attended the following workshops:
 - 4 Traits of Leadership
 - Tools and Strategies: Leveraging AI in Education
 - Current Legal Issues in Education
- Attended the **Council of Catholic School Superintendents of Alberta Plenary Assembly**;
- Attended with numerous members of LLT, the **Marked by God Conference** and the following sessions:
 - Prayer: A Journey to Love
 - God’s Love and the Transcendentals in Catholic Schools
 - Walking Together: The Art of Accompaniment
 - The Beauty of the Rejected Stone
 - Case Based Learning

Visionary Leadership

- Worked with the Senior Administrative Leadership Team to develop a Professional Learning Plan for our LLT Meetings. We want to be intentional in ensuring that the information and learning that happens at the meetings aligns with our priorities and is something that can be brought back and delivered to staff at the school level;
- Revised the agenda for our Learning Leadership Team meetings to ensure they are at least 50% professional learning and remain focused on the Leadership Quality Standards;
- We revised our Collaborative Response SALT Meetings. These meetings will now happen at the beginning and end of the year. In between, we are implementing “SALT Talks.” These will happen from November to March at all schools and will be a “World Cafe” style conversation to collect insights from our schools on what we are doing well and what might be some ways we can continue to grow and improve.

Leading Learning

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

Ensuring First Nations, Métis and Inuit Education for All Students

- Hiring Jordan’s Principle staff which include Educational Assistants, Blackfoot Language Instructors, FNMI Facilitators, Speech Language Assistants, Indigenous Family/School Liaison Counselors, and Graduation Coaches. The Jordan’s Principle Grant provides Child First Initiative funds to ensure that all First Nations children living in Canada can

access the products, services and supports they need, when they need them. We are grateful for these funds and the support they provide to our FNMI students and families.

School Authority Operations and Resources

- Weekly HR Meetings ensure that we have the big rocks in place for the week. These include ensuring Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Ongoing interviewing of substitute teachers and other positions needing to be filled;
- Recruited, shortlisted, interviewed and supported the onboarding of all employees for the 2024/2025 school year:
 - Recalled 42 ELP staff
 - Hired 76 new staff - including 22 probationary teachers and 15 full-year temporary teachers
 - Made 88 internal staffing changes, including 35 teachers who were either transferred or the successful candidates for posted positions
- Working with administrators to begin evaluations for teachers with probationary contracts in their schools;
- Continuing to collect updated criminal record checks with vulnerable sector search for certificated teachers. To comply with Bill 85: Student's First Act all certificated teachers must update their criminal record every five years;
- Attended the Teachers' Employer Bargaining Association meeting.

Supporting Effective Governance

- Working through personnel challenges to ensure all staff are provided with a welcoming, caring, respectful and safe learning environment;
- Collaborating with members of the SALT team to ensure our resources are used as effectively and creatively as possible to meet the needs of our students and the Board priorities;
- Ensuring a collaborative and productive relationship with our Board of Trustees. An example of this is, as we started the new year we invited the Chair and Vice-Chair to the New Teacher Orientation.

REPORT NO: D.3

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Acting Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Acting Secretary-Treasurer's Report for September 25, 2024.

SECRETARY TREASURER'S REPORT

September 25, 2024

UPDATE FROM THE SECRETARY TREASURER'S OFFICE

- Collaborated with Acting Superintendent and SALT to review 2024/2025 Budget and Division needs
- Hosted the First Ride Event for students
- Worked with partners and schools to startup transportation for the 2024/2025 school year
- Worked with principals and office staff to close off the 2023/2024 school year and startup new school year
- Engaged in annual PublicSchoolWorks review and launched program for 2024/2025 year
- Participated in Spiritual Division Opening Mass
- Attended the monthly Risk Management Committee calls
- Participated in TEBA monthly Engagement Session
- Coordinated with City partners on the Joint Use and Reserve Agreements
- Attended New Westside School meetings
- Participated in LLT meetings for August and September
- Coordinated with Auditors in preparation for audit of 2023/2024 year end financials
- Working papers and financial statement planning and completion is well underway

CAPITAL AND MAINTENANCE UPDATE

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

- Coordination Phase: Waiting for Alberta Infrastructure to approve our project for the next phase: Tendering the 100% Construction Documents. FWBA is updating the documents as per Alberta Infrastructure revision comments.

CMR/IMR PROJECTS

PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST.

All or Multiple Schools

- In progress – Obsolete Electrical Panel Replacements
- In progress - Obsolete Fluorescent Light Replacements
- In planning - Action items from Playground Audits for Rural Schools
- Catholic Central High School East Campus
 - Complete – Roof Replacement Sections G and H
 - Complete - Gym Divider Replacement
 - In planning – Gym AV Design
- Catholic Central High School West Campus
 - In progress - PA System Upgrade

- Children of St. Martha
 - Complete- Parking Lot Resurfacing
- École St. Mary
 - In planning – Classroom Ductless Splits
- Father Leonard Van Tighem School
 - Complete – Exterior Envelope Repairs
 - Complete – Roof Repairs
 - In progress – Mud Mitigation Near Door Entrances
- Our Lady of the Assumption
 - Complete – Blinds for Corridor Windows
 - Complete - Art Room Barn Door Installation and Admin Office Window Installation
 - In progress – Garbage Bin Relocation and Asphalt Resurfacing
- St. Catherine School
 - Complete – South Foundation Repairs
- St. Francis Junior High School
 - Complete – Roof Repairs
 - In planning – 2024-2025 IMR Programming: Transform Basement Area to Baseball and Hockey Training Space
- St. Joseph School
 - Complete - Exterior Envelope Foundation Cement Board Repairs
 - Complete - Flooring Replacement
 - In progress - Front Entrance/Bus Loop Landscaping
- St. Mary School Taber
 - Complete – Structural Repairs
 - Complete - Gym Floor Sand, Repaint, and Refinish
 - In progress- Security Camera Installation and Replacements
- St. Michael’s School Bow Island
 - Complete – Library Roof Repairs and Associated Water Damage Repairs
- St. Michael’s School Pincher Creek
 - Complete – Gym Floor and Crawl Space Repairs due to Humidity Issues Affecting Gym Floor Finish
 - In progress - New Bleacher Installation
- St. Patrick Fine Arts School
 - Complete – Roof Restoration Section 8 and Roof Replacement Section 14
 - In planning - Upper Gym Exterior Wall Repair
 - Complete - Parking Lot Resurfacing
 - In progress – Portable Exterior Wall Repair
- St. Paul School
 - Complete – Mud Mitigation Near Door Entrances
 - Complete – Basketball Court Asphalt Resurfacing
- St. Patrick School Taber
 - Complete – Staff Room and Admin Area Slab Repair
- St. Teresa of Calcutta School
 - Complete – Floor and Wall Repairs

