

Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, March 27, 2024
6:00 p.m.

AGENDA

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

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (St. Catherine School, Picture Butte) – Trustee Cheralan O'Donnell

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) February 28, 2024 Regular Board Meeting
 - c) Business Arising/Unfinished Business from the Minutes
 - d) Presentation: FWBA Architects: Westside Lethbridge School
(Jesse Potrie, Architect)
 - e) Presentation: Second Quarter Financial Statement
(Amanda Lindemann, Acting Secretary Treasurer)
-
- B.1 Three Year Capital Plan (2025-2028)
 - B.2 April Board Meeting Location and Time
 - B.3 May and June Board Meeting Times

C. POLICY REVIEW

- C.1 Policy 16: School Closure
- C.2 Policy 17: Awards
- C.3 Policy 3: Role of the Trustee

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

F. ADVOCACY

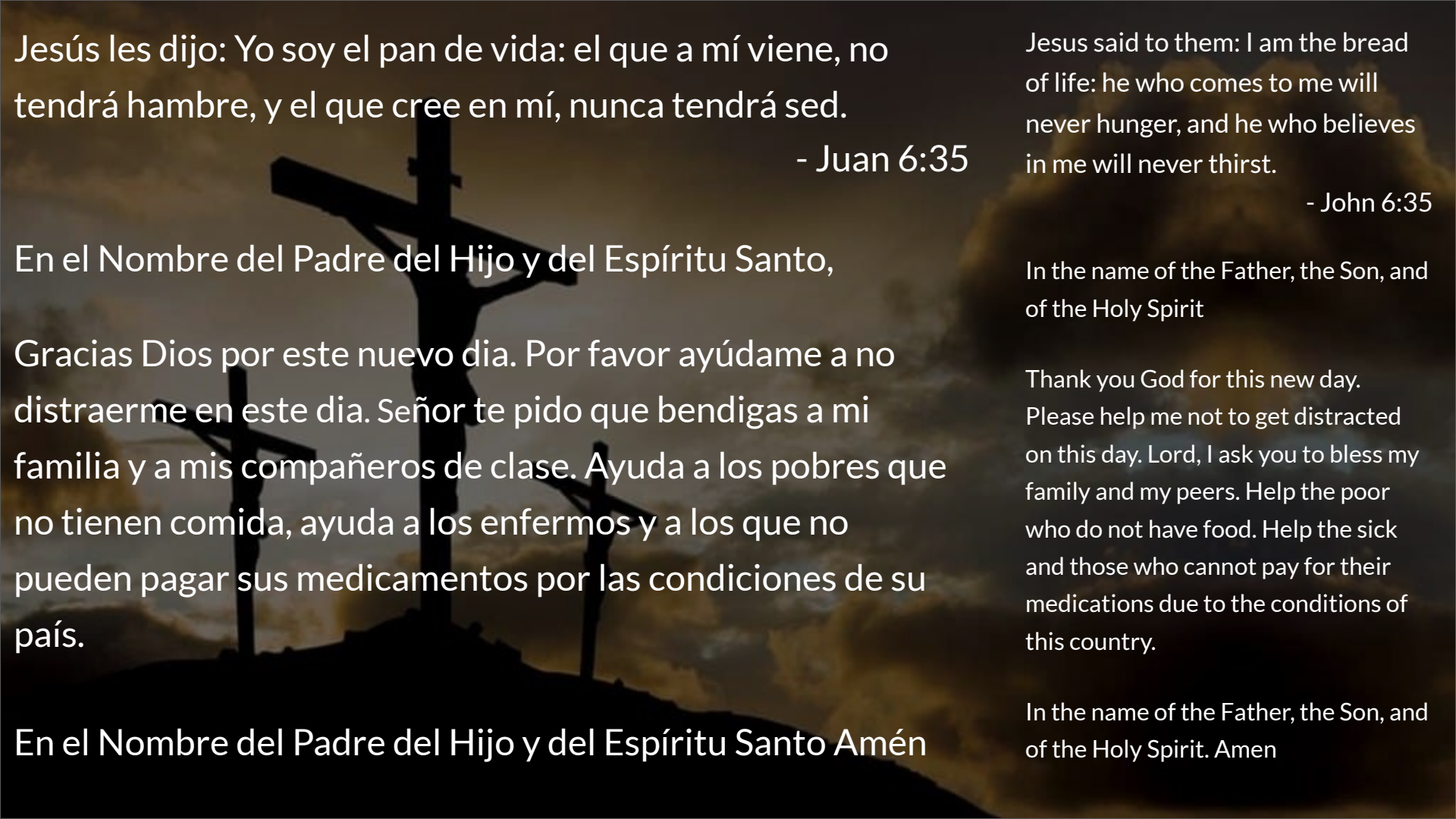
- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy
- F.3 Holy Spirit High Schools Graduation Planning

G. INFORMATION ITEMS

- G.1 "Share the Mission" Award Nomination Information
- G.2 GrACE Summit
- G.3 Director of Learning Update
- G.4 Director of Religious Education Update
- G.5 Director of Support Services Update
- G.6 First Nations, Métis, and Inuit Education Update
- G.7 Holy Spirit Stars
- G.8 Enrolment Data Update

H. ADJOURNMENT

February 28/24: page 4 KidoodIED Million Dollar School Giveaway Results AP 305: Assessing and Evaluating Student Achievement 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.2 G.3 G.4 G.5 G.6 G.7 G.8 G.9 10512/0224 Bob Spitzig 10513/0224 Bob Spitzig 10514/0224 Linda Ellefson 10515/0224 Bob Spitzig 10516/0224 Blake Dolan 10517/0224 Bob Spitzig 10518/0224 Linda Ellefson	Ten (10) schools from Holy Spirit Catholic School Division were awarded \$10,000 each to support educational programs and resources within their schools through the KidoodIED Million Dollar School Giveaway last spring. The Board received information detailing the projects that the winning schools undertook with the funds. The Board received the revised version of <i>Administrative Procedure 305: Assessing and Evaluating Student Achievement</i>. This information has been placed on the division website. 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 January 2024. M/C That the Board of Trustees convenes to the Committee of the Whole at 8:24 p.m. M/C That the Board of Trustees reconvenes to the Regular Meeting at 8:40 p.m. M/C That the Board of Trustees sponsor the 2024 Canadian Catholic School Trustee Association's (CCSTA) Convention being held May 30 – June 1, 2024 as a silver sponsor in the amount of five hundred dollars (\$500.00). M/C That the Board of Trustees extend the February 28, 2024 Regular Meeting past 9:00 p.m. M/C That the Board of Trustees convenes to the Committee of the Whole at 8:41 p.m. M/C That the Board of Trustees reconvenes to the Regular Meeting at 10:00 p.m. M/C That the Board of Trustees adjourns the Regular Board Meeting of February 28, 2024 at 10:01 p.m.
		_____ Board Chair _____ Secretary-Treasurer



Jesús les dijo: Yo soy el pan de vida: el que a mí viene, no
tendrá hambre, y el que cree en mí, nunca tendrá sed.

- Juan 6:35

En el Nombre del Padre del Hijo y del Espíritu Santo,

Gracias Dios por este nuevo día. Por favor ayúdame a no
distraerme en este día. Señor te pido que bendigas a mi
familia y a mis compañeros de clase. Ayuda a los pobres que
no tienen comida, ayuda a los enfermos y a los que no
pueden pagar sus medicamentos por las condiciones de su
país.

En el Nombre del Padre del Hijo y del Espíritu Santo Amén

Jesus said to them: I am the bread
of life: he who comes to me will
never hunger, and he who believes
in me will never thirst.

- John 6:35

In the name of the Father, the Son, and
of the Holy Spirit

Thank you God for this new day.
Please help me not to get distracted
on this day. Lord, I ask you to bless my
family and my peers. Help the poor
who do not have food. Help the sick
and those who cannot pay for their
medications due to the conditions of
this country.

In the name of the Father, the Son, and
of the Holy Spirit. Amen

ACTION NO: B.1

March 27, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Three Year Capital Plan (2025-2028) Finalized

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Based on the direction provided by the Board at its February 28, 2024 Regular Meeting, the finalized Three Year Capital Plan for 2025-2028 is presented for review and approval.

RECOMMENDATION

That the Board of Trustees approves the Three Year Capital Plan for 2025-2028, as presented;

AND FURTHER, that this document be submitted to Alberta Education and Alberta Infrastructure and placed on the division website.



Holy Spirit
CATHOLIC SCHOOL DIVISION

Capital Plan 2025 - 2028

DRAFT

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Executive Summary

In developing the Capital Plan, the Board of Trustees is guided by Board Policy No. 1 – *Board Mandate, Mission, Values and Goals* which states, “the Board is dedicated to serving the educational needs and aspirations of the Catholic parents and children in the communities of Coaldale, Lethbridge, Picture Butte, Pincher Creek, Taber, Bow Island and surrounding areas...”

Under Board Policy No. 2 – *Role of the Board*, as part of stewardship and under fiscal responsibility, the Board is required to “approve the Three-year Capital Plan and Infrastructure Maintenance and Renewal Plan (IMR) Plan.”

Administrative Procedure 126 – *Long Range Facility Planning*, outlines a process to “maximize utilization of all school facilities and enhance programming opportunities for students.” This ensures the development of a capital plan that meets the educational needs of our school communities.

At the regular meeting of February 25, 2015, the Board of Trustees approved its 10-Year Capital Plan for 2015-2025. Except for some minor adjustments, which will be detailed in this report, the Board remains committed to its capital plan for 2015-2025.

In January 2023, Senior Administration provided the Board of Trustees with enrolment and utilization projections to 2032. The enrolment projections confirm the need for an additional school in West Lethbridge. On March 1, 2023 the Minister of Education, The Honorable Adriana LaGrange, announced the construction approval for a new West Lethbridge elementary school. Planning is now underway.

With the announcement of the construction of a new elementary school, priorities will now be set that address enrolment pressure elsewhere in the school division, as well as the need for modernization or replacement of facilities that no longer meet the needs of our schools’ communities.

At the March 27, 2024 Regular Meeting of the Board of Trustees, the Board set the following priorities for its Three-Year Capital Plan:

- Modernization/Replacement of St. Francis Junior High School (value scoping, 2025, construction, 2026)
- Modernization of St. Michael’s School, Bow Island (value scoping, 2028)
- Modernization of Our Lady of the Assumption School (value scoping, 2028)

Articulating our Purpose

The Capital Plan will be aligned with the Mission, Vision, and Values of the School Division.



HOLY SPIRIT CATHOLIC SCHOOL DIVISION 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 SCHOOL DIVISION

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.
EXCELLENCE IN LEARNING	• Our schools provide a welcoming, safe and accepting sanctuary. • 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 His 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 through prayer, liturgy and symbols of our faith. • We practice Christian fellowship. • We promote and practice charity and 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.

Partnering with our Community

Aligned with the belief that parents are the foremost educators of their children, the Holy Spirit Catholic School Division has fostered strong professional relationships with a wide array of support services, leveraging expertise from both internal and external partners. This collaborative approach, together with our commitment to creating an inclusive educational setting, ensures that children and students receive the most comprehensive education possible, enabling them to achieve their full potential. The Capital Plan is deeply informed by this philosophy, incorporating community partnerships aimed at addressing the diverse needs of our students and their families.

Creating Infrastructure Sustainability

The objective of long-range facility planning is to create an infrastructure that will sustain the Holy Spirit Catholic School Division's school communities for many years to come. Numerous factors influence the creation of a long-range facility plan. These include:

- Health and safety of students and staff
- Building conditions
- Utilization rates, both current and anticipated – influenced by population growth or decline
- Student transportation needs
- Student demographics
- Education program delivery
- Community relationships
- Capital funding constraints
- Ongoing operating costs

The Challenge

Holy Spirit Catholic School Division's primary challenge involves addressing the disparities in student enrolment across the school division, leading to either inefficient or inadequate utilization of our facilities. Predicting enrolment trends for the next decade poses significant difficulties, especially in light of the unpredictable impacts of the COVID-19 pandemic. Before 2020, we were on a trajectory of substantial enrolment growth, but the downturn during 2020 and 2021 disrupted our long-term forecasts, rendering them less reliable. Despite these challenges, enrolment has rebounded with the easing of the pandemic. The 2022-2023 academic year saw enrolment return to pre-pandemic figures, with a notable 4.4% increase in 2023-2024. Looking ahead, we are cautiously optimistic, projecting an enrolment surge of over 300 students (6%) over the coming decade.

