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, SEPTEMBER 24, 2025, COMMENCING AT 3:02 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
Associate Superintendent of Learning	Aaron Skretting
Secretary-Treasurer	Amanda Lindemann
Recording Secretary	Rhonda Kawa

CALL TO ORDER OPENING PRAYER		Chair Carmen Mombourquette called the September 24, 2025 Regular Board Meeting to order at 3:02 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. Chair Carmen Mombourquette also led the Board in the opening prayer which was provided by St. Patrick Fine Arts Elementary School.
Approval of Agenda	**10792/0925 Bob Spitzig**	**M/C** **That the agenda for the September 24, 2025 Board Meeting be approved, as presented.**
Previous Minutes	**10793/0925 Frances Cote**	**M/C** **That the minutes of the June 25, 2025 Regular Meeting of the Board be approved, as presented.**
	10794/0925 Bob Spitzig	**M/C** **That the minutes of the September 5, 2025 Special Meeting of the Board be approved, as presented.**
Business Arising from the Minutes		There was no business arising from the minutes.
<u>PRESENTATIONS</u> St. Mary School, Taber Capital Project		Michelle Nevil, Principal of St. Mary School, Taber, gave the Board of Trustees an overview of the project being proposed for the school. Currently the sound system in the gymnasium at the school is inadequate especially in emergent situations such as lockdowns. The school is proposing a new audio and video system to be installed. A portion of the project would be paid through IMR funds and the rest of the funding for any upgraded audio equipment would have to be acquired through fundraising, donations and grants.
Catholic Central High School Student Bella Lindemann		Aaron Skretting, Associate Superintendent of Learning presented Catholic Central High School Grade 12 student, Bella Lindemann, a small token of appreciation on behalf of Holy Spirit Catholic School Division. Ms. Lindemann created the beautiful graphics featured in the Division's 3 Year Faith Plan "Open Wide The Doors! Sent to Share Christ's Love".
Year 1: Know God		Aaron Skretting, Associate Superintendent of Learning spoke to the Board about Year 1 of the division's 3 Year Faith Plan 2025-2028 entitled "Open Wide The Doors! Sent to Share Christ's Love". The division is in the first year of the Faith Plan and the theme is "Know God". In the 2025-2026 school year, our call is to Know God, by humbly walking with Him. Our focus for the year is Matthew 11:29, "Take my yoke upon you, and learn from me; for I am gentle and humble in heart, and you will find rest for your souls."

ACTION ITEMS		
Pincher Creek Community Early Learning Centre Letter	**B.1**	In March of 2019, Holy Spirit Catholic School Division Board of Trustees approved the transfer of land located at Plan 780JK, Block A, Lot 3 to the Town of Pincher Creek contingent upon the Town of Pincher Creek utilizing the land for the purpose of a daycare and before/after school care facility. Due to a clerical error a new letter is required to be submitted to the Government of Alberta with the correct land description.
	10795/0925 Cheralan O'Donnell	**M/C** **That the Board of Trustees directs the Superintendent of Schools to submit a new letter indicating the proper land description regarding the transfer of land from the Holy Spirit Catholic School Division to the Town of Pincher Creek.**
St. Mary School, Taber Capital Project	**B.2**	Principal Michelle Nevil of St. Mary School, Taber, requested approval for the installation of a new sound system for the school gymnasium as IMR will only cover the safety and basics of a sound system. The rest of the funding for upgrades will be the responsibility of the school.
	10796/0925 Thomas Machacek	**M/C** **That the Board of Trustees, due to the immediacy of the request by St. Mary School, Taber, will bring this matter to the Board for a motion at the September 24, 2025 Regular Meeting of the Board.**
	10797/0925 Thomas Machacek	**M/C** **That the Board of Trustees approves the proposal by the school community of St. Mary School, Taber, to install an upgraded sound system for their school gymnasium;** **AND FURTHER, that all funding will come from donations, grants, and fundraising and that there will be no cost to the Holy Spirit Catholic School Division for this project.**
Superintendent Evaluation	**B.3**	The Board reviewed its annual evaluation of the Superintendent, which was conducted on June 26, 2025 through the independent services of consultant, Mr. Gary Strother.
	10798/0925 Tricia Doherty	**M/C** **That the Board of Trustees approves the Superintendent's Evaluation Report, as established in the evaluation meeting of June 26, 2025, as an accurate accounting of the Superintendent's performance for the period November 7, 2024 to May 15, 2025;** **AND FURTHER, that the Board of Trustees authorizes the Board Chair to make any required technical edits and to sign the report on the Board's behalf.**
Board Evaluation	**B.4**	The Board conducted its annual Self-Evaluation from May to June 2025 through an online questionnaire format.
	10799/0925 Roisin Gibb	**M/C** **That the Board of Trustees approves the Board Self-Evaluation Report, as conducted with an online questionnaire from May-June 2025;** **AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.**
POLICY REVIEW		
Policy 1: Board Mandate, Mission, Vision, Values, and Goals	**C.1**	The Board's Policy Development and Review Committee have completed a thorough review of *Policy 1: Board Mandate, Mission, Vision, Values, and Goals* and presented the recommended changes to the Board of Trustees.
	10800/0925 Cheralan O'Donnell	**M/C** **That the Board of Trustees accepts *Policy 1: Board Mandate, Mission, Vision, Values and Goals,* as amended.**
Policy 4: Trustee Code of Conduct	**C.2**	The Board's Policy Development and Review Committee have completed a thorough review of *Policy 4: Trustee Code of Conduct* and its appendices and presented the recommended changes to the Board of Trustees.