SCHOOL-BASED PROJECTS

- Complete – St. Michael’s Pincher Creek Outdoor Basketball Court Phase 2: Court Surfacing
- In planning – Catholic Central High School West Campus Football Storage Relocation

GENERAL MAINTENANCE UPDATES

- Planning projects for school year and next summer

TECHNOLOGY UPDATE

SUMMER PROJECT HIGHLIGHTS

- Classroom modernizations successfully completed at St. Catherine Picture Butte, St Paul, St Joseph Coaldale, and École St Mary schools
- St Catherine School - Gym AV upgrade
- St Mary Taber - Surveillance Camera upgrade
- CCHE, CCHW - Hudl Camera Installation for streaming sporting events

GENERAL TECHNOLOGY UPDATES

- Daily school follow ups are happening to help teachers with their fall classroom setups, access to resources, and student device management
- Infrastructure update
- Atrieve software - server upgrades
- Social media - Snapchat and TikTok now blocked on school networks
- HR - technology allocation for new staff

REPORT NO: E.1

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Mombourquette, 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 Audit Committee Reports for September 25, 2024.



BOARD CHAIR REPORT

Date: September 25, 2024

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
28 Aug	Brought greetings at Division Opening Mass
28 Aug	Lunch with the Bishop
28 Aug	Board of Trustees Meeting with the Bishop
28 Aug	Invitation by CUPE 1825 to speak at Labour Day rally - politely decline
29 Aug	Brought greetings to new teachers hired by the school division - "see the face of Jesus in each and every student"
30 Aug	K of C Tailgate BBQ at CCH - season opener for Cougar Football
5 Sept	K of C Hot Dog BBQ at FLVT
7 Sept	Completed the ASBA's 2025 Municipal Elections Survey
11 Sept	Special Meeting of the Board
12 Sept	Meeting with Dean of Education at the U of L re Catholic teacher development
16 Sept	Agenda Setting Meeting
16 Sept	Phone call with Minister's office
17 Sept	Phone call with Minister's office
18 Sept	Zoom with Minister of Education re Premier's announcement about new schools
18 Sept	Email out to Dean of Education

CORRESPONDENCE:

Month	Description
30 Aug	St. Paul's Newsletter
3 Sept	Connections Newsletter
3 Sept	Welcome to new school year from ASBA President
3 Sept	Monday Memo from ACSTA
3 Sept	Scheduled Board Working Session for September 11
3 Sept	FLVT Newsletter
7 Sept	SMT Newsletter
6 Sept	Letter to Minister of Education - CCH Trades Foundation Program
6 Sept	Received letter from the Minister - welcome to new school year
6 Sept	GrACE Summit Report - excellent resource
9 Sept	Information on Catholic Ed Talks
9 Sept	Invitation to St. Paul's Multicultural evening
9 Sept	St. Michael's BI Newsletter

12 Sept	Minister of Education changes to the Superintendent Regulation
12 Sept	Superintendent email to principals re Trustee attendance at school council meetings
13 Sept	ASBA - Fall Conference registration
14 Sept	ASBA Fall Conference information
14 Sept	ASBA Zone Meeting information
15 Sept	ACSTA Fall Conference Registration information
16 Sept	CUPE negotiations information
17 Sept	Minister of Education - Technical briefing invitation
17 Sept	ASBA Telephone Townhall
17 Sept	CCH Gala information
17 Sept	ASBA - AI policy information
17 Sept	ACSTA - GrACE Summit information
18 Sept	ASBA Zone Meeting engagement material

REPORT NO: E.2

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

ACSTA REPORT FOR SEPTEMBER 25, 2024

****Celebrate, preserve, promote and enhance
Catholic education.***

****All have access to publicly funded Catholic education.***

- Board of Directors Meeting, September 12 - 13th in Leduc:
Executive Director Evaluation and Board Evaluation.
- Strategic plan for 2025 - 2027 adopted
- Draft handbook for prospective Catholic trustees
- Communications Campaign outline for Catholic Education Week:
Testify! Share the Reason for Your Hope.
- Advocacy Position Statements to come to AGM:
 - 1) Parents as Primary Educators
 - 2) Position statement on Catholic identity
 - 3) Support for Catholic post-secondary institutions (PSIs)
- Faith Formation Committee: September 11, 2024, First Catholic Education Talk with Archbishop Miller on Five Marks and evaluating the Catholic identity of our schools.
- Bishop's Assurance Document: What is the role of the Bishop in ensuring the Catholicity of our schools? What does canonical visitation look like in a school? The goal is to drill down and look at what implementation will look like. It will be piloted in Lakeland Catholic, Elk Island Catholic and Calgary Catholic.
(Rural, Urban, Metro)
- Symposium, February 21 - 22, 2025 at Corpus Christi:
Answering the Call with a Servant's Heart
- Registration for ACSTA AGM and Convention open

REPORT NO: E.3

September 25, 2024

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 MEETING

September 18, 2024

Zone Director (Alison) report of activities at Board of Directors meeting last week,

- AGM materials sent out, aware of challenges with hotel,
- New website to launch October 1 (Position statements are now searchable), zone meeting minutes will be on there as well.

ASBA Zone Chair (Roisin)

- PD and engagement needs to be approved at Zone directors meeting, then will be released
- ASEBP discussion

Executive Reports

- 2024 ASBA summer highlights:
- 2024-2025 ASBA ongoing highlights

Reports:

Comprehensive Health (Lori Hodges): new cell phone policy presentation, we can ask them to come to the zone or to some of the schools. Planning to have a series with more sessions. Take back to Board and suggest any changes to Lori by October 9, 2024, will seek approval at AGM meeting.

Zone AGM Draft

- Currently scheduled day after returning from ASBA AGM, suggestion to combine November / December and do a virtual meeting. Suggest Wednesday, December 4th as combined meeting - bring back to Board and will seek approval at next meeting
- Select Secretary-Treasurer - request delay appointment until end of fiscal year (November 30)

Budget

- no fee changes from last year. Feedback by October 9, 2024.