Based on current projections, the next decade will see a roughly 1% decrease in overall enrolment across our rural schools. This decline, however, is not uniformly distributed. For instance, St. Mary's School in Taber is expected to experience a 12% increase, contrasting with St. Catherine School in Picture Butte and St. Michael's School in Bow Island, which are both projected to undergo an 8% decrease. Moreover, St. Patrick School in Taber is anticipated to see a 10% reduction in enrolment over the same period.

The enrolment trends for schools in Lethbridge will vary depending on their location within the city and the presence of school-aged children in their respective neighborhoods. Specifically, schools located east of the Oldman River are projected to experience a 13% increase in enrolment. St. Teresa of Calcutta Elementary School, already operating at 111% capacity, is expected to maintain at least a 103% capacity. By 2033, St. Francis School is anticipated to reach 108% capacity.

On the other hand, schools in West Lethbridge are predicted to witness an overall enrolment growth of 4% over the next decade. The addition of a new elementary school, slated to open in September 2026, in West Lethbridge is intended to mitigate the current enrolment pressures.



The following enrolment and utilization projections do not include the addition of a new school in West Lethbridge, that is expected to open in 2026.

Enrolment and Utilization Projections													
School	Grades	Actual Enrolment Sept 2023	Functional Student Capacity	Util. Rate	Enrol 2028	Enrol Growth 5 years (2028)	Util 2028	Spaces available	Enrol 2033	Enrol Growth 10 years (2033)	Util. 2033	Spaces available	
Our Lady of The Assumption (S)	EL-6	184.00	352.00	52%	190.00	3%	54%	162.00	183.00	-1%	52%	169.00	
Ecole St. Mary (E)	EL-6	395.00	489.00	81%	377.00	-5%	77%	112.00	356.00	-10%	73%	133.00	
St. Paul (N)	EL-6	268.00	382.00	70%	256.00	-4%	67%	126.00	235.00	-12%	62%	147.00	
St. Teresa of Calcutta (N)	EL-6	409.00	370.00	111%	402.00	-2%	109%	(32.00)	382.00	-7%	103%	(12.00)	
St. Francis (E)	7-9	550.00	634.00	87%	711.00	29%	112%	(77.00)	685.00	25%	108%	(51.00)	
CCH Campus East	10-12	516.00	984.00	52%	669.00	30%	68%	315.00	781.00	51%	79%	203.00	
Trinity E-Learning	9-12	34.00	50.00	68%	35.00	3%	70%	15.00	35.00	3%	70%	15.00	
CARE (Outreach)	7-9	5.00	12.00	42%	6.00	20%	50%	6.00	6.00	20%	50%	6.00	
Total Lethbridge East		2,361.00	3,273.00	72%	2,646.00	12%	81%	627.00	2,663.00	13%	81%	589.00	
St. Patrick Fine Arts	K-6	276.00	305.00	90%	268.00	-3%	88%	37.00	249.00	-10%	82%	56.00	
Children of St. Martha	EL-6	233.00	310.00	75%	243.00	4%	78%	67.00	234.00	0%	75%	76.00	
Father Leonard Van Tighem	EL-9	676.00	650.00	104%	689.00	2%	106%	(39.00)	690.00	2%	106%	(40.00)	
CCH Campus West	10-12	412.00	489.00	84%	489.00	19%	100%	0.00	489.00	19%	100%	0.00	
Total Lethbridge West		1,597.00	1,754.00	91%	1,689.00	6%	96%	65.00	1,662.00	4%	95%	92.00	
Total Urban		3,958.00	5,027.00	79%	4,335.00	10%	86%	692.00	4,325.00	9%	86%	681.00	
St. Joseph - Coaldale	EL-9	338.00	397.00	85%	365.00	8%	92%	32.00	336.00	-1%	85%	61.00	
St. Catherine - Picture Butte	EL-9	198.00	287.00	69%	194.00	-2%	68%	93.00	183.00	-8%	64%	104.00	
St. Patrick - Taber	EL-5	214.00	237.00	90%	201.00	-6%	85%	36.00	193.00	-10%	81%	44.00	
St. Mary - Taber	6-12	181.00	399.00	45%	193.00	7%	48%	206.00	202.00	12%	51%	197.00	
St. Michael - Bow Island	EL-12	60.00	270.00	22%	62.00	3%	23%	208.00	55.00	-8%	20%	215.00	
St. Michael - Pincher Creek	EL-12	321.00	420.00	76%	301.00	-6%	72%	119.00	324.00	1%	77%	96.00	
Total Rural		1,312.00	2,010.00	65%	1,316.00	0%	65%	694.00	1,293.00	-1%	64%	717.00	
Total Holy Spirit		5,270.00	7,037.00	75%	5,651.00	7%	80%	1,386.00	5,618.00	7%	80%	1,398.00	
Functional student capacity is less than official capacity as it takes into account additional space required for students with specialized learning needs													
Utilization rate = enrolment / functional student capacity													
Updated: February 15, 2024													

Board Priorities

In setting its priorities for capital construction, whether this is new construction, school preservation or school expansion, the Board considers the building conditions of existing facilities based on facility audit scores, and from ongoing inspection of the buildings for program maximization and utilization of space. Furthermore, the potential impact on the health and safety of staff and students is carefully considered.

The construction of new schools and the addition of modular classrooms are necessary to address enrolment pressures. School preservation projects involve expansions to existing schools, modernization and upgrading of existing schools, the re-sizing of existing schools, and possibly the replacement of schools.

Complete details of the Board's capital priorities are contained within the 10-year Capital Plan:

[2015 - 2025 Capital Plan](#)

Three Year Capital Plan Requests

The Board has used the following as its guide in preparing the 2025 - 2028 Capital Plan:

- A review of the Mission, Vision and Values of the school division
- Administrative Procedure 126 – Facility Planning
- A review of Facility Audit Scores
- Ongoing visits to schools
- 10 Year Capital Plan
- Enrolment and Utilization Projections
- 2023 City of Lethbridge Census Results

School	Year	Est. Cost
St. Francis Junior School, Lethbridge, value scoping	2025	\$ 100,000
St. Francis Junior High School, modernization	2026	undetermined
St. Michael School, Bow Island, value scoping	2028	\$ 100,000
Our Lady of the Assumption School, Lethbridge, value scoping	2028	\$ 100,000

It is important to recognize that the dependability of the enrolment forecast beyond five years becomes increasingly uncertain over time due to factors beyond our control. Nevertheless, with the use of dependable current statistical population information, and the application of methodical analysis of student population growth patterns in our jurisdiction over the past five years, it seems satisfying the need for student spaces over the next five years would likely also address them beyond five years, perhaps even for up to ten years, for most of our schools. Holy Spirit Catholic School Division's Capital Plan:

- Ensures adequate student spaces at the elementary and junior high levels;
- Addresses programming needs through the modernization of three existing facilities;
- Addresses student safety both within and outside of school buildings;
- Provides facility space to meet the provincial class size recommendations;
- Provides educational spaces that will meet the needs of 21st century learners; and
- Ensures that the Holy Spirit Catholic School Division's Board continues to serve its mandate to meet the needs of our Catholic communities.

Once fully implemented, our plan will provide our students with facilities that will meet projected needs for the next three years and beyond.



Modernization – St. Francis Junior High School – Lethbridge

PROJECT DRIVERS:

- HEALTH AND SAFETY
- BUILDING CONDITION
- ENROLMENT PRESSURE
- FUNCTIONALITY AND PROGRAMMING

Constructed in 1957 and subsequently updated through the 1960s, with its last significant renovation in the mid-1980s, St. Francis Junior High School in Lethbridge reflects the educational standards of the mid-20th century. Alberta Infrastructure's evaluation in November 2015 gave the school a Facility Condition Index (FCI) of 17%, indicating that while the building's components are aging and nearing the end of their lifecycle, it remains in acceptable condition for use. This assessment, now nearly a decade old, does not consider the building's suitability for modern educational programs or address pressing safety and security concerns due to its design.

Originally established as St. Francis Boys' School under the guidance of the Basilian Order of Priests, the design catered to the educational needs of active boys, without considering the requirements for co-educational settings or accommodating students with specialized learning needs. Many of the building's current deficiencies can be traced back to its initial design, highlighting how it has surpassed its original purpose as a conducive environment for adolescent education and development.

In light of these considerations and as part of a strategic planning exercise, the Board is exploring the possibility of replacing the school on its current site to better meet contemporary educational standards and safety requirements.

Safety and Security

The layout of the school poses a security challenge due to the administration office and reception desk being positioned without a direct line of sight to the front entrance. This arrangement hinders effective monitoring of the entrance, compromising the ability to ensure safety. Furthermore, the significant distance between the office and the classrooms and learning spaces limits opportunities for passive supervision, further detracting from the school's overall security and oversight.

Building Condition

The proposed modernization or replacement of the facility aims to resolve critical maintenance issues, including comprehensive upgrades to the mechanical and electrical systems. This initiative will significantly enhance the building's environmental conditions, primarily through the installation of advanced HVAC systems for improved air quality and climate control. Although a recent update to the information technology infrastructure in 2021 enhanced Wi-Fi and internet access, addressing some technological deficiencies, the physical layout of the building still restricts the full utilization of these advancements. Many of the educational spaces are outdated and require substantial updates to meet current standards if modernization is pursued.

Currently, St. Francis Junior High School stands as the oldest middle/junior high school in the area yet to undergo modernization. This status hampers the school's ability to offer a comprehensive range of learning opportunities that students need and deserve.

Enrolment Pressure

The school currently operates with a capacity to accommodate 634 students. As of September 2023, it enrolled 550 students, utilizing 87% of its capacity. Projections for the next five years suggest an expected increase in enrolment to 711 students, exceeding its capacity at 112%. By 2033, enrolment is anticipated to slightly decrease to 685 students, which still places the school at 108% of its capacity. To meet the demands of Lethbridge's expanding population, expanding the school's capacity will be an essential component of its modernization efforts.

Functionality and Programming

St. Francis Junior High School's design, characterized by compartmentalized spaces along double-loaded corridors, lacks essential areas such as a central gathering space, a learning commons, and collaboration zones, all crucial for implementing current educational best practices.

The facility's limitations impact several programs and services:

- Daily physical activity is compromised by safety concerns due to overcrowded physical education classes.
- The fitness center, located in a cramped basement below the gym, suffers from poor ventilation and noise issues.

- Fine arts programs are constrained by inadequate spaces, with no proper facilities for choral, drama, art (lacking a kiln and isolated from other arts), guitar, and band activities, including a lack of performance areas.
- Shared space for construction tech with Catholic Central High School.
- Religious Studies are hindered by a small chapel that cannot expand to accommodate larger groups.
- Outdated and insufficient science labs, with only two available for 18 classes.
- A shortage of office space for essential support services.
- The absence of break-out rooms and gender-neutral washrooms.

Facility constraints also prevent the offering of programs like a multimedia lab, robotics, and a comprehensive life skills program (due to the lack of a kitchen). The lack of flexible learning and gathering spaces limits leadership activities, community events, and fine arts performances, alongside missing amenities like meeting spaces and a sick room.

Some programs are currently hosted at Catholic Central High School, including Foods and Band, but logistical challenges and space limitations at the high school complicate these arrangements and divide junior high band activities. Additionally, increasing enrolment at the high school restricts access to shared resources, impacting co-curricular programs and practice schedules.



Modernization – **St. Michael’s School** – Bow Island

PROJECT DRIVERS:

- SAFETY AND SECURITY
- BUILDING CONDITION
- FUNCTIONALITY AND PROGRAMMING
- ENROLMENT

St. Michael’s School in Bow Island is an Early Learning to Grade 12 facility that was originally built in 1962 with a series of additions through the 1960s and 1970s. A CTS shop was added in 2000. This school was transferred to Holy Spirit Roman Catholic Separate School Division in September 2014 from Medicine Hat Catholic School Division. The school was last assessed by Alberta Infrastructure in February 2017 and was assigned a facility condition index of 19%. Facilities with an FCI that is equal to or greater than 15%, or equal to or less than 40%, indicate aging components that are nearing the end of their life cycle and require additional expenditures for renewal or refurbishing.

Safety and Security

The facility faces several safety and security challenges due to accumulated deferred maintenance. Although the most pressing concerns were mitigated when the school transitioned to The Holy Spirit Catholic School Division, significant improvements still need to be made through modernization. A primary security concern is the visibility of the front entrance from the front office, which requires urgent attention.

