

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

Audited Financial Statement for the 2023/2024 Fiscal Year	B.2	The Board's auditors, Tawny Vincon and Dan Bosters, from KPMG, provided the audit opinion to the Board indicating that the financial statements present fairly and the Independent Practitioner's Reasonable Assurance Report also in their opinion meets required criteria, in all material respects, the financial position of the Holy Spirit Roman Catholic Separate School Division as at August 31, 2024, and the results of its operations, cash flows, change in net debt, and re-measurement gains and losses for the year ended August 31, 2024, in accordance with Canadian public sector accounting standards. Acting Secretary Treasurer Amanda Lindemann, with Revenue Accountant Abiodun Bakenne, presented the 2023/2024 Audited Financial Statements to the Board of Trustees.
2023/2024 Annual Education Assurance Measures Report	10664/1124 Linda Ellefson	M/C That the Board of Trustees reviews and approves the Audited Financial Statements for the fiscal year ended in August 31, 2024, AND FURTHER, authorizes that these Audited Financial Statements be submitted to Alberta Education, according to the Government of Alberta's reporting format, and posted on the division's website.
International Student Tuition and Fees 2024/2025	B.3 10665/1124 Bob Spitzig	A draft version of the 2023/2024 Annual Education Assurance Report was presented for Board consideration. Superintendent Chantel Axani and senior administration gave a collaborative overview of the report, speaking to division results in relation to Board priorities. M/C That the Board of Trustees approves the 2023/2024 Annual Education Assurance Report, authorizing the Board Chair to make any incidental corrections, as necessary; AND FURTHER, that the 2023/2024 Annual Education Assurance Report be submitted to Alberta Education by the November 30, 2024 deadline and posted on the division's website. A brief recess was called at 5:43 p.m. The Board reconvened at 6:08 p.m.
Election Bylaw – Third and Final Reading	B.4 10666/1124 Cheralan O'Donnell	The Board reviewed the draft International Student Fee Schedule for the 2025/2026 school year. A comparison chart was also presented to the Board of Trustees outlining the International Student Tuition and Fees throughout the province. It is recommended that our International Student Fees remain the same. M/C That the Board of Trustees approves the 2025/2026 International Student Fee Schedule, as presented.
Boundary Engagement	B.5 10667/1124 Frances Cote	In preparation for the 2025 School Board Elections, the electoral ward boundary bylaw must be approved and will require three readings prior to approval. Bylaw 2024/01, must be completed before December 31, 2024, as per Section 76 of the <i>Education Act</i>. M/C That the Board of Trustees completes the third and final reading of Bylaw 2024/01 relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward.
POLICY REVIEW Policy 2: Role of the Board	B.6 10668/1124 Tricia Doherty C.1	With a new division school slated to open on the westside of Lethbridge in the Fall of 2026, adjustments to existing boundaries in Lethbridge need to be considered. The Board of Trustees will begin rounds of public consultation in the new year to ascertain stakeholder feedback to inform boundary decisions. M/C That the Board of Trustees begin public engagements sessions to inform and acquire division stakeholders feedback regarding Lethbridge boundary reconfigurations that will need to occur prior to the 2026/2027 school year. The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 2: Role of the Board</i>, and presented the recommended changes to the Board of Trustees.

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

November 27/24: page 4 PCCELC Report Economic Development Report Joint City of Lethbridge/School Boards Report Team Lethbridge Report <u>ADVOCACY</u> Individual Trustee Advocacy School Council Advocacy <u>INFORMATION ITEMS</u> Administrative Procedures Updates ATA Invitation to Advent Liturgy Correspondence from Minister of Education Prime Minister's Teaching Excellence Awards Holy Spirit Catholic School Division Christmas Events Schedule	E.5 E.6 E.7 E.8 F.1 10674/1124 M/C Roisin Gibb F.2 G.1 G.2 G.3 G.4 G.5	Trustee Bob Spitzig, Board representative to the PCCELC, was unable at this time to provide a report to the Board regarding recent business, events, and activities. Trustee Tricia Doherty, Board representative to the Economic Development committee, provided a report to the Board regarding recent business, events, and activities. Trustees Tricia Doherty and Roisin Gibb, Board representatives to the Joint City of Lethbridge / School Boards committee, provided a report to the Board regarding recent business, events, and activities. Trustees, Tricia Doherty and Roisin Gibb, Board representatives to Team Lethbridge, provided a report to the Board regarding recent business, events, and activities. Each Trustee provided a brief report detailing the activities they have been engaged in to advocate for the Board and school division over the past month. That the Board of Trustees receives and files individual Trustee Advocacy Reports for November 27, 2024. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Trustee Thomas Machacek asked for a follow up report regarding the St. Michael's School, Bow Island parent concern with Spaces. Superintendent Chantel Axani will gather the necessary information and report back to the Board at a later date. The Board of Trustees received the following updated / revised Administrative Procedures as information: • AP 105: Fire Drills and Fire Prevention • AP 105A: Fire Drill Form • AP 516: Purchasing Cards • AP 516A: Cardholder Agreement • AP 516B: Distribution of Division Purchase Cards • AP 107: Emergency School Closure and Evacuation • AP 210: Challenges to Learning Resources • AP 517: Expense Reimbursement • AP 108: Instructional Year • AP 211: Distance Learning • AP 308: Parent / Guardian - Teacher Conferences • AP 439: Liaison with Parish Priests The ATA Local #5 has invited the Board to attend an Advent Liturgy and Dinner on Tuesday, December 3, 2024. Mass is at 5:15 p.m. at Assumption Church. Following Mass, a turkey dinner will also be provided. The Board received as information correspondence from Minister of Education Demetrios Nicolaides in response to a query on behalf of the Board regarding clarification on transportation funding. The Board reviewed the nomination information for the Prime Minister's Awards for Teaching Excellence recognizing exceptional teachers in all disciplines, STEM and Early Childhood Education. The Board received information detailing the Christmas events happening in schools throughout the division.
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November 27/24: page 5 Holy Spirit Catholic School Division Financial Overview 2023/2024 Holy Spirit Stars Enrolment Data Update ADJOURNMENT	G.6 G.7 G.8 10675/1124 Blake Dolan 10676/1124 Cheralan O'Donnell 10677/1124 Bob Spitzig	The Board received as information a schedule of Christmas events being celebrated, such as concerts, carnivals, and so on, at each of the division schools. The Board reviewed the activities and achievements of the division's students and staff over the past month. The Board received the division enrolment report for October 2024. M/C That the Board of Trustees convenes into the Committee of the Whole at 7:17 p.m. M/C That the Board of Trustees reconvenes into the Regular Meeting at 7:39 p.m. M/C That the Board of Trustees adjourns the Regular Board Meeting of November 27, 2024 at 7:39 p.m. _____ _____ Board Chair Secretary-Treasurer
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