Roundtable discussion:

- Cell phone policy implementation.
- Funding Announcement: bring issues / feedback to next meeting

Zone Banking discussion

REPORT NO: E.4

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board Representatives

SUBJECT: GrACE Report

BACKGROUND

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

GrACE Report: September 25, 2024

INSPIRE, INVIGORATE, EMBOLDEN CATHOLIC EDUCATION

Four Pillars: Unite, Engage, Communicate, Educate

- *Work continues on incorporating GrACE under the Societies Act.*
- **GrACE Summit:** *October 25th in Calgary
At St. Luke's Catholic Church: 1566 Northmount Dr. NW
Registration opens September 11th
Hosted by GrACE and Calgary Catholic*
- **Theme: Testify! Share the Reason for Your Hope** *based on
1 Peter 3:15 "But in your hearts reverence Christ as Lord. Always
be prepared to make a defense to anyone who calls you to account
for the hope that is in you."*
 - *Session 1: Engage: Stories and Testimonies: powerful
reminders of the impact of faith and education in our lives.*
 - *Session 2: Educate: Homes, Schools and Parishes:
Challenges and Opportunities*
 - *Session 3: Unite: Partners for Catholic Education: How do
we strengthen our communion in the service of Catholic
Education?*
 - *Session 4: Communicate*
- *Jubilee Year 2025: Pilgrims of Hope*

Grace Prayer Intentions for September:

- *For all students and families in Catholic education for a safe and fruitful school year, we pray to the Lord.*
- *For Catholic Education: That the teachers in our Catholic schools may be strengthened for their important task in our world, we pray to the Lord.*
- *For clergy and school staff: For love and grace to serve Catholic education with humility and zeal, we pray to the Lord.*
- *For trustees who have been entrusted with the sacred gift of Catholic education, for their wisdom and their leadership, we pray to the Lord.*

GrACE Facebook address is www.facebook.com/GrACE4cathed

Behind the GrACE Board is the silent and prayerful strength of all of the Bishops of Alberta, the Northwest Territories and the Yukon:

His Grace, Archbishop Smith, Archdiocese of Edmonton
Archbishop Pettipas, Archdiocese of Grouard-McLennan
Bishop William McGrattan, Calgary Diocese
Bishop Gary Franken, Diocese of St. Paul
Bishop Hector Villa, Diocese of Whitehorse in the Yukon
Bishop David Motiuk from the Ukrainian Catholic Eparchy of Edmonton
Bishop Jon Hansen, Diocese of Mackenzie and Fort Smith

REPORT NO: E.5

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

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



**Board Meeting Agenda
September 19th, 2024 @ 7:30 pm**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of Minutes of July and August 2024:**
 - a) August: [PCCELC Minutes August 27 2024.docx](#)
 - b) July: [PCCELC Minutes - July 30th, 2024.docx](#)
- 4) Operations Update**
 - a) Current status:
 - i) ED Report: [ED Report September 2024.pdf](#)
 - ii) Sage operations:
 - 1) Sage Operations Report:
 - 2) Sage Financial Report:
 - iii) Canyon Creek operations:
 - 1) Operations Report:
 - 2) Canyon financial report:
- 5) New and unfinished business**
 - a) Budget Review/ Approval
 - i) [Budget 2025 PCCELC \(1\).xlsx](#)
 - b) Closure Dates for 2025
 - i) [PCCELC Closure Dates 2025.docx.pdf](#)
 - c) Mechanical Lift Purchase
 - d) Outdoor Play Spaces
 - i) Town of PC Invoice:
 - (a) [Pincher Creek Community Early Learning Centre - IVC00000000003733 \(1\).pdf](#)
- 6) HR (CLOSED SESSION)**
- 7) Date for next meeting: October 22, 2024**
- 8) Adjournment**

REPORT NO: E.6

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board Representative

SUBJECT: Economic Development 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.

Economic Development Lethbridge

Triple M Housing report on addressing housing shortage

Triple M Housing's strategic shift to tackle the housing crisis in urban areas. Highlighted the company's collaboration with various government levels to integrate modular housing into Canada's housing strategy, including the completion of Alberta's first multi-unit multi-level modular project. Not for profit sector discussed potential federal funding for encampments.

Water situation in Old Man

Report on the improved water situation in the Old Man watershed, water sharing measures were activated, leading to reduced usage and more water in the reservoirs compared to the previous year. Also spoke about the ongoing efforts to fix the Milk River siphon pipe, which is expected to be completed ahead of schedule.

Discussion Impact of Drought on Cattle Industry

Insights into the significant impact of drought on the cattle industry, emphasizing the shortage of cattle and the struggles faced by farmers due to the lack of water and grass. Also discussed the decrease in feedlot placement and its potential implications for grain production. Cattle prices are up.

Education Sector Update

I reported that we have seen a significant increase in enrollment again this year, Allison Purcell was also in attendance and reported they were also seeing significant increase in enrollment. Allison and I spoke about the Premier's announcement and the implications of the Premier's address on the education sector and the potential impact on the local community. We invited feedback from attendees.

Southern Alberta Alternative Energy Partnership Update

Peter Casurella shared updates on the Southern Alberta Alternative Energy Partnership, including their work with the Energy Future Labs, formation of a leadership panel, and plans to advise the premier.

Updates on Business Expansion and Trade Programs

Trevor Lewington shared updates on various business expansion and trade programs, including:

- * Lethbridge Manufacturing Association - continue to support the Lethbridge Manufacturing Association and its efforts to address automation and training needs in the industry.
- * Trevor Lewington will monitor and support the Rural Renewal Stream program to facilitate the immigration of new Canadians to work with local employers.
- * Trade Accelerator Program - help companies expand exports and grow beyond their current business.
- * B2B Trade Show Supply Chain Conference will offer an opportunity to help facilitate discussions and networking opportunities for local supply chain companies.
- * Highlighted the recent advocacy activities during the Calgary Stampede and the Brighter Together film journey.

REPORT NO: E.7

September 25, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Audit Committee Chair

SUBJECT: Audit Committee Report

BACKGROUND

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

ADVOCACY NO: F.1

September 25, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Individual Trustee Advocacy

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 25, 2024.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: September 25, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
September 26	ESM AGM and School Council
September 17	FLVT School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
September	Regular Sunday Mass as lector and in music ministry and hospitality
August	Regular Mass attendance as lector and hospitality
	Meals on Wheels in Picture Butte
August 6	Mass at St. Basil's for Confirmation
August 12	Mass at St. Michael's Leduc for ACSTA

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
August 26	ACSTA Advocacy Virtual Meeting
August 27	GrACE Provincial Virtual Meeting
August 29	GrACE Virtual Meeting
September 5	Catholic Education Symposium Virtual Meeting
September 5	Awards Committee ACSTA Virtual meeting
September 11	Jubilee Working Committee Working Committee Provincial
September 11	Catholic Ed Talks with Archbishop Miller on the Five Marks of Catholic Education
September 12	ACSTA Board of Directors in Leduc: ED Evaluation and Board Evaluation
September 13	ACSTA Board of Directors, Business meeting
September 18	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 22	Meeting with Interim Superintendent
August 7	Meeting with Board Chair and Superintendent
August 12	Board Meeting
August 20	Meeting with Michael Hauptman
August 20	MLA Barbecue with Nathan Neudorf
August 28	Opening Mass and Share the Mission Award
August 28	Lunch and Meeting with Bishop McGrattan
August 29	Meeting with new teachers