Building Condition

A modernization will address outstanding maintenance items, including a full mechanical/electrical system upgrade and remediation of existing building code and building envelope issues at the school.

Functionality and Programming

A modernization will allow for the construction of a Learning Commons and collaboration spaces to help improve educational programming in support of student learning.

Enrolment

The proposed modernization will entail resizing the facility to improve its currently low utilization rates, which are anticipated to persist. Currently, the school has a functional capacity for 270 students but is operating at a 22% utilization rate with an enrolment of 60 students. Projections for the next decade indicate minimal variation in these numbers, with an expected enrolment of 55 students by 2033, bringing the utilization rate to 20%.



Modernization – Our Lady of the Assumption School – Lethbridge

PROJECT DRIVERS:

- BUILDING CONDITION
- FUNCTIONALITY AND PROGRAMMING

Our Lady of the Assumption School is an Early Learning to Grade Six elementary school located in South Lethbridge. The facility was originally built in 1956 with a significant addition in 1960. A pair of modular classrooms were added in 2011. The facility's FCI index in 2015 was 7%. The school is in acceptable condition overall.

Building Condition

The school's modernization will address critical maintenance needs, featuring comprehensive upgrades to its mechanical and electrical systems. Upgrades to the HVAC system will align the school's heating and ventilation with contemporary standards, addressing the current issue where, during May, June, and September, excessive heat and insufficient airflow render many classrooms unsuitable for effective teaching and learning. This situation has, at times, compelled teachers and students to seek alternative learning areas outside or in hallways. Furthermore, enhancements to electrical systems and information technology infrastructure will not only improve lighting conditions for both students and staff but also enhance Wi-Fi and internet connectivity throughout the school.

Functionality and Programming

The current structure of the school, with its mix of double and single-loaded corridors flanked by traditional classroom spaces, is set for a transformation. The envisioned modernization aims to introduce a learning commons and a variety of collaborative learning environments, aligning the facility with the latest research-based educational practices.

Facility limitations currently affect several programs, including:

- Physical Education: The gym's size restricts activities and storage space for equipment.
- Early Learning Program and Early Childhood Services: The lack of nearby bathroom facilities.
- Religious Studies: The existing chapel space is too small.

- Support Services: There is insufficient office space for the School Counselor, First Nations Support Worker, Speech Language Pathologist, and other essential services.
- Administration: There is no designated office for the Associate Principal.
- Additional needs include a sensory room for students, the absence of bathroom facilities in modular classrooms, a lack of modern gender-neutral bathrooms, an outdated library that does not support a Learning Commons model, and very limited meeting or conference space.

The current facility's constraints also preclude offering several programs:

- There is no dedicated multi-purpose science (STEM) room.
- A shortage of breakout rooms.
- The gym's size is inadequate for hosting sporting events like basketball or volleyball.
- The absence of a proper commercial kitchen prevents the offering of food preparation programs.
- A lack of a sizable gathering space restricts drama and fine arts presentations, spiritual activities, parent meetings, and other community events.
- While there are wheelchair lifts, the overall layout falls short in accessibility for individuals with disabilities, including lack of wheelchair access to the playground exit.



ACTION NO: B.2

March 27, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: April Board Meeting Location and Time

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. A change of time and meeting location has been requested for the April 24, 2024 Board of Trustees meeting.
2. The original location of the Regular Board of Trustees Meeting is St. Basil Catholic Education Centre. The new location suggested is St. Michael's School in Pincher Creek.
3. The original time of the Regular Board of Trustees Meeting is 6:00 p.m. The new suggested time is 3:00 p.m.
4. Board Chair Carmen Mombourquette will speak to this item.

RECOMMENDATION

That the Board of Trustees changes the location and time of meeting of the April 24, 2024 Regular Board of Trustees Meeting to a new location at St. Michael's School in Pincher Creek and to a new start time of 3:00 p.m.

ACTION NO: B.3

March 27, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: May and June Board Meeting Times

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. A change of time has been requested for the May and June Board of Trustees meetings.
2. The original time of the Regular Board of Trustees Meeting is 6:00 p.m. The new suggested time is 3:00 p.m.
3. Board Chair Carmen Mombourquette will speak to this item.

RECOMMENDATION

That the Board of Trustees changes the time for both the May 22, 2024 and June 26, 2024 Regular Board of Trustees Meetings from a start time of 6:00 p.m. to a new start time of 3:00 p.m.

PR NO:

C.1

March 27, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 16: School Closure

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 16: School Closure* and all associated appendices, are 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 Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
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 16: School Closure*, 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 16: School Closure*

Date: March 27, 2024

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

Nature of/reason for amendment?

Other implications or considerations?

SCHOOL CLOSURE

The Board may from time to time be required to close existing schools and to realign attendance areas to ensure the efficient and effective operation of the division.

Specifically

1. The process for the closure of schools is outlined in the Section 62 of the *Education Act*. Prior to any decision on a school closure or a realignment of attendance areas, the Superintendent shall review the *Education Act* to ensure that the process to be followed by the Board is in compliance with provincial requirements.
2. The Board, upon receiving a referral from the Superintendent of Schools regarding the possible closure of a school, shall determine whether or not to proceed with further study.
3. Should the Board wish to proceed with a consideration of closure, the Board will have the matter raised as a notice of motion at a regular meeting of the Board, and details will be provided which will identify the specific school or portion of the school affected.

The Board shall communicate the fact and implications of the possible school closure, and the date and place of the public meeting to discuss the closure in writing to the parents of every child and student enrolled in the school affected by the closure and any other person, municipality or community organization who, in the opinion of the Board, may be significantly affected.

4. The communication shall address how the closing would affect the following:
 - 4.1 the attendance area for that school;
 - 4.2 relevant information as outlined within the Board's long-range capital plan;
 - 4.3 the attendance at other schools, including the number of students who would be relocated if the school were to close;
 - 4.4 the need for, and the extent of, bussing;
 - 4.5 program implications for other schools;
 - 4.6 the educational and financial impact of closing the school, including the effect on operational costs and capital implications;
 - 4.7 the financial and educational impact of not closing the school;
 - 4.8 the capital needs of other schools that may have increased enrollments as a result of the closure; and
 - 4.9 the proposed disposal of the school if the entire school is to be closed.

5. The date and place of the public meeting shall be:
 - 5.1 posted in five or more conspicuous places in the area of the school, or schools, affected by the closure, for at least two weeks prior to the date of the public meeting; and
 - 5.2 published online on both the school and division websites, in the local parish bulletin and in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, once a week for at least two weeks prior to the date of the public meeting.
6. On the date set for the public meeting, the Board will convene at the time and place specified to discuss:
 - 6.1 the possible closure;
 - 6.2 the implications for the students, the community, and for the school system;
 - 6.3 possible implementation plans; and
 - 6.4 possible alternatives.
7. At the public meeting, the Board shall provide an opportunity for the council(s) of the municipality in which the school is located to provide a statement to the Board of the impact the closure may have on the community.
8. A minimum of three trustees shall attend the public meeting.
9. Following the public meeting, there shall be a minimum period of three weeks for electors to make written representation to the Board regarding the possible closure.
10. The Board may determine times and places for further meetings.
11. The final debate by the Board and the vote upon the resolution shall occur only after all the Board procedures have been completed.
12. Subsequent to the final debate, and if the vote is in favour of school closure, the Board shall request approval from the Minister forthwith in order to proceed with the closure.

Legal Reference: Section 62, *Education Act*

PR NO:

C.2

March 27, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 17: Awards

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 17: Awards*, 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 Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
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 17: Awards*, as presented.

AWARDS

The Board wishes to recognize those community members, parents, students and staff members that have contributed to the successes of the division and enhanced the educational opportunities and programs available to students.

Specifically

Share the Mission Award

The Board appreciates the diligent efforts made by community members, parents, students and school staff members in achieving the division's mission statement, goals and objectives. As a result, the Board wishes to bestow the Share the Mission Award, a prestigious award that recognizes:

- Outstanding service offered for the benefit of our students; our schools or our community:
 - People who accept demanding challenges and set new standards for the rest of us to follow:
 - People who, through their actions and deeds, contribute to and enhance the Catholic atmosphere of our schools and parish.
 - Involvement and leadership in community/parish organizations.
1. The Board will request nominations for the Share the Mission Award beginning in March of each year and will make its decision prior to June 30 of that year.
 2. Nominations for the Share the Mission Award may be submitted by any member of the Holy Spirit Community to the Superintendent's Office in writing.
 3. All nominations must include a description of the service or contribution made by the individual being nominated. Additional endorsements are encouraged.
 4. The presentation of the Share the Mission Award will normally be made at the opening school mass for the school year.
 5. The Share the Mission Award may be presented post-humously.
 6. In the event that there are no nominations accepted by the Board, the Board may determine the need to issue a nomination itself for that year.
 7. If there are no nominations for the award, the Share the Mission award will not be awarded in that year.
 8. The Share the Mission award cannot be awarded to the same recipient more than once.

Retirement and Long Service Awards

The Board appreciates the contribution made by its employees and trustees to the success of the division and wishes to publicly recognize those employees and trustees that have rendered long-term service.

1. Funds will be budgeted on an annual basis for the recognition of employees that are retiring or who have provided long-term services.
2. For retiring employees, the Board shall:
 - 2.1 Host a retirement banquet to honor retiring employees.
 - 2.2 Present to employees who retire after age 50, and have a minimum of ten years of active service¹ with the Board, a watch or suitable alternative gift.
 - 2.3 Present two complimentary banquet tickets to all those who are retiring.
3. Past trustees will also be recognized at the retirement banquet for their years of service to the division and be provided two complimentary banquet tickets.
4. If an employee retires, and then resumes work with the division, he/she will no longer be eligible for retirement or long service awards.
5. For employees that have provided long service to the division, the Board shall:
 - 5.1 Provide a suitable gift along with a suitably inscribed certificate signed by the Board Chair and the Superintendent.
 - 5.2 Recognize employees for every five-year increment of active service completed with the division. (E.g. 5, 10, 15, 20, 25 years, etc.....)

Arts Alive and Well in the Schools Award

1. The Board of Trustees will sponsor an award for the “Arts Alive and Well in the Schools” event. The award will be \$100 in value.

Legal Reference: **Section 53, *Education Act***

¹ Effective September 1, 2023, the division calculates a year for an employee as: Active service in Holy Spirit Catholic School Division to a minimum of 140 operational days in a continuous, probationary or temporary contract.

PR NO:

C.3

March 27, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 3: Role of the Trustee

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 3: Role of the Trustee* and all associated appendices, are 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 Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
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 3: Role of the Trustee*, as amended.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 3: Role of the Trustee*

Date: March 27, 2024

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

Nature of/reason for amendment?

Further information was added in regards to the Trustees role of liaison to school councils.

Other implications or considerations?

ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Authorities Election Act.

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission, vision, values, and goals. The Board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

Alberta's Catholic schools exist to offer families a distinct education that is based on the teachings and example of Jesus Christ. The trustees of this division are empowered by the community to fulfill both the educational requirements set forth by Alberta Education and the vision of the faith community.

This presents Catholic trustees with a unique, dual challenge. They must ensure that students are provided an education which meets or exceeds the goals of Alberta Education and at the same time, ensure that Catholic values and principles are reflected at all times in its policies and practices.

As leaders in the faith community, Catholic trustees require an understanding, a willingness to grow and a commitment to bearing daily witness to the faith. To meet this challenge, Catholic trustees are entrusted with certain denominational school rights, powers and privileges enshrined in the Canadian Constitution. They exercise these rights with the religious guidance of parish and diocesan authorities.

The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the division.

1. Board Orientation

The Board believes an orientation program is necessary for effective trusteeship. As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

The division will offer an orientation program for all newly elected trustees that provides information on:

1.1 Role of the trustee and the Board;

- 1.2 Organizational structures and procedures of the division;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 Division programs and services;
 - 1.6 Board's function as an appeal body;
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - 1.8 Services and Materials provided to trustees (See Policy 3 - Appendix A).
2. The division will provide financial support for trustees to attend Alberta School Boards Association (ASBA) and Alberta Catholic School Trustees' Association (ACSTA) sponsored orientation seminars.
 3. The Board Chair and Superintendent are responsible for developing and implementing the division's orientation program for newly elected trustees. The Superintendent shall provide each trustee with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
 4. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.
 5. The trustee shall, at the time of assuming office, take and subscribe to the official oath and deposit it with the Secretary-Treasurer.

