

CALL TO ORDER OPENING PRAYER	Present	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 Trustee Trustee Trustee Trustee Trustee Trustee	Linda Ellefson Frances Cote Tricia Doherty Blake Dolan Roisin Gibb Cheralan O'Donnell Thomas Machacek
		ADMINISTRATION Superintendent of Schools Deputy Superintendent Acting Secretary-Treasurer Recording Secretary	Ken Sampson Anthea Boras Amanda Lindemann Rhonda Kawa
	Regrets	Board Chair Trustee	Carmen Mombourquette 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.	
Approval of Agenda	10611/0624 Cheralan O'Donnell	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
Previous Minutes	10612/0624 Tricia Doherty	M/C	That the minutes of the May 22, 2024 Regular Meeting of the Board be approved, as presented.
	10613/0624 Roisin Gibb	M/C	That the minutes of the June 5, 2024 Special Meeting of the Board be approved, as presented.
Business Arising from the Minutes			There was no business arising from the minutes.
PRESENTATIONS			
Final Continuous Improvement Plan Quarterly Review			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.
ACTION ITEMS			
Share the Mission Award for 2023/2024	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.
	10614/0624 Roisin Gibb	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;

Board Meeting Schedule 2024/2025 School Council Chairs / Board of Trustees Meeting Schedule 2024/2025 Alberta School Councils' Association (ASCA) Membership Renewal Three-Year Infrastructure Maintenance Renewal (IMR) Plan Board Self-Evaluation Gifts for Priests <u>POLICY REVIEW</u> Policy Review Schedule for 2024/2025	B.2 10615/0624 Tricia Doherty B.3 10616/0624 Frances Cote B.4 10617/0624 Cheralan O'Donnell B.5 10618/0624 Frances Cote B.6 10619/0624 Roisin Gibb B.7 10620/0624 Tricia Doherty C.1 10621/0624 Frances Cote	AND FURTHER, that preparations be made to present the award to the recipient at the division's Opening Mass on August 28, 2024. 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. M/C That the Board of Trustees approves the Board Meeting Schedule for 2024/2025, as presented. The Board reviewed the draft 2024/2025 School Council Chairs/Board Meeting Schedule. M/C That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2024/2025, as presented. 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. 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. 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. M/C That the Board of Trustees approves the Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR) Plan for 2024-2027, as presented. The Board conducted its annual Self-Evaluation from June 10-17, 2024 through an online questionnaire format. 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. The division parish priests serve our schools in many capacities. 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. 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. M/C That the Board of Trustees approves the Policy Review Schedule for the upcoming 2024/2025 school year, as presented.
--	---	---

ADMINISTRATIVE REPORTS

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.

BOARD REPORTS

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.

ADVOCACY

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

INFORMATION ITEMS

**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** Acting Secretary Treasurer Amanda Lindemann provided the 2023/2024 Third Quarter Financial Report with Year End Projections for Board information.
- G.2** 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.
- G.3** 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.
- G.4** 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.
- G.5** Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. The event gives students and opportunity to experience riding a bus prior to their first day of school. It will be held on Saturday, August 17, 2024 at Children of St. Martha School.
- G.6** Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
- G.7** Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
- G.8** Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
- G.9** 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.
- G.10** The Board reviewed the activities and achievements of the division's students and staff over the past month.
- G.11** The Board received the division enrolment report for May 2024.

**10625/0624
Roisin Gibb**

**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