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: September 25, 2024

September 16	Board Agenda Setting Meeting
September 17	Opening Mass FLVT
September 21	Interviews
September 23	Audit Meeting
September 25	ESM Opening Mass
September 25	Board Meeting
	Read all ASBA and ACSTA Briefs
	Reading, "The Right Drivers in Action for Schools, Districts and Systems" by Michael Fullan and Joanne Quinn



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: September 25, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Aug 30, 2024	CCH Open House - Parent
Sept 10, 2024	St Paul School Council
Sept 18, 2024	OLA Welcome Back BBQ and Liturgy
Sept 18, 2024	CCH School Council - Parent
Sept 23, 2024	SFJH School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Aug 6, 2024	Confirmation Mass @ St Basils
Aug 28, 2024	Division Opening Mass
Sept 16, 2024	CCH Opening Mass
Sept 25, 2024	St Paul Opening Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 20, 2024	MLA Nathan Neudorf Whoop up BBQ
Sept 18, 2024	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jun 28, 2024	Meet with Trustee Gibb to go through new superintendent feedback survey results
Jul 22, 2024	Board Strategy Session
Aug 12, 2024	Special Meeting of the Board
Aug 17, 2024	First ride event
Aug 20, 2024	Board Strategy Session
Aug 28, 2024	Board meeting with Bishop McGratten
Sept 11, 2024	Board Working Session
Sept 18, 2024	Economic Development Lethbridge
Sept 21, 2024	Superintendent Interviews
Sept 25, 2024	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: September 25, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass
July 13/24	Farewell to Father Myles at St. Henry's
Aug 3/24	Installation of new Priest at St. Michael's Church in Pincher Creek by the Bishop

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 17//24	Police Advisory Meeting Pincher Creek
July 22/24	Board Meeting with Superintendent
Aug 12/24	Special Meeting of The Board
Aug 20/24	Board Meeting Session
Aug 28/24	District Opening Mass in Lethbridge
Aug 28/24	Board Has Lunch and Meeting with the Bishop
Sep 21/24	Interviews for New Superintendent
Sep 23 /24	Audit Committee Meeting
Sep 25/24	COW / Regular Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: September 25, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 18	CCH Parent Rep - AGM, staffing update, event update, enrollment update

PARISH COMMITMENTS:

Date:	Key Discussions:
July 28	Sacristan 9am St. Martha's Parish
Sept 8	Usher and gift bearer St. Martha's 9am
Sept 15	Sacristan 9am St. Martha's Parish
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Ongoing	Dynamic Catholic Daily Gospel Reflection

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Aug 29	ASBA Chairs/Vice Chairs Meeting - representing Zone 6
Sept 18	ASBA Zone 6 Meeting at Lethbridge School Division - Chair

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 22	Board Strategy Session
Aug 12	Special Meeting of the Board
Aug 20	Superintendent Selection Committee & Michael Hauptman meeting
Aug 20	Board Strategy Session
Aug 28	Divisional Opening Mass
Aug 28	Board to Meet With Bishop McGrattan
Sept 11	Board Strategy Session
Sept 12	CSM Opening Mass
Sept 18	OLA welcome back blessing



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: September 25, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
September 11	Athletic Meeting St. Catherine
September 18	School Council Meeting - Personally Owned Device Policy - Enrolment Updates - Volunteer Recruitment
September 18	Back to School BBQ
September	Coach SV girls Volleyball Team (St. Catherine)

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine's Parish
August 28	Opening Mass Holy Spirit School Division

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Briefs
	Advocacy Letters
September 18	ASBA Zone Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
June 24	Superintendent Retirement Presentation
July 22	Board Strategy Session
August 12	Meeting of the Board
August 20	Organizational Analysis Strategy Session
August 20	Initiatives Response
August 28	Special Meeting: Bishop McGrattan
September 2	Priority Identification
September 11	Board Working Session
September 21	Interviews
September 23	Audit Committee Meeting
September 25	COW and Public Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: September 25, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
Sept.	On going mass at All Saints
Sept. 14	Parish Renewal Team Meeting
Sept. 15	Mass at St. Catherine Picture Butte

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept. 12	TEBA Monthly Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Sept.11	Board Working Session
Sept. 19	PCCELC

ADVOCACY NO: F.2

September 25, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

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

INFORMATION NO: G.1

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Scott Morrison, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

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

- [AP 100: Smoke Free Environment](#)
- [AP 202: Religious Education](#)
- [AP 300: Student Residency and Admissions](#)
- [AP 507: Donations to Schools](#)
- [AP 101: Workplace Hazardous Materials Information System](#)
- [AP 203: Family Life Education](#)
- [AP 301: School Entrance Age](#)
- [AP 508: Advertising, Distribution and Merchandising In and Through Schools](#)
- [AP 102- Occupational Health and Safety](#)
- [AP 204: Off Campus Education](#)
- [AP 302: School Attendance Areas](#)
- [AP: 510: School Fees](#)
- [AP: 132: Protocol for School Lockdown](#)
- [AP: 324: Supporting Students in Inclusive Communities](#)
- [AP 407: Assignment and Transfer of Teachers](#)

INFORMATION NO: G.2

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Truth and Reconciliation Week

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

1. Holy Spirit Catholic School Division recognizes the importance of our shared history and is committed to providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being.
2. Over the course of the September 23-30, 2024 week, Holy Spirit Catholic School Division will be focusing on the division's strategic priority: Living Truth and Reconciliation.
3. Attached for Board information is a list of available resources and activities that are occurring throughout the division and Lethbridge for Truth and Reconciliation Week.

National Week of Truth and Reconciliation



As we approach the week of Truth and Reconciliation from September 22-30, 2024, we are reminded of our Division's commitment to Living Truth and Reconciliation as a key priority. This week is not merely a moment in time, but part of an ongoing journey where we listen, accompany, and recognize the lasting impacts of our shared history. By deepening our understanding of our collective responsibilities as Treaty people, we work towards the success and well-being of our First Nations, Métis, and Inuit students.

Reconciliation is not about "feeling guilty." It is about knowledge, action, and justice—a continuous process that demands time, effort, and participation from all of us. As we engage in this week's activities and reflections, let us strive to build respectful relationships and explore the complex, essential themes that guide us on this path. Together, we can contribute to a future where understanding and respect lead the way. (This document will also be sent out in an online format to provide access to links.)