Specific Responsibilities of Individual Trustees

The trustee shall:

1. Model the values and requirements of a practicing Catholic and participate in parish and church activities through a personal lifestyle that reflects the teachings of the Church.
2. Know and understand Board policies and the legislation reference in the policy (Section 34 and 51 of the Education Act), and become familiar with Administrative Procedures, meeting agendas, and reports in order to participate in Board business. The trustee will become familiar with Division policies, meeting agendas and reports in order to participate in Board business.
3. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent, community member or School Council representative about school operations, will refer the parent, community member or School Council representative to the appropriate contact as expressed in Policy 3, Appendix B: Communications Protocol for Holy Spirit Catholic School Division, and will inform the Superintendent of this action.
5. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the division.

6. Provide the Superintendent with counsel and advice, through the Board Chair, given the benefit of the trustee's judgment, experience and familiarity with the community.
7. Attend meetings of the Board, unless unable to do so because of illness or other unavoidable causes; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the division.
8. Ensure that Catholic values and principles are reflected at all times in the Board's policies and practices.
9. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
10. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way. When further action following delegation to committee work is required, it will be undertaken according to the consensus of the corporate Board.
11. The Trustee will, in alignment with the Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education.
 - 11.1 Respectfully bring forward and advocate for local issues and concerns prior to a Board decision;
 - 11.2 Interpret the needs of the community to the Board and the Board's action to those we serve; and
 - 11.3 Liaise with designated School Council(s).
12. Participate in Board/trustee development sessions so that the quality of leadership and service in the division can be enhanced.
13. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
14. Stay current with respect to provincial, national, and international educational issues and trends.
15. Strive to develop a positive learning and working culture both within the Board and the division.
16. Attend significant division or school functions when possible.
17. Understand and adhere to the Trustee Code of Conduct.
18. Report any violation of the Trustee Code of Conduct to the Board during a closed session.
19. Upon assuming office, pledge to, and sign, the Trustee Code of Conduct.

Legal References: Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*
 Section 6, *Commissioner of Oaths Act*

SERVICES AND MATERIALS PROVIDED TO TRUSTEES

Trustees shall be provided with the following services and materials while in office:

1. Reference

- Access to the Education Act, Alberta Education Regulations, and other related documents.
- Board Policy Handbook and Administrative Procedures Manual.
- Access to current division reports and resources (e.g. Annual Report, Three Year Education Plan, budgets).
- School year and meeting calendars.
- Staff directories and current telephone listings of schools, principals, associate principals, and school secretarial staff.
- List of school council chairs.
- Alberta School Boards Association (ASBA), Alberta Catholic School Trustees' Association (ACSTA), Canadian School Boards Association (CSBA) and Canadian Catholic School Trustees' Association (CCSTA) membership services.
- Access to recommended reading.

2. Communications/Public Relations

- Notification of significant media events, reminders of monthly meetings and events.
- Name tags, business card and lapel pins.
- Key messages.
- Individual and Board photographs.
- Technology that facilitates current communication needs.

3. Administrative/Secretarial Services

- Access to interoffice mail
- Conference registration, travel and accommodation arrangements
- E-mail address and Information Technology service support
- Photocopying and related secretarial services

COMMUNICATIONS PROTOCOL FOR HOLY SPIRIT CATHOLIC SCHOOL DIVISION

The Board recognizes that communication becomes most effective when roles and responsibilities are associated to the access and dissemination of information. When channels of communication are known to our stakeholders, shared information will ultimately assist in improving the quality of programs, and in meeting individual student needs more effectively. The Board also recognizes that from time to time concerns regarding the operation of the School Division will arise. The Board places trust in its employees and desires to support their actions in a manner which frees them from unnecessary and unwarranted criticism and complaints. For these reasons, the following stakeholders will be afforded appropriate responsibilities in providing and requesting information.

Students. Parents. Guardians. Members of the Public

In supporting the effectiveness of those responsible for achieving the Board's educational mandate, the Board believes that decisions are best made and resolved by those employees most closely associated with a decision or issue. For this reason, the following communication process will be afforded:

1. Students, parents, and community members will seek to address complaints, concerns, or resolutions with a staff member associated with the matter under consideration.
2. If a student, parent, and community member is unable to resolve an issue with the appropriated staff member, the principal will be the next source of contact.
3. Matters not resolved at the school level will be addressed by the superintendent, or designate.
4. Students, parents, and community members will be communicated the right to ultimately appeal decisions to the appropriate level of decision making.
5. Confidentiality is to be respected in all situations.
6. Anonymous complaints shall not normally be entertained. Exceptions to this expectation will include circumstances where the safety and well-being of stakeholders needs to be upheld.
7. Procedural fairness / Natural justice will be applied to all complaints.

Principal

1. All matters affecting the school community that are controversial, address the safety of students or employees, are relevant to the interpretation of existing administration procedures, or require additional administrative interpretation, will be directed to the Superintendent.

Superintendent

1. Information and action items relevant to the ongoing progress and the well-being of the school division will be addressed at regular board meetings.
2. Extraordinary, emergent, or time sensitive issues that affect the School Division will be addressed through the Board Chair.
3. When administration is required in the absence of policy, the Board Chair will receive first notification.
4. The Superintendent will serve as spokesperson for the Board regarding the administration of all educational related matters.

Board Chair

1. The Board Chair, and/or Vice Chair, will work with the Superintendent to establish Board Meeting Agendas.
2. The Board Chair will serve as the spokesperson for the corporate affairs and responsibilities of the Board as described through Board Policy.
3. The Board Chair will request information relevant to the ongoing operation of the Board from the Superintendent.
4. The Board Chair will defer all relevant information regarding the ongoing operation of the Board to the Superintendent.

Trustees

1. Trustees will recognize that decisions regarding the ongoing operation of the Board will be made by the corporate body at regular or special board meetings.
2. Trustees will defer relevant concerns regarding the operation of the school division to the Board Chair or the Superintendent of Schools.
3. Trustee requests for information will be brought forward to the Board Chair and placed on the agenda of a regular, special or committee of the whole meeting.
4. Trustees will recognize that all Board Members require equal access to information so that the decision of the Corporate Board can be best exercised. Therefore, individual requests for information that impact further decisions of the board will be made available to all trustees.

ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Authorities Election Act.

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- 1.2 Organizational structures and procedures of the division;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing division initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 Division programs and services;
 - 1.6 Board's function as an appeal body;
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - 1.8 Services and Materials provided to trustees (See Policy 3 - Appendix A).
2. The division will provide financial support for trustees to attend Alberta School Boards Association (ASBA) and Alberta Catholic School Trustees' Association (ACSTA) sponsored orientation seminars.
 3. The Board Chair and Superintendent are responsible for developing and implementing the division's orientation program for newly elected trustees. The Superintendent shall provide each trustee with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
 4. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.
 5. The trustee shall, at the time of assuming office, take and subscribe to the official oath and deposit it with the Secretary-Treasurer.

Specific Responsibilities of Individual Trustees

The trustee shall:

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2. Know and understand Board policies and the legislation reference in the policy (Section 34 and 51 of the Education Act), and become familiar with Administrative Procedures, meeting agendas, and reports in order to participate in Board business. The trustee will become familiar with Division policies, meeting agendas and reports in order to participate in Board business.
3. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent, community member or School Council representative about school operations, will refer the parent, community member or School Council representative to the appropriate contact as expressed in Policy 3, Appendix B: Communications Protocol for Holy Spirit Catholic School Division, and will inform the Superintendent of this action.
5. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the division.

6. Provide the Superintendent with counsel and advice, through the Board Chair, given the benefit of the trustee's judgment, experience and familiarity with the community.
7. Attend meetings of the Board, unless unable to do so because of illness or other unavoidable causes; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the division.
8. Ensure that Catholic values and principles are reflected at all times in the Board's policies and practices.
9. Support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not.
10. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way. When further action following delegation to committee work is required, it will be undertaken according to the consensus of the corporate Board.
11. The Trustee will, in alignment with the Board engagement efforts, provide for the engagement of parents, students and the community in matters related to education.
 - 11.1 Respectfully bring forward and advocate for local issues and concerns prior to a Board decision;
 - 11.2 Interpret the needs of the community to the Board and the Board's action to those we serve; and
 - 11.3 Liaise with designated School Council(s). As Trustees are not members of School Council the following will pertain to Trustees in the role of Liaison:
 - When invited by School Council Chair, make a presentation to School Council on matters pertaining to the Board;
 - When matters arise that the School Council would like the Board of Trustees to become aware of; the School Council Chair will invite the Trustee Liaison to a School Council meeting to share such matters and in turn the Trustee will report the matters to the Board;
 - When matters arise that warrant conversation with the parent community the Trustee Liaison will seek from the School Council Chair an invitation to speak at a School Council meeting;
 - When attending School Council meeting the Trustee Liaison is not to engage in conversations pertaining to school personnel, school operations, or other matters that are best addressed by school/division administration;
12. Participate in Board/trustee development sessions so that the quality of leadership and service in the division can be enhanced.
13. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
14. Stay current with respect to provincial, national, and international educational issues and trends.
15. Strive to develop a positive learning and working culture both within the Board and the division.
16. Attend significant division or school functions when possible.

17. Understand and adhere to the Trustee Code of Conduct.
18. Report any violation of the Trustee Code of Conduct to the Board during a closed session.
19. Upon assuming office, pledge to, and sign, the Trustee Code of Conduct.

Legal References: Sections 33, 34, 51, 52, 53, 55, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*
Section 6, *Commissioner of Oaths Act*

REPORT NO: D.1

March 27, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for March 27, 2024.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer Reports for March 27, 2024.



Holy Spirit Catholic School Division

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Superintendent Report

March 27, 2024

1. Providing Faith Leadership

- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, as scheduled;
- Leading morning prayer / devotion at St. Basil's CEC and beginning all meetings and gatherings with prayer;
- Participated in the LLT Lenten retreat which provided an opportunity for Father Tim to share his reflections on "Enlarging the Tent". He spoke about the importance of both seekers and dwellers and how we need them in order to meet the needs of our Catholic community;
- Attending Lenten Masses at St. Basil's Church and the Exposition of the Blessed Sacrament & Eucharistic Adoration at Assumption Church. At one of these Masses, a teaching staff member from St. Paul School was officially welcomed into OUR church through the RCIA program;
- During Lent, I am attending a series provided by Fr. Kevin and Fr. Santiago on the importance of the Eucharist;
- Attending school liturgies and Masses as schedule permits;
- Catholic Leadership Session 5 was hosted earlier this month with the session facilitated by our Director of Religious Education and Deputy Superintendent; and
- Regular and ongoing monthly meetings with Fr. Kevin.

2. Building Effective Relationships

- Meetings with a number of individual staff members to extend appreciation and gratitude to them for the great work they do in our division;
- Attended the Lethbridge College of the (SACI) Southern Alberta Collegiate Institute's showcase to support future students in matters such as dual credits, introduction to the trades, exploratory programming (7-9) and pre-employment opportunities. Additionally, attendees were provided a tour of the Trades wing at the college - what an amazing opportunity awaiting our students;
- Continue to write approximately sixty (60) monthly electronic cards to all staff and Trustees celebrating birthdays in the month of March;
- Ongoing meetings with principals to discuss matters of interest/need at their respective schools/sites;
- Attended our monthly St. Basil Catholic Education Centre staff meeting;
- Individual meetings with Senior Administrative Leadership Team; and
- Regular and ongoing meetings with ATA Local President to discuss matters of mutual interest.



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3. Modeling Commitment to Professional Learning

- Attended the Council of School Council Chairs meeting to listen to Fr. Cristino Bouvette address on becoming Treaty People, connecting directly to our strategic priority, [Living Truth & Reconciliation](#);
- Reading [Educating for Eternity: A Teacher's Companion for Making Every Class Catholic](#), by Dr. Brett Salkeld;
- Attended the provincial CASS Annual Learning Conference that featured Human Resources / Superintendent role-alike meetings. Additional sessions included:
 - Navigating the Intersection of Artificial Intelligence and Legal Implications in the K-12 Education Sector in Alberta;
 - Leadership in the Age of Artificial Intelligence (I hosted this session); and
 - From Allegation to the Board of Reference: One School Division's Journey
- Attended a number of sessions during our Divisional Collaboration Day professional learning, including a guest appearance of Dr. Marian Small, an internationally renowned Mathematics educator, who presented very engaging workshops to both our elementary teachers as well as our secondary Mathematics teachers;
- Continuing to connect and following up with ERDI Corporate Partners from the last conference around professional learning opportunities. (Due to extenuating circumstances, I have had to withdraw my registration for the Spring ERDI Conference scheduled for Montreal over the Easter break); and
- Continued work with LLT Professional Learning whose focus is on developing best practices for ethical Artificial Intelligence (AI) usage, dispelling unfounded fears surrounding AI adoption, facilitating resource sharing, and exploring diverse applications of this technology.