	10801/0925 Cheralan O'Donnell	**M/C** **That the Board of Trustees accepts *Policy 4: Trustee Code of Conduct, Policy 4: Appendix A: CCSTA Code of Ethics,* and *Policy 4: Appendix B: ASBA Code of Ethics*, as amended.** **AND FURTHER, that the Board of Trustees rescinds *Policy 4: Appendix C: Trustee Code of Conduct Sanctions* due to redundancy.**
Policy 7: Board Committees and Board Representation	**C.3**	The Board's Policy Development and Review Committee have completed a thorough review of *Policy 7: Board Committees and Board Representation* and its appendices and presented the recommended changes to the Board of Trustees. • *Policy 7: Appendix A: Negotiations Committee: Terms of Reference* • *Policy 7: Appendix B: Audit Committee: Terms of Reference* • *Policy 7: Appendix C: Finance Committee: Terms of Reference* • *Policy 7: Appendix D: Share the Mission Committee: Terms of Reference* • *Policy 7: Appendix E: Teacher Board Advisory Committee: Terms of Reference* • *Policy 7: Appendix F: Policy Development and Review Committee: Terms of Reference* • *Policy 7: Appendix G: GrACE: Terms of Reference*
	10802/0925 Cheralan O'Donnell	**M/C** **That the Board of Trustees accepts *Policy 7: Board Committees and Board Representation, Policy 7: Appendix A: Negotiations Committee, Policy 7: Appendix B: Audit Committee, Policy 7: Appendix C: Finance Committee, Policy 7: Appendix D: Share the Mission Committee, Policy 7: Appendix E: Teacher Board Advisory Committee, Policy 7: Appendix F: Policy Development and Review Committee, Policy 7: Appendix G: GrACE Committee* as amended.** Discussion was undertaken by the Trustees suggesting two new committees be considered: • Presentations, Awards and Gifts • Buildings and Renovations
	10803/0925 Frances Cote	**M/C** **That the Board of Trustees directs the Policy Development and Review Committee to take the suggestions of two new committees, Presentations, Awards and Gifts and Buildings and Renovations back to further study the feasibility of these suggested committees and the Terms of Reference involved.**
Policy 18: Board Governance and Operations	**C.4**	The Board's Policy Development and Review Committee have completed a thorough review of *Policy 18: Board Governance and Operations* and its appendix and presented the recommended changes to the Board of Trustees.
	10804/0925 Cheralan O'Donnell	**M/C** **That the Board of Trustees accepts *Policy 18: Board Governance and Operations* and *Policy 18: Appendix A: Governance Budget, Trustee Compensation, Budget Expenses, and Reimbursement,* as amended.**
<u>ADMINISTRATIVE REPORTS</u> **Superintendent's Report**	**D.1**	The Board reviewed the Superintendent's September 24, 2025 Report.
	10805/0925 Tricia Doherty	**M/C** **That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Religious Education, Support Services, Facilities, Technology and First Nations, Métis and Inuit Reports for September 24, 2025.**
Deputy Superintendent's Report	**D.2**	The Board reviewed the Deputy Superintendent's September 24, 2025 Report.
Secretary Treasurer's Report	**D.3**	The Board reviewed the Secretary-Treasurer's September 24, 2025 Report.