SEPTEMBER 22nd | Signing of Treaty 7, September 22, 1877

Click on the QR code to the right to learn more about Treaty 7, then answer the following questions:

- What are treaties and who are the signatories of Treaty 7?
- How did Treaty 7 come to be?
- What obligations, rights and benefits are included in Treaty 7?
- Who are the people of Treaty 7 in Southern Alberta?
- What does the phrase, "We are all treaty people mean?"
- Do all people of Treaty 7 benefit equally?
- How do differing worldviews impact the interpretation of treaty provisions in modern times?
- Looking at Treaties from an Indigenous perspective



Numbered Treaties Within Alberta: Treaty 7

Treaties are built on respectful, cooperative and nation-to-nation relationships.

Treaties outline rights, obligations and benefits of the signing parties to each other.

Treaties were intended to last "as long as the sun shines, the grass grow and the rivers flow" (Stepping Stones)

Treaties are peace and friendship agreements, not land surrender agreements.



SEPTEMBER 23rd | 10th Anniversary of The Buffalo Treaty

This week is your last chance to visit the Buffalo Treaty: Keystone to Wellness Exhibit at the Galt Museum *Akaisamitohkanao'pa*. (Eternal Gathering Place). The exhibit closes on September 30, 2024.

Click the QR code to the right to learn more about the Buffalo Treaty and listen to Leroy Little Bear (Bringing Back the Buffalo). For more information about the relationship of Indigenous people and the buffalo, explore buffalorelations.land



US National Park Service



Bringing Back the Buffalo, Leroy Little Bear



SEPTEMBER 24th | Singing Back the Buffalo

"The film follows Indigenous visionaries, scientists and communities who are rematriating the buffalo to the heart of the North Americans plains they once defined." A film by award winning Cree filmmaker Tasha Hubbard.

The Empress Theatre (Fort Macleod) — September 20-26, 2024. 7 pm - Adult \$7.00 Student \$6.00 Senior / Child and Tuesdays are \$5.00 for everyone.

Movie Mill (Lethbridge) — Free (first come) 2 showings Tuesday, Sept. 24, 2024 at 3:30 pm and Wednesday, September 25, 2024 at 6:30 pm.



FNMI Education For All Menu



SEPTEMBER 25th | Truth Telling (Fall Book Study)

Please join us for a book study on the #1 national bestseller Truth Telling — Seven Conversations about Indigenous Life in Canada. A bold and provocative collection of essays exploring the historical and contemporary Indigenous experience in Canada. *More information coming soon!*



Learn, Build and Go Sept.-Nov. 2024



SEPTEMBER 26th | Scavenger Hunt for the Week of Truth and Reconciliation

Stop #1: The place where all of the business of the city takes place; walk the hall to see the art remembering Missing and Murdered Indigenous Women and Girls. It is here where the OKI became the official welcome of Lethbridge. (Click the QR code to the right to view the Reconciliation Ally Toolkit, *Ohkanaomowoo Sikóóhkotok* | Gathering in Lethbridge. **Stop #2:** On the west side at Firehall #5 Ponokaakii, knowledge from Kainai Elders and art by Hali Heavy Shield, Rudy Black Plume and Marjie Crop Eared Wolf are displayed. Take a walk up the boulevard to learn about Indigenous plants. **Stop #3:** Go to the place that gives you an OKI welcome with a great view of the River Valley and the train bridge. While you're there, Google who William Singer III is. **Stop #4** (Final stop): Akaisamitohkanao'pa (eternal gathering place) to learn about the significance of the Inni and tour the exhibit.



Reconciliation Ally Toolkit



SEPTEMBER 27th | Visit to the Galt Museum (in person or virtually)

This travelling exhibition invites audiences to explore the traditional landscapes of the Niitsitapi and discover their connection to the land. This is the first of three exhibits that highlights culturally significant and sacred sites to the Niitsitapi. The Blackfoot believe strongly in learning from the land. This exhibit was designed to travel and is available on loan to schools, libraries, community groups, and smaller rural museums/galleries around southern Alberta. (Click the QR code for more details.)



Travelling Exhibition Fact Sheet



SEPTEMBER 30th | Orange Shirt Day

Wear orange to honour the survivors of the residential school system who have fought and are still fighting to bring that terrible history to our attention. Your school may choose to honour Orange Shirt Day on Friday, September 27th. (Click the QR code for a Prayer for Truth and Reconciliation.)



Prayer for Truth and Reconciliation

INFORMATION NO: G.3

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Catholic Education Week

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND:

1. Catholic Education Week has been moved from the month of May and will now be celebrated from October 19-25, 2024 as seen in the poster attached.
2. The theme of the week is *"Testify! Share the Reason for Your Hope"*.
3. Once again, videos highlighting Catholic works within division schools will be sent out daily.
4. On October 19-20, 2024, across the Diocese of Calgary, Catholic Education Sunday will be celebrated to begin Catholic Education Week.



HOLY SPIRIT
Catholic School Division

...where children are cherished and achieve their potential

Catholic Education Week 2024

October 19-25



“But in your hearts reverence Christ as Lord. Always be prepared to make a defense to anyone who calls you to account for the hope that is in you.”

1 Peter 3:15



INFORMATION NO: G.4

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Minister of Education's Back to School Letter

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence sent out to Holy Spirit Catholic School Division families from Minister Nicolaides, Minister of Education, welcoming Alberta students back to the classroom.



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

September 5, 2024

Dear parents,

As the summer winds down and a new school year begins, I want to take a moment to share updates you may hear more about as your child returns to the classroom.

As Alberta's Minister of Education, my mandate is to ensure our students are receiving a world-class education that sets them up for success. An important piece of this work is building an inclusive and comprehensive curriculum that reflects our modern world and inspires a passion for learning.

Since the 2022-23 school year, school authorities have implemented new curriculum in six Kindergarten to Grade 6 (K-6) subjects through a phased approach. This school year, all students in Grades 4-6 will be learning from new French first language and literature, French immersion language arts and literature and science curriculums. We continue to support school authorities and elementary teachers as they implement new curriculum by providing a variety of learning and teaching resources.

I am pleased to share that 62 school authorities have also chosen to pilot new draft K-6 social studies curriculum in classrooms across Alberta this school year. The new draft curriculum, which was developed after nine months of consultation with education partners, teachers, parents and Albertans, focuses on building students' critical thinking skills and empowers them to be engaged citizens. Throughout the piloting process, school authorities and teachers will provide valuable feedback to help Alberta Education finalize the new K-6 social studies curriculum.

This is just one change parents can expect in Alberta's schools this fall. When students return to class, their smart phones will not. In April 2024, we asked Albertans to tell us what they thought of cellphone use in schools. More than 68,000 educators, parents, and other stakeholders shared their thoughts. The feedback was clear: Almost 90 per cent of respondents were concerned about student cellphone use at school and 85 per cent said they believe cellphones have a negative impact on student achievement.