4. Visionary Leadership

- The second round of Leadership Professional Growth Plans (LPGPs) has been finalized with all of our principals who are not undergoing evaluation this year. These reviews were completed during part of the future planning meetings;
- Met with key staff members and visited the Trades Hub in a planning meeting at CCH Campus West; and
- Ongoing meetings and discussions with SALT around how our division can continue to improve.

5. Leading Learning

- Planning a follow up session with our Learning Leadership Team to examine key indicators and possible measures in support of our new strategic priorities and how they may be actualized in school's Continuous Improvement Plans;
- Monthly meetings with new principals who are undergoing evaluations this year continue into this spring; and



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- Leading our LLT meetings and providing presentations as required; upcoming presentation will assist leaders to identify measurable outcomes for our strategic priority, Learning through Quality Teaching.

6. Ensuring First Nations, Métis and Inuit Education for All Students

- Continuing to review and study the ever-evolving resource, [Guide to Relationships and Learning with the Indigenous Peoples in Alberta](#), an ongoing and evolving online study guide to support system leaders in understanding the ways of knowing, being and doing of Indigenous Peoples;
- Attended a meeting with divisional and school personnel to discuss the concept of a Buffalo Harvest;
- Continued support of the work of our Coordinator of FNMI Education as she directs our FNMI Niitsitapi Facilitators and works with our Student Wellness Access Guides in providing a variety of learning opportunities for our students; and
- Regular participation in our monthly Blackfoot Smudging ceremony following our staff meeting.

7. School Authority Operations and Resources

- Met with our team (Communication Coordinator, IT Department and Executive Assistant) to discuss the transition to a new website provider. It is expected that the majority of the work will be finalized over the summer months, and ready to begin afresh for the 2024-25 school year;
- Ongoing conversations with senior administrators relating to retirements, vacancies, recruitments and hires;
- Met multiple times with our Director of Finance in a temporary transition to Acting Secretary-Treasurer;
- Orchestrated a series of internal shifts in assignments in order to initiate the coverage of shortfalls in our Business Services Department; still waiting to backfill the Accounting Technician position;
- Attended the virtual post-budget meeting with the Ministry of Education;
- Orchestrated a meeting with Human Resources and Payroll to discuss operationalizing some components of the new ATA Memorandum of Agreement;
- Met with Budget Committee once again (group of division principals and SALT members) to have discussions around budget processes and to make recommendations to the Board;
- Discussions with staff around bolstering Hockey Academy at one of our schools;
- Attended the monthly Finance Committee Meeting; and
- Attended both Fine Arts live productions - The Wizard of Oz (CCH) and Aladdin Jr. (St. Francis Junior High School). Both schools put on amazing performances.



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8. Supporting Effective Governance

- Continuing to support the Board through active involvement in local bargaining with all three contract negotiations (CUPE 290 and 1825 as well as the Local ATA); Memorandum of Agreement has been reached with our Local ATA;
- Continued and ongoing updates to the Board with regards to happenings within our division, particularly related to the challenges and various complexities that present themselves; and
- In the absence of meeting with the Board Chair and Vice-Chair in person to set the agenda for the March board meeting, draft agendas were sent out for review and consolidation.

REPORT NO: D.2

March 27, 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 March 27, 2024.



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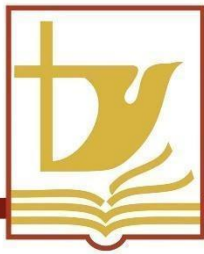
Deputy Superintendent Report to the Board of Trustees March 27th, 2024

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and other meetings;
- Attending weekly Sunday Mass at St. Martha Parish;
- I attended the Council of School Council Chairs and listened to Father Cristino Bouvette discussing ideological Colonization, the Catholic principle of solidarity and friendship as the road to Truth and Reconciliation;
- Also, I had the opportunity to hear Father Cristino speak at our LLT meeting. During this talk, he addressed his work on “Becoming New Treaty People” among other insightful reflections;
- Participated in the LLT Lenten retreat which provided an opportunity for Father Tim to share his reflections on “Enlarging the Tent”. He spoke about seekers and dwellers and how we need both in order to meet the needs of our Catholic community;
- Daily rosary for my own personal faith journey;
- Hallow - *Lent Pray40 Challenge* - Reflections and prayer for this Lenten challenge are based on the 20th Century spiritual classic “He Leadeth Me” by Fr. Walter Cizek, SJ. This Lenten Challenge also includes modern stories of surrender and Sunday sermons from Fr. Mike Schmitz; and
- I am so grateful for the many opportunities for faith development that are infused into our Holy Spirit community.

Building Effective Relationships

- Have had the opportunity to observe and provide feedback to 10 of our new teachers. This also allowed me the opportunity to visit and engage with staff at 6 of our schools;
- Writing cards/emails of gratitude to individuals to recognize the gifts and talents they share with our Holy Spirit family - I have a goal of being very purposeful in this endeavour. This month the focus was on expressing gratitude to our probationary teachers;
- My mentor from Christ the Redeemer was able to visit and we connected for a couple of hours on building my leadership capacity in this role. Grateful that he is generous in sharing his time and vast experience to help me in my learning journey;
- Met with a variety of teaching and support staff to discuss possible changes in assignment and to advise and help to resolve challenges they are encountering in their work life;
- Meeting with CUPE 1825 and CUPE 290 Executive; and
- Attended extra-curricular activities at schools including basketball and the fine arts presentation of The Wizard of Oz.



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Modeling Commitment to Professional Learning

- Continuing a book study with a small group of school-based administrators on *Crucial Conversations*; and
- Leadership Podcasts:
 - [*Culture and Trust: Foundations for Academic Innovation*](#)
 - I really enjoyed listening to Shauna Hittle, Assistant Superintendent of Academic Leadership as she covered questions such as: *Are you starting off as a new principal at a school and worried about how to develop a culture of success? Are you a seasoned principal looking for ways to improve student success?*
 - [*Better Leaders, Better Schools - How to Retain Staff and Build a Remarkable Culture*](#)
 - Dr. Lisa Stanley speaks of creating a space of “listen first and talk last” with teachers, and empowering and building the capacity of your staff. Lots of practical tips are included.

Visionary Leadership

- Ongoing Executive and Senior Administrative weekly meetings to discuss supporting schools with the Board priorities;
- School-based administrator conversations on a vision of student success for their site; and
- Sharing my experience as a former principal of a new school during the visioning and development of the new westside school. Attended City Council meeting when rezoning was being discussed.

Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation;
- Co-facilitated the Catholic Leadership session for aspiring leaders within our division. Aaron has been leading this and I was privileged to help co-present this month with him and also Kiera Bouchard and Josh Van Uden. We reflected on Mark 5: An Excellent Catholic Leader Ensures a Communal Vision as well as the LQS - Fostering Effective Relationships;
- Chaired the monthly St. Basil CEC meeting; and
- Held Collaborative Response Meetings with school administrators focused on the priorities of Strengthening our Catholic Faith AND Living Truth and Reconciliation.

Supporting First Nations, Métis and Inuit Education for All

- Collaborated in the interviewing of a Blackfoot Language Instructor;
- Participated in the book study *Braiding Sweetgrass* by Robin Wall Kimmerer which is being led by Shelley Kirkvold and open to anyone in our division; and
- Benefitted from the opportunity to Smudge after our monthly CEC meeting.



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Supporting School Authority Operations and Resources

- Working with those districts we partner with for transportation in order to establish final calendars for the 2024/2025 school year;
- Ensure weekly 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 casual education assistants;
- Continued conversations around staffing processes and procedures within the Holy Spirit School Division;
- Engaged in ongoing conversations on how best to use the resources and finances within our division to best serve the needs of our students; and
- Weekly HR meetings where we synergize on systems and processes and how to best serve the staff in our division.

Supporting Effective Governance

- Helped establish the agenda for the Board Meeting;
- Attended the Council of School Council/Board of Trustees meeting; and
- Submitted Holy Spirit's 2023 *Edwin Parr* nominee package to the Alberta School Boards Association. Official announcement will be released after the Easter holidays.

REPORT NO: D.3

March 27, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Secretary-Treasurer's Report for March 27, 2024.

SECRETARY TREASURER'S REPORT

March 27, 2024

UPDATE ON CAPITAL PROJECTS

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

- Attended intensive design meetings on March 5 and 12 with Consultants
- Attended City of Lethbridge Council Meeting regarding the Rezoning Application for the school site. It was passed by Council.

CMR/IMR PROJECTS

PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST

- All or Multiple Schools
 - In planning – Obsolete Electrical Panel Replacements
 - In progress - Obsolete Fluorescent Light Replacements
 - In planning - Action items from Playground Audits for Rural Schools
 - In planning - Parking Lot Resurfacing
- Catholic Central High School East Campus
 - In planning – Roof Replacement Sections G and H
 - Complete - Temporary Repair of Parapets on Sections G and H
 - Complete - Exterior Ductwork Insulation Replacement
 - Complete - Exterior Parging Repairs
 - In planning - Gym Divider Replacement
 - In planning – Gym AV Design
- Catholic Central High School West Campus
 - In planning – Roof Replacement Sections I
 - In progress - PA System Upgrade
- École St. Mary
 - Complete - Repair Existing Rooftop Ductwork
 - In planning - Roof Repairs
- Father Leonard Van Tighem School
 - In progress – Exterior envelope repairs
 - In progress - Water Damage Repairs from Extreme Weather Event
 - Complete - Gym Light Replacement
 - Complete – PA System Upgrades
- St. Catherine School
 - In progress - Water Damage Repairs from Extreme Weather Event
 - Complete - Boiler Controller Replacement

- St. Francis Junior High School
 - Request – 2024-2025 IMR Programming Program: Transform Basement Area to Baseball and Hockey Training Space
- St. Joseph School
 - Complete - East Door Entrance Auto-Operator Installation
 - In planning - Exterior Envelope Foundation Cement Board Repairs
 - Complete - Entrance Floor Mat Upgrades
 - In planning - Flooring Replacement
- St. Mary's School Taber
 - In progress – Structural Assessment Report by MPE Engineering
 - Complete - Gym Light Replacement
 - In planning - Gym Floor Sand, Repaint, and Refinish
 - In planning - Security Camera Installation and Replacements
- St. Michael's School Pincher Creek
 - In progress – Gym Floor and Crawl Space Repairs due to Humidity Issues Affecting Gym Floor Finish
 - Complete - Entrance Floor Mat Upgrades
- St. Patrick Fine Arts School
 - In planning – Roof Restoration Section 8 and Roof Replacement Section 14
 - In planning - Upper Gym Exterior Wall Repair
- St. Paul School
 - Complete - Gym Light Replacement
- St. Patrick School Taber
 - In progress – Structural Assessment Report by MPE Engineering
- St. Teresa of Calcutta School
 - In progress – Floor and Wall Repairs Resulting from Alberta Infrastructure Structural Assessment

GENERAL MAINTENANCE UPDATES

- New Electrician started March 4, 2024

TECHNOLOGY UPDATE

Weekly site visits continue to schools to help with ongoing technology and maintenance requests. Cybersecurity continues to be a top priority as we optimize our infrastructure processes.

We are exploring the possibility of partnering with Lethbridge College, taking on a volunteer practicum student to help with technology needs in our schools.

TECHNOLOGY PROJECTS:

PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST

- New Westside School
 - Tech and Maintenance are working together to accommodate technology needs within design phase of our new westside school
 - Electric, Data, AV, Security, Communications
- Gym AV - Design Phase
 - Catholic Central East Campus
 - St. Catherine
 - St. Mary's Taber
 - St. Basil Catholic Education Centre
 - St. Joseph
 - St Michael's Pincher Creek
- Classroom Modernization – AV Upgrades
 - St Catherine
 - St Paul
- Security Camera upgrades - Design phase
 - St Mary Taber
 - St Basil Catholic Education Centre

REPORT NO: E.1

March 27, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

1. Board Chair Carmen Mombourquette will provide the Board Chair's Report for Trustee information, which includes Board correspondence, planning and events, and recent activity.