Director of Religious Education Update	**D.4**	Aaron Skretting, Associate Superintendent of Learning, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	**D.5**	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to Support Services.
First Nations, Métis and Inuit Education Update	**D.6**	Aaron Skretting, Associate Superintendent of Learning, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis, and Inuit Education.
Director of Technology Update	**D.7**	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the technology department.
Director of Facilities	**D.8**	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance. The Board took a brief recess at 4:52 p.m. The Board reconvened at 5:22 p.m.
<u>BOARD REPORTS</u> **Board Chair's Report**	**E.1**	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.
	10806/0925 Frances Cote	**M/C That the Board of Trustees receives and files the Board Chair, ASBA, ACSTA, GrACE, PCCELC, Economic Development, Joint City/School Boards, and the Audit Committee Reports for September 24, 2025.**
ACSTA Report	**E.2**	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	**E.3**	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE	**E.4**	Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC	**E.5**	Trustee Bob Spitzig, Board representative to PCCELC, provided a report to the Board regarding recent business, events, and activities.
Economic Development	**E.6**	Trustee Tricia Doherty, Board representative to Economic Development, provided a report to the Board regarding recent business, events, and activities.
Joint City of Lethbridge / School Boards Committee	**E.7**	Trustees Roisin Gibb and Tricia Doherty, Board representatives to the Joint City of Lethbridge / School Boards Committee, provided a report to the Board regarding recent business, events, and activities.
Audit Committee	**E.8**	Vice Chair Linda Ellefson, Chair of the Audit Committee, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u> **Individual Trustee Advocacy**	**F.2**	Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10807/0925 Linda Ellefson	**M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 24, 2025.**
School Council Advocacy	**F.3**	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. Board Chair Carmen Mombourquette sent a letter to School Council Chairs indicating that Trustees are to be invited to school council meetings and all questions regarding potential job action are to go through the Board Chair of Holy Spirit Catholic School Division's Board of Trustees

<u>INFORMATION ITEMS</u>		
Administrative Procedures Update	**G.1**	The Board of Trustees received the following updated / revised Administrative Procedures as information: • *AP 517: Expense Reimbursement* • *AP 504: Purchasing Operations* • *AP 350: Student Transportation* • *AP 350A: Student Transportation Fee Schedule* These versions reflect current language, procedures and supports regarding learners and staff in Holy Spirit Catholic School Division. The information has been placed on the division website.
Catholic Education Week	**G.2**	Catholic Education Week will be celebrated from October 18-24, 2025. Catholic Education Sunday will be celebrated October 18/19, 2025 throughout the Diocese of Calgary.
Truth and Reconciliation Week	**G.3**	Over the course of the September 22-30, 2025 week, Holy Spirit Catholic School Division will be focusing on recognizing and providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being. The division will be providing resources and activities for our schools throughout the week that are focused on the division's strategic priority: Living Truth and Reconciliation.
Dual Credit Grant	**G.4**	Holy Spirit Catholic School Division was awarded $100,000 through Alberta Education's Dual Credit Enhancement Grant to support the Carpenter Apprenticeship program in partnership with Lethbridge Polytechnic for St. Mary School, Taber.
ADJOURNMENT	**10808/0925** **Thomas Machacek**	**M/C** **That the Board of Trustees adjourns the Regular Board Meeting of September 24, 2025, at 5:39 p.m.**

Board Chair **Secretary-Treasurer**