My government felt it was important to respond quickly to this feedback and has been working with educators and other stakeholders over the last several months to introduce restrictions on personal mobile devices and social media use in schools.

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These changes come into effect on September 1, with school authorities having until January 1, 2025, to formalize their policies and procedures for implementing the restrictions within their schools. This means that, beginning immediately, students are asked to keep their devices silent or powered off during class and stored out of view, unless a valid exception is in place. Parents and guardians should reach out to their school or school authority if they have questions regarding how restrictions will apply to a particular student or child.

Restricting personal mobile devices and social media use in Alberta Early Childhood Services and kindergarten to Grade 12 classrooms will reduce distractions, maximize learning time, support student mental health, and reduce opportunities for cyberbullying. This is one of many things we are doing to support our children's mental health.

I recently announced an additional \$6.7 million to extend 59 Mental Health in Schools pilot projects across the province to ensure students can get the supports they need, when they need them. This is in addition to the Budget 2024 investment of \$1.5 billion for learning support funding, which includes funding that allows school authorities to provide students with psychological and social-emotional supports, and access to mental health workers and other wellness supports, as needed.

As you know, Alberta's population is growing, and school enrolment is too. Our government recognizes this growth comes with challenges, which is why we made a funding commitment over the summer to invest an additional \$125 million for operational costs associated with enrolment growth and inflationary pressures.

And, we have invested \$2.8 billion over three years to maintain, enhance, plan, and build new schools. Our capital plan advances 43 priority school projects across Alberta, including 28 new schools, 10 replacement schools, and five modernizations, which will create 35,000 new and modernized student spaces! We recognize these advancements will not be realized immediately and space is needed now, which is why we are also putting \$90 million toward the purchase of up to 100 modular classrooms and the relocation of up to 50 more, for the communities of greatest need. This will help address emergent enrolment pressures and urgent space needs.

In closing, I want to thank and acknowledge our hardworking teachers, educational assistants, principals, and other school support staff. Their work is at the heart of Alberta's education system and is deeply acknowledged and appreciated by Alberta's government.

Finally, I want to thank you, Alberta's parents. As a father myself, I know that a child's education does not start and end in the classroom. Parents are busy behind the scenes packing lunches and schoolbags, helping with homework, and cheering our kids on at their school concerts and sporting events. Thank you for all you do to support your children, their teachers, and the larger school community to which you belong.

Page 3

I am wishing you a wonderful year ahead!

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Demetrios Nicolaides ECA PhD
Minister of Education

INFORMATION NO: G.5

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence to the Minister of Education

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence to the Honourable Minister Demetrios Nicolaides, Minister of Education, detailing the successful implementation of a Trades Foundation program at Catholic Central High School.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

September 6, 2024

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

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

Dear Minister Nicolaides,

It is with great pleasure as Chair of the Board of Trustees for Holy Spirit Catholic School Division I write this letter regarding a significant initiative that aligns with both the priorities of the Alberta Government and the goals of our school division. As a Board we firmly believe each student who graduates from our schools should have the opportunity to pursue what is meaningful to them, will bring value to our society, become active citizens of our province and country, and be faithful witnesses to their Christian faith. With this letter I want to highlight the important career preparation work being done at Catholic Central High School in Lethbridge through their successful implementation of a Trades Foundations program.

I would like to recognize several key factors contributing to this important endeavor and its success:

1. *The Quarter System Timetable:* Prior to the turn of the century Catholic Central High School adopted a four-semester school year. Each semester is ten weeks long with students taking one class in the morning and one in the afternoon. The benefits of this immersive style of teaching and learning are numerous. First, the three-hour time block provides students with meaningful opportunities to pursue a work experience that actually exposes them to the real-life experiences. The second, addresses the extended time related to the needs of the Careers and Technology Studies (CTS) programming. The CTS program at this school is varied and very much in keeping with teaching essential knowledge and skills associated with the variety of jobs attached to each strand. The extended time allows time for students to engage deeply with hands-on projects and gain substantial industry experience. They have the time to explore, learn, build, adapt, and re-build without the limitations of a traditional semester system.
2. *Provincial Grant and Community Involvement:* A couple of years ago the school division applied for and received a grant to help with the modification of a CTS shop to better suit the needs of the program. The grant allowed for the installation of an industrial garage door as well as the acquisition of some specialized equipment. These improvements, complemented by additional funding from our Infrastructure Maintenance and Renewal (IMR) funds, have significantly enhanced the program's capacity. With the commitment of local businesses, our students are exposed to a variety and diversity of trades. To that end, the following companies donated time, talent, and treasure to our new Trades Foundations program: Southland Trailer Corp., Eecol Electric, Borne Industries, Southland International, Banditos Incorporated, Lethbridge College, Bartle & Gibson, Wolseley, CDX Learning Systems, Mikado Electric, CEP Automotive Ltd., TNT Towing, Canadian Tire South, Snap-On Tools, The Bolt Supply House, Princess Auto, and Logic Lumber.

.../2

3. *Dedicated Personnel:* We are very fortunate to have hired a highly motivated and energetic teacher who took it upon himself to become a journeyman welder so he could teach the full scope of the CTS strands associated with welding. He took this experience and built a Trades Foundation program where students would gain hands-on exposure to numerous trades. Mr. Lance Rosen, alongside his teaching colleague, Mr. Brett Skauge are to be applauded and acknowledged for putting into place a program that truly meets the career objectives of the province and the school division and delivering valuable learning outcomes for our students.

The Trades Foundations program just completed its first full year of implementation. Each quarter roughly 30 students gained first hand exposure to: Mechanics, Construction, Electrical, Plumbing, and in the future HVAC, Drywall/Finishing, and Tilework. In addition, approximately 55 students from Catholic Central High School were able to work alongside their dedicated teachers assisted in each trade area by a volunteer Red Seal Journeyman from local industry including Southland Trailer Corp., Southland International, Ward Brothers Construction, Top Notch Mechanical, and a Journeyman from the Maintenance Department at our school division to grow in their knowledge and experience of these trades. Further to the in-house programming, the program also boasted various on-site interactive tours of our industry partners' facilities including Southland Trailer Corp., Lethbridge College Trades Wing, CEP Automotive Ltd., Southland International and Bourne Industries which allowed students to see the skills they are learning in class being applied in real-world industry scenarios.

In closing, I want to thank you and your government for the foundational funding that allowed this growing program to bloom; acknowledge and thank the businesses and their employees for stepping up and making such a wonderful contribution to careers education; and to honour the wonderful work done by the teachers and administration at Catholic Central High School turning provincial and school division aspirations for students into reality. It is indeed heartwarming to witness the powerful impact provincial leadership, school commitment, and industry support can have on education.