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, and PCCELC, Committee Reports for March 27, 2024.



BOARD CHAIR REPORT

Date: March 27, 2024

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
16 Feb	Email exchange with ASBA - Dr. Abboud and President Dennis
18 Feb	Phone call with Superintendent
19 Feb	Phone call with Vice Chair
20 Feb	Agenda setting meeting
21 Feb	CUPE 290 Negotiations
21 Feb	Westside school open house - land bylaw information session
22 Feb	CUPE 290 Negotiations
26 Feb	Finance Committee Meeting
26 Feb	Met with Secretary Treasurer
26 Feb	ASBA - Speakers Corner - Aaron and Shelly presented on the good work of Holy Spirit Catholic School Division with First Nations, Métis, and Inuit student success
27 Feb	Issue related to personnel conversation with ASBA consultant

CORRESPONDENCE:

Month	Description
16 Feb	Superintendent Weekly Update
16 Feb	ASBA Update on Speakers' Corner - Featuring Holy Spirit
16 Feb	Notification about MOU with ATA and School Division re ATA contract - really good news and ample evidence of the value of collaboration and coming to know and understand varying perspectives. Congrats to all involved in the negotiations!!
10 Feb	First Trustee - budget thoughts associated with possible reductions
19 Feb	Second Trustee - budget thoughts associated with possible reductions
19 Feb	Third Trustee - budget thoughts associated with possible reductions
20 Feb	Fourth Trustee - budget thoughts associated with possible reductions
21 Feb	Sample renderings of new westside school
21 Feb	Fifth Trustee - budget thoughts associated with possible reductions
23 Feb	ASBA - Provincial Budget information
23 Feb	ASBA - Notes from meeting with Ministry officials
24 Feb	Superintendent Weekly Update

24 Feb	Request from Minister re international education agreements - forwarded to Superintendent for his attention
24 Feb	Letter from Wolf Creek SD in regards to carbon tax and its impact on schools - letter sent to the Federal Minister of the Environment
24 Feb	Sixth Trustee - budget thoughts associated with possible reductions
24 Feb	Seventh Trustee - budget thoughts associated with possible reductions
26 Feb	GrACE Newsletter - new format
27 Feb	Minister of Education - session re budget
29 Feb	Minister of Education - Budget summary
29 Feb	MLA Reception in Edmonton on April 15th
29 Feb	Exploring Collaboration Ideas
1 Mar	Board Briefs
1 Mar	St. Catherine Newsletter
1 Mar	FLVT Week Overview
1 Mar	CSM Newsletter
1 Mar	St. Michael's BI
1 Mar	Connections Newsletter
1 Mar	Build Newsletter
1 Mar	ACSTA - MLA Reception being planned for April
1 Mar	TEBA/ATA Negotiations - exchange of proposals
1 Mar	Invitation from AB ED to participate in a Trustee survey
5 Mar	Notification re CCH Shuttle Bus
5 Mar	St. Paul Newsletter
5 Mar	ASBA Zone - Call for items
5 Mar	ASBA - Notification of Education Estimates
5 Mar	News Report - Saint Theresa Schools celebrates culture
5 Mar	Superintendent Weekly Update
6 Mar	ASBA - New Resources available
7 Mar	St. Mary's Taber Newsletter
7 Mar	ASBA - New resources - Holy Spirit presentation
8 Mar	ASBA - Next Speakers' Corner notice
8 Mar	Superintendent - notification re changes in administrator structure - Business Services
8 Mar	Council of Council Chair session with Board - notification
8 Mar	Superintendent - bus accident notification
9 Mar	Superintendent weekly update
14 Mar	ASBA - Highlights from budget
14 Mar	Parent questions re SPACES
14 Mar	Palliser School Division letter to Minister re technology funding
14 Mar	CCHS Grad invite
14 Mar	Invitation to meet with new Chief of Staff to Education Minister
14 Mar	Supernet information
15 Mar	CCSTA Convention
15 Mar	Superintendent Weekly Update
15 Mar	ASBA - position statement on political parties in school board elections
17 Mar	ASBA Zone meeting agenda

19 Mar	Superintendent - staffing update
19 Mar	ACSTA Update - great article on the constitutionality of Catholic schools
19 Mar	ASEBP Trustees Report

REPORT NO: E.2

March 27, 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 March 27, 2024

Celebrate, Preserve, Promote, Enhance Catholic Education

www.acsta.ab.ca

admin@acsta.ab.ca

RECENT MEETINGS

- ***Ad hoc Symposium Planning Committee***

Purpose: To create and implement a symposium in 2025 on Catholic Trusteeship as per Member Resolution at 2023 AGM.

This committee will set the symposium theme, select speakers, and approve the overall program.

- ***Faith Formation Committee***

Purpose: To develop a long-term plan around faith formation of Catholic school trustees, administrators and educators. May use a speaker's series similar to ASBA. This committee will also

review and evaluate the certificate in Catholic School Trusteeship Program

- ***Advocacy/Communications Committee***

Purpose: To develop policy positions to help in guiding advocacy efforts. Committee agreed to focus on three priorities.

- ***Awards Selection Ad-hoc Committee***

Purpose: To review criteria for each of the awards and ensure that applicants and recipients are in compliance with such criteria. The committee will prepare a selection criteria matrix.

Present Awards:

Long Service

Appreciation Award

Meritorious Service Award

Honour Life Award Division

Faith Award

Recommend as appropriate: Life Award

- ***Spice: April 24-28***

Nicole Wilson receiving her Excellence in Catholic Education Award

- ***Blueprints: April 30-May 3***

Speaker for both: Roy Petitfils with theme of Rooted in Faith (The power of faith as a source of strength and transformation)

- ***CCSTA: May 30-June 1***

In Calgary with speakers: Father Cristino, Kate Mellon, Ian McCormack and Robert Murray

REPORT NO: E.3

March 27, 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 6 General Meeting-March 20, 2024, 10:30 am

*Actions: A=Approval, I= Information, D=Discussion

#	Item	Speaker	Action
1	Call to order	Chair	N/A
2.	Land Acknowledgment	Vice Chair	I
3.	Introductions	Chair	
4.	Approval of Agenda	Chair	A
5.	Approval of Minutes Feb 14, 2024 General Mtg Minutes attachment	Chair	A
6.	Reports - Zone 6 Chair Report - Labour Relations Coordinator Report - verbal report - SAPDC - verbal report	Roisin Gibb Craig Whitehead Lorelei Bexte	I
7.	May Zone 6 Meeting - Start time - Lunch	Roisin Gibb	I
8.	Edwin Parr - Edwin Parr Chair Update - Edwin Parr selection committee	Marie Logan Roisin Gibb	A
9.	Financial Report Monthly financial update -attachment	Pam Boyson	I/A
10.	ASBA Reports - ASBA President - ASBA Vice President - ASBA CEO - Zone 6 Director- attachment	Marilyn Dennis Shali Baziuk Dr. Vivian Abboud Allison Purcell	I
11.	Round Table Discussion - Technology - Bandwidth/Cyber Security - Transportation - Battery Storage - International Student Programs: Current operations, benefits & drawbacks	Allison/Mike Roisin Cheralan Cheralan	I
12.	Advocacy		
13.	ASBA PD Presentation - Acoustic Learning 1 pm	Alberta Infrastructure	I
14.	AdjournNext meeting April 17 , 2024 - HYBRID Meeting Lethbridge SD		I

REPORT NO: E.4

March 27, 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 for March 27, 2024

www.facebook.com/GrACE4cathed

INSPIRE, INVIGORATE, EMBOLDEN CATHOLIC EDUCATION
TO

*Unite, Educate, Communicate with one voice the value and gift of
Catholic education.*

ACTIVITIES:

- Continue to promote GrACE with school councils, parents, newsletters, parishes.
- Poster: Courage to Lead (attached)
- March 27, GrACE meeting with Aaron Skretting and Tricia Doherty'
- April 18, 2024 Evening Wine and Cheese at St. Basil Catholic Education Centre to encourage supporters around the history, value and promotion of catholic education. And to acquire stories of the gift of Catholic education.
- May 9, 2024 GrACE Summit at Lumen Christi Catholic Education Centre in Edmonton

CATHOLIC EDUCATION PRAYERS OF THE FAITHFUL FOR MARCH

*For Catholic education: That our Catholic schools may make known God's plan for all creation, we pray to the Lord.

*For Catholic education: That the leaders of our Catholic schools may be encouraged and comforted in the love of God, we pray to the Lord.

*For Catholic education: That our Catholic schools may always receive their identity from the teachings of Christ Jesus, we pray to the Lord.

*For Catholic education: That our Catholic schools may be a place of healing and safety in a hurting world, we pray to the Lord.



Courage to Lead



**A practical example
of the courage to Lead is...**

*"...walking along side with students
and staff wherever they are
on their journey of faith."*

(Administrator)



**What is a
Catholic Leader?**

*"A Catholic leader invites others into
an encounter with Jesus; to love like
him, to minister like him, and to
recognize the call to empty
ourselves."*

(Administrator)

*"What should
be done then, my friends?
When you come together, each one has a hymn,
a lesson, a revelation, a tongue,
or an interpretation. Let all things be
done for building up."*

1 Corinthians 14:26



**A catholic
Leader's
Desire is to...**

*"...put God and our faith in the
forefront of all that we do, and in
the decisions we make."*

(Administrator)



**A courageous
Leader...**

"...leads with love always!"

(Administrator)



Holy Spirit Catholic School Division
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An Evening With GrACE



“The mission of GrACE is to inspire, invigorate and embolden the spirit of Catholic education in order to **unite, engage, educate** and **communicate** with one voice on its behalf.”

Thursday
April 18, 2024
6:00-8:00 pm

St. Basil Catholic Education Centre

We invite you to join us for an evening of fellowship, food (wine and cheese), and the opportunity to learn more about the purpose and mission of GrACE, including a brief presentation highlighting Catholic Education in Southwest Alberta.

Please RSVP to Felicia Sudo at:
sudof@holyspirit.ab.ca by April 12, 2024.

Holy Spirit Catholic
School Division



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REPORT NO: E.5

March 27, 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.



**PCCELC Board Meeting Agenda
March 26th, 2024 at 7 PM**

Location: Town of Pincher Creek Council Chambers

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of Minutes of February 27th, 2024**

[w PCCELC Meeting Minutes February 27th, 2024.docx](#)

4) Operations Updates

- a) Current Status
 - i) Sage operations update
 - ii) Sage February 2023 financial report:
 - iii) Canyon Creek operations update
 - iv) Canyon February 2024 financial report:

5) Business Arising

- a) Meeting with CAO recap
- b) Town of Pincher Creek meeting recap
 - i) 2 motions required
 - ii) Surplus funds
- c) Signing Authority
 - i) Signing authority at Canyon for Melissa
 - ii) Credit card for Melissa
- d) Grants
 - i) Update on revised formula for grants and their impact to cash flow
 - ii) Update on Outdoor play space grant

6) New and unfinished business

- a) Media interview follow up: update
- b) Theft concerns at Canyon Creek
- c) Staff outdoor gear allowance
- d) Trade Show:
 - i) Board member attendance

7) Closed Session

- a) Executive Director evaluation

8) Round Table

Date for next meeting: April 23, 2024

9) Adjournment

ADVOCACY NO: F.1

March 27, 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 March 27, 2024.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
07/03/24	SMBI School Council Meeting
11/03/24	Meeting with School Council Chairs
18/03/24	SMT School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
	Attend weekly Mass
	Stations of the Cross Fridays
21/03/24	Parish Council St Augustines

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
04/03/24	CUPE 1825 Negotiations
25/03/24	CUPE 1825 Negotiations

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
27/03/24	Monthly Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
March	Attendance at weekly Mass/on-going conversation with Parish Priest
March 16, 2024	PDAC Special Synod Consultation Session

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 11, 2024	Board / Council Chairs Meeting
March 27, 2024	COW/ Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb 29 - Mar 16, 2024	Backstage help CCH Production of Wizard of Oz
Mar 4-8, 2024	SFJH Stage Prep/Build
Mar 7, 2024	Parent teacher interviews CCH
Mar 8-16, 2024	Attended multiple performances of CCH production of Wizard of Oz
Mar 13-16, 2024	Attended multiple performances of SFJH production of Aladdin
Mar 11, 2024	Council of School Council Chairs/ Board Meeting
Mar 12, 2024	SPS School Council - Submitted report/sent regrets
Mar 13, 2024	CCH School Council
Mar 14, 2024	ESM School Council
Mar 17, 2024	SFJH Strike of Stage
Mar 18, 2024	SFJH School Council
Mar 21, 2024	Parent teacher interviews SFJH
Mar 23, 2024	SFJH Choir Bottle Drive Fundraiser
Mar 24, 2024	Wizard of Oz wrap up banquet

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Mar 19, 2024	Attended 7pm Mass at St Basil for Confirmation and First Communion of Coreen Packham

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Mar 20, 2024	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Mar 20, 2024	Economic Development Lethbridge AGM and appointment to Board of Directors
Mar 22, 2024	Official Opposition Budget response Luncheon
Mar 22, 2024	Economic Development Lethbridge New Directors Orientation
Mar 26, 2024	Finance Committee Meeting
Mar 27, 2024	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 5/24	SMPC School Council Meeting - ☐ Booking Sam Demma presentation ☐ Discussed Activity buses at end of their cycle this June - possibilities ☐ Senior Dragons Basketball Teams Postseason at LC ☐ Annual GALA a go for May 11th

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at weekly Mass.

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
March 07/24	Alberta Education School Board Trustee Survey
March 20/24	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 4/24	CUPE 1825 Negotiations
March 11/24	School Council Chairs Meet Trustees
March 22/24	Lethbridge Chamber of Commerce Luncheon re Opposition Response to the Provincial Budget
March 25/24	CUPE 1825 Negotiations
March 26/24	CUPE 290 Negotiations
March 26/24	Finance Committee Meeting
March 27/24	CUPE 1825 Negotiations Tentative
March 27/24	COW/Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Mar 4	OLA School Council
Mar 19	FLVT School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
March	Regular Church attendance with involvement in Music ministry, hospitality and lector

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Mar 5	ACSTA Virtual meeting with Awards Selection Committee
Mar 6	ACSTA Virtual meeting Catholic Education Symposium Planning
Mar 15	ACSTA Virtual meeting with Awards Selection Committee
Mar 20	ASBA Zone 6
Mar 25	ACSTA Virtual meeting Advocacy/Communications

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Mar 5	Post Budget Luncheon with Minister Horner and Nathan Neudorf
Mar 7	Read to FLVT kindergarten and visited classrooms
Mar 8	Attended Wizard of Oz at CCH
Mar 11	Visited OLA and Council of School Council Chairs Meeting with Father Cristino
Mar 16	Attended Aladdin at St. Francis
Mar 18	Alberta Education Survey
Mar 22	Opposition Post Budget Luncheon
Mar 26	Finance Meeting
Mar 27	Grace Meeting with Aaron Skretting and Tricia Doherty
Mar 27	COW and Board Meeting
March	Read all ASBA and ACSTA updates as well as School Newsletters
March	Reading Ron Rolheiser as Lenten reflections
March	Registered for Blueprints (Facilitator)



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Mar 7	Grade 6 Camp Meeting ESM
Mar 10	CCH Wizard of Oz
Mar 14	SFJH Aladdin
Mar 18	SFJH School Council - staffing update, kidoddle update, Blackfoot student names, enrollment projections

PARISH COMMITMENTS:

Date:	Key Discussions:
Feb 25	Sacristan 9am St.Martha's Parish
Feb 26	Confirmation Class - St.Martha's Parish
Ongoing	Regular attendance at St.Martha's Parish
Mar 17	St.Patrick's Day 9am Mass @St.Patrick's Church special opening
Ongoing	Word Among Us Daily Readings and Reflection
LENT	Dynamic Catholic Best Lent Ever

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Mar 5	Lethbridge Chamber Lunch with Minister of Finance
Mar 8	Lethbridge College Southern Alberta Collegiate Opening
Mar 20	ASBA Zone 6 - Chair Meeting at Lethbridge School Division

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 21	ASBA Virtual Engagement - Enterprise Canada - Federal Advocacy
Feb 24	ESM Grade 6 Camp Bottle Drive
Feb 26	Finance Meeting
Feb 28	COW and Public Meeting
Mar 6,13	UofC Governance Course COR 571 002 - (Continuing Education) - Strategic Planning
Mar 11	School Council Chairs Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 13	School Council Meeting - Trustee requested reflection on budget priorities for the school: Maintain staffing levels, ensure EAL / students who need additional support are supported. Discussion around budget: Instructional, System Administration, Capital and IMR; WMA; Timelines; potential deficit & request for options / ideas - Trustee shared information on GRACE and upcoming tea at the Board Office - Update to Audio - Visual System: Home and School applying for community grant - Report on Spaces (Elementary Reporting Program) - All school dance to take place March 21, 2024

PARISH COMMITMENTS:

Date:	Key Discussions:
	Mass St. Catherine Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Summaries
March 20	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 8	Wizard of Oz Performance (CCH)
March 10	School Council Chairs & Board of Trustees Presentation on Reconciliation Father Christino
March 15	Wizard of Oz Performance (CCH)
March 25	CUPE 290 Negotiations
March 26	CUPE 290 Negotiations
March 27	CUPE 290 Negotiations
March 27	Board Meeting: Committee of the Whole
March 27	Board Meeting: Public General Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: March 27, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 11	School Council Chairs

PARISH COMMITMENTS:

Date:	Key Discussions:
March	On going Mass at All Saints
March	Fridays in Lent Soup Supper, Eucharistic Presentation at Assumption
March 2&16	Adoration St. Patrick's
March 3	EM Training
March 13	All Saints PAC
March 17	Regular Mass at Patrick's (¾ full)
March 18	Planning meeting for Easter at CCH

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Feb 29	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 26	Finance Committee
Feb 27	PCCELC Meeting
Feb 28	Board Meeting
March 4	CUPE 1825
March 8	SACI Showcase at Lethbridge College

ADVOCACY NO: F.2

March 27, 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.

ADVOCACY NO: F.3

March 27, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Holy Spirit High Schools Graduation Planning

BACKGROUND

1. In order to assist with future planning, an effort has been made to secure the schedules for each High School Graduation in the division over the 2023/2024 school year.
2. The most recent arrangements are reflected in the document attached for Board information.

2024 High School Graduations - Holy Spirit Catholic School Division

Catholic Central High School Graduation:

Mass: Friday, May 10, 2024, 7:00 p.m. at Enmax Centre
Ceremonies: Saturday, May 11, 2024, 9:00 a.m. at Enmax Centre
Grand March: Saturday, May 11, 2024, 7:00 p.m. at the Enmax Centre
Theme: TBD

St. Michael's School (Pincher Creek)

Mass: Friday, May 31, 2024, 7:00 p.m. at St. Michael's Church
Ceremonies: Saturday, June 1, 2024, 3:00 p.m. at Pincher Creek Community Hall
Hors d'oeuvres: Saturday, June 1, 2024, 5:00 p.m. at Pincher Creek Community Hall
Theme: TBD

St. Michael's School (Bow Island)

Mass: TBD
Banquet: Friday, June 21, 2024
Ceremonies: Friday, June 21, 2024
Theme: TBD

St. Mary School (Taber)

Mass: Thursday, June 27, 2024, 5:00 p.m. at St. Augustine's Parish
Ceremonies: Thursday, June 27, 2024, 7:00 p.m. at Taber Community Centre
Banquet: Friday, June 28, 2024 at 5:00 p.m. at Taber Community Centre
Theme: Jeremiah 29:11 *"For I know the plans I have for you, says the Lord."*

INFORMATION NO: G.1

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: “Share the Mission” Award Committee

SUBJECT: “Share the Mission” Award - Nomination Information

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Nominations for the “Share the Mission” Award for 2023/2024 are being accepted from now until June 7, 2024.
2. The online form for nominations will be placed on the Holy Spirit Catholic School Division website.
3. Information is attached for Board reference.



“Share the Mission” Award 2023/2024 Nomination Form

Award Criteria:

The “Share the Mission” Award is a prestigious award that recognizes community members, parents, students, and school staff who have:

- Offered outstanding or long-term service for the benefit of our students;
- Accepted demanding challenges and set new standards for the rest of us to follow;
- Contributed, through action and deed, to the Catholic atmosphere of our schools;
- Demonstrated involvement and leadership in community/parish organizations;
- Reflected the Mission Statement of the Holy Spirit Catholic School Division in all actions:

*We are a Catholic faith community, dedicated to providing
each student entrusted in 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.

Nominations:

Nominations will be accepted until Friday, June 7, 2024, by submitting the online form.

Award Presentation:

The “Share the Mission” Award is normally presented at the division’s August Opening Mass.

For more information:

Please contact Rhonda Kawa at kawarh@holyspirit.ab.ca or 403-327-9555, to answer any questions you may have about the award or the nomination submission process.

1. *What is your name as the nominator.

2. *Your contact information. Please ensure you provide an email **and** phone number.

3. *Who would you like to nominate? (This can be an individual or a group)

4. *How did you become aware of the nominee's service to our schools?

5. *What school/schools has the nominee served? (Select any that apply)

☐ Catholic Central High School (Lethbridge)

☐ St. Mary School (Taber)

☐ Children of St. Martha School (Lethbridge)

☐ St. Michael's School (Bow Island)

☐ École St. Mary (Lethbridge)

☐ St. Michael's School (Pincher Creek)

☐ Father Leonard Van Tighem School (Lethbridge)

☐ St. Patrick Fine Arts School (Lethbridge)

☐ Our Lady of the Assumption School (Lethbridge)

☐ St. Patrick School (Taber)

☐ St. Catherine School (Picture Butte)

☐ St. Paul School (Lethbridge)

☐ St. Francis Junior High School (Lethbridge)

☐ St. Teresa of Calcutta School (Lethbridge)

☐ St. Joseph School (Coaldale)

☐ St. Basil Catholic Education Centre (Lethbridge)

☐ Trinity E Learning School

☐ Other: _____

☐ All Holy Spirit Catholic Schools

6. How long has the nominee served our Holy Spirit Catholic Schools' community?

7. *How has the nominee met the criteria for the “Share the Mission” Award? Please provide as much detail as possible.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

8. Is there any other information you would like to share with us?

[illegible]

9. Please share supporting letters, photographs, newspaper articles, or other documents that highlight the nominee's contributions. **Additional letters of support from other community members are highly encouraged.

* - refers to a “required field” in the online “Share the Mission” Award Nomination Form.

INFORMATION NO: G.2

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: GrACE Summit

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. The 5th Annual Provincial GrACE Summit is to be held on Friday, May 10, 2024 at Corpus Christi Parish Hall in Edmonton, Alberta.

INFORMATION NO: G.3

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

ORIGINATOR: Ken Sampson, 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 - February 2024

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- 21 Elementary teachers (representing 7 schools) attended the first two sessions focused on 'Layers of Writing in the K-3 Classroom' with Dr. Miriam Ramzy & Michelle Bence. The remaining two sessions in the series are scheduled for April 8 & May 9.
- 17 Junior High teachers (representing 6 schools) attended the first two sessions focused on 'Layers of Reading in the Junior High Classroom'. The remaining two sessions in the series are scheduled for April 9 & May 9.

Schools reflect collaborative teaching and learning environments.

- Our Division Collaboration Day on March 11th was a great success thanks to our teachers' participation and engagement.
 - Approx. 160 teachers learned about the importance of teaching and assessing for math understanding with Dr. Marian Small
 - Approximately 100 staff members learned about Weaving Indigenous Ways and the Catholic Faith with Fr. Cristino Bouvette
 - 220 teachers engaged in self-directed Open Collaboration (popular learning topics included: assessment strategies and redesign, curriculum implementation, Artificial Intelligence in education, literacy & numeracy, student leadership, PE program development, Indigenous permeation, etc.)
 - There were many more opportunities for teachers to learn and collaborate, including a Design Thinking workshop at the University of Lethbridge, as well as a high school literacy-focused session.
- The Division Curriculum Committee met on Monday, March 18, to continue our focus on assessment. The committee is working to develop Success Criteria as a Readiness Scale in each of our three theme areas (Teacher Clarity, Student Voice & Choice, and Quality Assessment Design) to support ongoing learning and growth in assessment for colleagues across the Division. The Committee will resume this work at our next meeting, on Monday, May 13.

We prepare students for career pathways.