Attached are a number of photos highlighting the work of the Trades Foundation program.

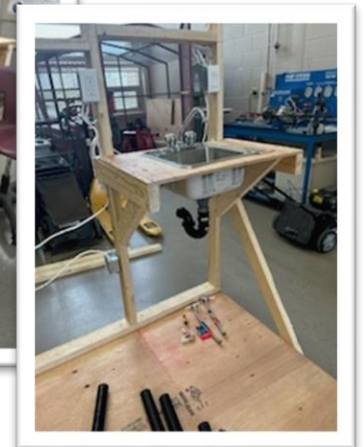
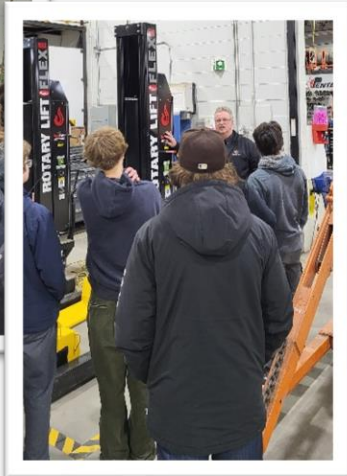
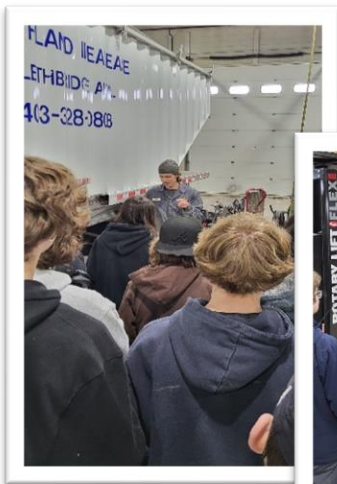
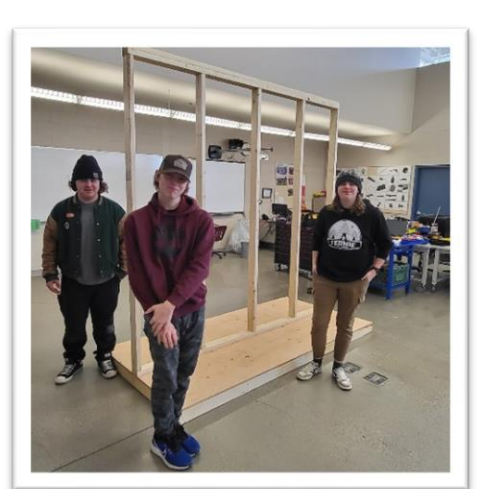
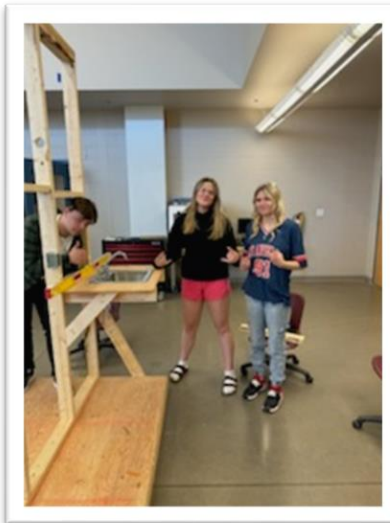
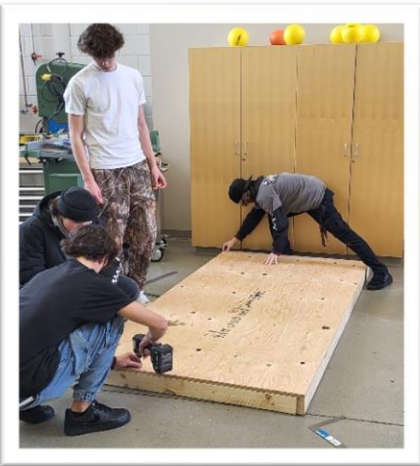
Sincerely,

Dr. Carmen Mombourquette, Board Chair

CM/rk

Cc: Honourable Nathan Neudorf, MLA, Lethbridge East
Honourable Joseph Schow, MLA, Cardston-Siksika
Grant Hunter, MLA, Taber-Warner
Chelsae Petrovic, MLA, Livingstone-Macleod
Marilyn Dennis, President of the Alberta School Boards' Association
Harry Salm, President of the Alberta Catholic School Trustees' Association
Board of Trustees, Holy Spirit Catholic School Division
Dr. Scott Morrison, Superintendent of Schools, Holy Spirit Catholic School Division
Joanne Polec, Principal, Catholic Central High School
Lance Rosen, Teacher, Catholic Central High School
Brett Skauge, Teacher, Catholic Central High School

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INFORMATION NO: G.6

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Learning
Board Report - September 2024

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

Year-end data for the CC3 & Alberta Numeracy Assessments was released in July. Below is the comparison data from our Beginning and Year-End results. There was a marked decrease in the number of 'at risk' students in all of the year-end assessments which can be attributed to the responsive targeted interventions provided by our teachers and support staff.

Grade	Assessment	Percentage of Students At-Risk (Beginning of Year)	Percentage of Students At-Risk (End of Year)	Beginning to End of Year Difference
1	CC3 (Literacy)	23.7%	16.9%	↓ 6.8%
	LeNS (Literacy)	32.9%	23.0%	↓ 9.8%
	Numeracy	27.4%	22.0%	↓ 5.4%
2	CC3 (Literacy)	25.2%	16.6%	↓ 8.6%
	LeNS (Literacy)	31.3%	19.2%	↓ 12.1%
	Numeracy	23.8%	15.9%	↓ 7.9%
3	CC3 (Literacy)	23.9%	15.1%	↓ 8.8%
	Numeracy	19.7%	14.9%	↓ 4.8%

Schools reflect collaborative teaching and learning environments.

- Learning Services hosted orientation/welcome sessions for teachers new to Holy Spirit. These sessions serve as important touchpoints with our new teachers to ensure they feel welcomed and supported as they start their journey in Holy Spirit.
 - Monday, September 16: Secondary Teachers gathered to discuss the 'Big Rocks of a Holy Spirit Education' and who we want our graduates to be as a result of their time in Holy Spirit. We also had great conversations around assessment practices and how we can ensure assessment supports student learning and promotes those skills and attributes we believe to be most important.
 - Tuesday, September 17: Elementary teachers came together to discuss assessment and collecting & sharing evidence of learning. Teachers also had the opportunity to explore the many resources available to support curriculum implementation. They participated in an in-service focused on our Religion resource: Growing in Faith, Growing in Christ.

We prepare students for career pathways.

- Dual credit programming continues to gain traction in Holy Spirit. Our current numbers indicate that 2024/25 may have the largest cohort of Holy Spirit students to engage in dual credit courses to date. As of September 16, we have 20 students who have indicated an interest in courses in either the Fall 2024 or Winter 2025 semesters through all of our post-secondary partners.

INFORMATION NO: G.7

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

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



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

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Proclaim! Pilgrims of Hope** - Our focus this year is on having God on our lips, reflecting on the Creed and kerygma, and boldly sharing our faith with the world around us. Underpinning all of this is our key scriptural reference, from 1 Peter 2: 9 - *“you are a chosen race, a royal priesthood, a holy nation, God’s own people, in order that you may proclaim the mighty acts of him who called you out of darkness into his marvelous light.”* We have created a number of tools to support staff in implementation of the plan including: Catholic School Identity Inventories, a Monthly Journal, and Conversation Slides.
- **Probationary Teacher Faith Formation** - Our first session with our 19 probationary teachers was held on Wednesday, September 11. The group focused on Marks 1 & 2, and enjoyed witness presentations from Anthea Boras and Fr. Kevin Tumback. Our remaining in-person meeting dates for the year are Wednesday October 9, Wednesday November 20, and Wednesday December 11.

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

- **Dr. Brett Salkeld** - On November 26, 2024, we will be hosting a session for teachers with Dr. Brett Salkeld that will focus on permeation. We are excited to be able to begin this work with him, a highly regarded expert in permeation and author of Educating for Eternity: A Teacher's Companion for Making Every Class Catholic.
- **Marked By God Conference** - We have a group of thirteen administrators who will be attending this year’s Marked By God Conference, September 19-20 in Edmonton. This year’s conference is focusing on the four types of formation (spiritual, human, pastoral and intellectual).

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

- **Catholic Education Sunday and Week 2024** - A reminder that this year’s combined dates are Saturday, October 19 - Friday, October 25. The theme for this year is Testify! Share the Reason for Your Hope, which aligns beautifully with our own Faith Plan theme this year. We have received and will be sharing the provincial materials; Holy Spirit specific materials will be created in the fall alongside Sean Marks using the daily sub-themes. There will be a special emphasis this year on praying the Angelus at noon. Thursday, October 24th, will be the day that we are encouraged to wear blue for Catholic Education.
- **Retired Staff Mass** - I have arranged for our Retired Staff Mass to be offered at St. Basil’s Catholic Education Centre at 5:00 p.m. on Tuesday, November 5, 2024. There will be light refreshments to follow. Information will be sent out to the parishes and retired staff in October.

INFORMATION NO: G.8

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

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

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support.

- **Ready, Set, Go Fair** - The "Ready, Set, Go" Fair, held on August 21st and 22nd, was a tremendous success, supporting over 1,600 students with essential school supplies and backpacks. This initiative was made possible through a partnership involving our divisional team, Lethbridge School Division, Lethbridge Food Bank, Inter-Faith Food Bank, and My City Care. Additionally, divisional donations have been set aside to assist several of our rural schools, ensuring families in need receive the necessary supplies for the upcoming school year.

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

- **Nutrition Program** - We are thankful for the continuation of the Alberta Education Nutrition Grant funding for the 2024-25 school year. Through this grant program, we will continue to provide our schools with the opportunity to create, continue, or enhance existing nutrition programs in divisionally identified schools. Our current program supports or augments support to all divisional schools. While providing nutritional breakfasts and snacks is one component of the program, schools also educate their school communities on healthy, active living.
- **University of Lethbridge Nursing Cohort Program** - Several of our Holy Spirit Schools resume partnership with the University of Lethbridge, Faculty of Health Sciences Bachelor of Nursing program. Beginning September through to December 2024, two nursing student cohorts will be welcomed into the recipient schools of St. Paul and St. Teresa of Calcutta. Lyndsey Spring, *AHS Health Promotion Facilitator* and Anita Lethbridge, *Coordinator of Counselling and Wellness*, provided cohorts an orientation highlighting Comprehensive School Health.
- **Supporting Individuals through Valued Attachment (SIVA) Training** - Over 20 divisional administrators, teachers, and support staff recently completed certification in a two-day SIVA training, facilitated by our Support Services SIVA trainers. This holistic, relationship-based model is designed to enhance safety and support for individuals with challenging behaviors and complex needs. By focusing on proactive strategies and fostering meaningful relationships, the SIVA model equips our staff with the tools to create safer, more inclusive environments across our division.

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

- **English as an Additional Language** - At the division level, we welcome new Canadian families through intake meetings that build strong school-family partnerships, ensuring a smooth student transition. By coordinating wraparound supports, we address each family's needs, fostering a positive and successful educational experience

INFORMATION NO: G.9

September 25, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

ORIGINATOR: Scott Morrison, Superintendent of Schools

BACKGROUND

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



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

Board Strategic Priority: Living Truth and Reconciliation

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

- **Jordan's Principle Updates** - We have completed our reporting on the 2023-2024 school year and have hired almost all of our positions under our Jordan's Principle funding. The earlier approval from Jordan's Principle has allowed us to operationalize this funding much more quickly this year. We are presently updating our data sets and tracking forms for this year.

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

- **Week of Truth and Reconciliation** - The focus of this year's resources (distributed via email and poster) is encouraging exploration, understanding, and respectful integration of these themes. Throughout the year, our newsletter will delve more deeply into topics such as fostering respectful communication, cultural appreciation and appropriation, and braiding indigenous spirituality and Catholic values. This fall, as advertised in our communication, we will be offering a staff book study of Truth Telling, by Michelle Good. Registration will be available during the week of Truth and Reconciliation.
- **RLAC Reconciliation Champion Awards** - We are excited to celebrate that our division's nomination of Tom Little Bear as a Reconciliation Champion for his work in our schools and ensuring safe travel for our students (as seen in our Blood Bus video) has been successful. He will receive his award at a function on the evening of [September 23](#). We also are celebrating grade 10 CCH student Gunner Fox, who is being recognized for his academic and athletic achievements along with his dedication to the survival of the Blackfoot language.

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

- **Learn, Build and Go** - Offerings for Learn, Build and Go workshops have been shared. Our first session will be on Tuesday, September 24 - Fostering Respectful Relationships, featuring a trip to Kainai with Tom Little Bear. Our next two planned offerings are Tuesday, October 22 (Earth Systems / Science) and Tuesday, November 19 (Making Ribbon Skirts).
- **Blackfoot Family Nights** - In cooperation with Changing Horses and their grants, we are excited to again be offering monthly Blackfoot family nights, which feature language immersion, Elders, and food. Our first night on September 12 (FLVT) was incredibly well attended with approximately 80 people in attendance. These evenings will be rotating through our Lethbridge schools; for more information, please contact Shelley Kirkvold, or a member of the team.