- On Friday, March 7, various provincial MLAs, school board trustees, and school division staff attended the Southern Alberta Collegiate Institute (SACI) showcase. Information was shared with attendees about the progress in establishing SACI and the opportunities this provides to students in six partnering school divisions, including Holy Spirit. The showcase ended with a tour of many of the instructional spaces and the LC Barn, which is being remodeled to house SACI upon completion of construction.
- Over the next several months, Holy Spirit will be receiving nine STEM kits created by the Youth Initiatives STEM team at Lethbridge College. These kits are curated collections of tools, equipment, and other materials to support STEM learning in the classroom, connected to K-12 curriculum. These kits will be catalogued through Holy Spirit's PD Centre Library and available for classroom teachers to borrow to support hands-on learning. To learn more about the STEM program through Lethbridge College, please visit their [website](#).

INFORMATION NO: G.4

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Ken Sampson, 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
March 2024**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Build! Festival** - We have booked the evenings of May 1-2, 2024 at the new Lethbridge and District Exhibition, and have sufficient live performances for each evening's 6:00-8:15 schedule as of now. This festival will feature rotating, 'come-and-go' style live performances alongside a creativity installation. Promotional materials will be finalized and distributed shortly.
- **Chalice Project** - A number of our schools have planned Lenten fundraising efforts or other forms of solidarity with our ongoing Chalice project with St. Odilia School. If you would like more information, please let me know.

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

- **Father Cristino Bouvette** - We were fortunate to be joined by Father Cristino Bouvette for a number of well-received sessions in mid-March. He presented sessions to teachers and support staff on the March 11 collaborative day (Reconciliation is Possible) as well as to the Council of School Council Chairs on the evening of March 11 and to the Learning Leadership Team on March 12, both of which focused on Becoming New Treaty People. Based on all initial feedback, I am anticipating welcoming him back for more future sessions with us.
- **Catholic Leadership** - Our fifth session of Catholic Leadership was offered in mid-March. We were grateful for our guest presenters, Deputy Superintendent Anthea Boras and Principal Kiera Bouchard and Associate Principal Josh Van Uden, who spoke to our evening themes of Spirituality of Communion (Mark 5) and the LQS area of Fostering Effective Relationships. Our next (and final) session is on May 15, 2024.

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

- **Fr. Tim Boyle** - We were blessed this month to be able to offer our Lenten LLT Retreat at the Martha Retreat Centre. Fr. Tim Boyle presented to our administrators on accompaniment, employing the theme of 'Enlarge the Tent.' His commentary around 'seekers' and 'dwellers', amongst other reflections, resonated with our administrators.
- **GrACE Updates** - Our local GrACE committee has created two upcoming items. The first will be An Evening with GrACE engagement session to be hosted at St. Basil Catholic Education Centre on the evening of April 18th, 2024. Posters and media have been created and distributed to schools and parishes; if you would like to access these, please let one of the committee members know. The second is our Courage to Lead poster, which features selected reflections from our administrators as a 'teaser' for Catholic Education Week, which is upcoming in early May. These will be distributed to parishes, schools, and community partners in mid-April.

INFORMATION NO: G.5

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Ken Sampson, 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
March 2024

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Mental Health in School Pilot Project Parent/ Student Learning Sessions: The Divisional Indigenous Student Wellness Access Guide (ISWAG) Team has organized numerous Parent Night Learning sessions throughout the 2023/24 school year, covering various topics. The fifth installment of these engaging parent presentations, held on March 20th, 2024, focused on ADHD: Understanding the Diagnosis and Treatment Strategies. It featured Aleigha Arksey, a Registered Psychologist from True Balance Counselling.

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

Division Collaborative Day: As part of our second District Collaboration Day of the 2023-24 school year, the Support Services team provided professional learning opportunities for Support Staff that were connected to our divisional priority areas. With collaboration in mind, there were several flexible learning opportunities provided ranging from self-directed professional development, pre-recorded skill development sessions to targeted large group in-person learning opportunities. The ease of accessing the various opportunities that were shared with support staff provided an avenue for personalized learning.

Low Incidence Support Services (LISS) Grant - As a result of the Low Incidence Support Services (LISS) grant, we have been able to:

- Identify and purchase several costly pieces of equipment through the South West Collaborative Services for our students. The specialized equipment supports our BVI students as well as our d/DHH students. The equipment and resources that have been purchased will provide greater access to learning, reduce barriers to learning and support Individual Program Plans and specialists' recommendations to support student learning.
- Coordinate with Zone 6 partners and South West Collaborative Support Services to deliver an expanded Core Curriculum through Outings in various community facilities.

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

Aisoksistawataiya Powwow: The Holy Spirit School Division, represented by our ISWAG team, was invited to attend the Aisoksistawataiya Powwow on March 23, 2024, at the exhibition center. The team participated in the Powwow by sharing a community booth showcasing their work, with a focus on connecting students and families to various approaches to mental health and wellness. They highlighted the wonderful ways in which Indigenous ways of knowing, being, and doing have been incorporated into our continuum of support for students.

INFORMATION NO: G.6

March 27, 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: Ken Sampson, 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
March 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** - We have completed our application for the 2024-2025 school year, and will be submitting that along with our quarterly reporting during our meeting on March 28, 2024.
- **Collaborative Response Visits** - Our most recent round of Collaborative Response visits encompassed this priority area. We were able to hear from all of our schools as to the many individual and collective success stories that they have in their student data, both quantitatively and qualitatively.

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

- **Wisdom and Visioning Circle Meeting** - We are pleased that we have been able to coordinate a Wisdom and Visioning Circle meeting with a number of our Elders for the afternoon of April 18, 2024. We will be taking a number of items forward for their consideration, reflection, and guidance. We are going to be joined that afternoon by Peter Strikes With A Gun, Jeannie Provost, Mary Ruth McDougall, Dorothy Day Chief, and Tom Little Bear.
- **Upcoming Book Study** - We have launched our second book study on Braiding Sweetgrass by Robin Wall Kimmerer. Information has been disseminated to schools so that we can make the necessary arrangements with our interested participants. Please contact Shelley Kirkvold for further information.

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

- **Learn, Build & Go** - Many thanks to Shelley Kirkvold, our guest presenters and the entirety of our First Nations, Métis and Inuit team for their Learn, Build & Go sessions. We are happy to announce that we will be able to run one more Learn, Build & Go session this spring, focusing on land-based learning. This session will be offered on June 4, 2024, and will include a bus trip to Kainai, along with Indigenous games and place-based sessions with our Elders. If you are interested in attending, please let us know.
- **Divisional Family Gathering - May 30, 2024** - Planning is underway for our yearly Divisional Family Gathering to occur on May 30, 2024 at Father Leonard Van Tighem school. Our initial planning is to offer a barbecue, along with Indigenous games, Elder and tipi teachings, and place-based learning starting at 5:00. Please note the change of date for this event, which was initially tentatively scheduled for June 5, 2024.
- **CASS First Nations, Métis and Inuit Gathering - April 24-26, 2024** - We are excited to be able to offer a session at next month's CASS Gathering, which will be presented by Shelley Kirkvold, Ken Fox, and Annette BruisedHead, focusing on our partnership with Changing Horses in seeking to contribute to the revitalization of Blackfoot. We have also nominated Annette as our Elder for the Gathering, and will sponsor her attendance if she is not selected for sponsorship by CASS.

INFORMATION NO: G.7

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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

HOLY SPIRIT STARS

March 2024

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

NAME	SCHOOL	ACHIEVEMENT
Tanae Sawa Blake Lamontagne Ayla Bach Natalie Johnson Berkley Schooten	Father Leonard Van Tighem School St. Catherine School, Picture Butte	Their LVC U13 Blue Volleyball Team came in 1 st place in south region Premier. The team is ranked in the top two U13 teams in Alberta presently.
Tate Thompson	Father Leonard Van Tighem School	Won 1 st place in the Travers Damn Ice Fishing Derby by catching the biggest Walleye as well as biggest fish in the derby at 51 cm
Brooklyn Seeman	Father Leonard Van Tighem School	Won the gold medal at the Alberta Winter Games and then went on to win gold in the 2024 pacific International Judo Competition in Abbotsford, BC in both the U14 and U16 categories.
Vladyslav Korshunov	St. Francis Junior High School	Placed 3 rd in the Men's U16 Long Jump at the Indoor Track and Field Provincials with a measurement of 4.82 meters.
Jasper Leger	Father Leonard Van Tighem School	Placed 4 th in the U12 Moguls at the Castle Mountain Alberta Freestyle Ski Competition.
Charlie McDonald Samantha Clamp Claire Moser Elliotte McIntosh Erika Krisko Kelsey Sawa Kaitlyn Bain Natalia Catonio	Father Leonard Van Tighem School St. Francis Junior High School	Their team won the gold medal in the Gold Tier 1 category at the CMSA Family Day Soccer Tournament in Calgary.

<i>NAME</i>	<i>SCHOOL</i>	<i>ACHIEVEMENT</i>
Brooke Pilsner Vivian Lavens Ella Tillsley Aniston Weenk Treu Schitzerling Kinzley Harty	Father Leonard Van Tighem School	Their team LVC U14 White won gold in Division 2 at a volleyball tournament.

INFORMATION NO: G.8

March 27, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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

																								Total FTEs Sept 29 2023			Total FTEs Sept 29, 2022	% Difference Sept 29, 2022
	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder- garten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 29 2023	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2022	% Difference Sept 29, 2022	
CARE				0				0	1	1	4	6				0	6			0	6	6	6	0.0%	0	5	20.0%	
CCHS ENG				0				0				0	311	291	289	891	891			0	891	891	881	1.1%	10	865	3.0%	
CCHS FI				0				0				0	15	19	20	54	54			0	54	54	55	-1.8%	-1	53	1.9%	
ESM ENG	22	25	24	71	36	22	26	84				0				0	155	8	14	22	177	166	158.5	4.7%	7.5	140	18.6%	
ESM FI	31	27	35	93	31	30	33	94				0				0	187	7	33	40	227	207	207	0.0%	0	204	1.5%	
FLVT	46	52	52	150	47	59	53	159	112	102	113	327				0	636	13	30	43	679	657.5	654.5	0.5%	3	611.5	7.5%	
ASSUMPTION	27	17	29	73	27	30	27	84				0				0	157	12	15	27	184	170.5	171.5	-0.6%	-1	162	5.2%	
ST FRANCIS ENG				0				0	176	150	155	481				0	481			0	481	481	478	0.6%	3	462	4.1%	
ST FRANCIS FI				0				0	27	15	30	72				0	72			0	72	72	72	0.0%	0	69	4.3%	
ST MARTHA	40	38	26	104	24	34	24	82				0				0	186	14	42	56	242	214	205	4.4%	9	188.5	13.5%	
ST PATRICK FA	38	41	40	119	46	45	44	135				0				0	254		30	30	284	269	261.5	2.9%	7.5	261	3.1%	
ST PAUL	30	37	53	120	41	37	35	113				0				0	233	15	37	52	285	259	243.5	6.4%	15.5	223	16.1%	
ST TERESA	56	53	69	178	58	62	47	167				0				0	345	28	41	69	414	379.5	375	1.2%	4.5	354.5	7.1%	
TRINITY				0				0			3	3	16	9	25	50	53			0	53	53	34	55.9%	19	41	29.3%	
Sub Total City	290	290	328	908	310	319	289	918	316	268	305	889	342	319	334	995	3710	97	242	339	4049	3879.5	3802.5	2.0%	77	3639.5	6.6%	
ST CATHERINE	17	15	31	63	23	21	18	62	21	19	23	63				0	188	14	10	24	212	200	199	0.5%	1	186	7.5%	
ST JOSEPH	36	46	35	117	32	39	27	98	23	30	20	73				0	288	22	27	49	337	312.5	315.5	-1.0%	-3	286.5	9.1%	
ST MARY(T)				0			20	20	31	27	27	85	26	27	27	80	185			0	185	185	181	2.2%	4	214	-13.6%	
ST MICHAEL PC ENG	20	16	13	49	21	9	18	48	14	26	16	56	29	24	22	75	228	19	30	49	277	252.5	255	-1.0%	-2.5	225.5	12.0%	
ST MICHAEL PC FI	10	9	7	26	8	4	5	17				0				0	43			0	43	43	43	0.0%	0	44	-2.3%	
ST MICHAEL BI	3	6	8	17	3	9	6	18	4	3	5	12		5	4	9	56		4	4	60	58	57.5	0.9%	0.5	62.5	-7.2%	
ST PATRICK T	37	38	34	109	30	38		68				0				0	177	16	30	46	223	200	193	3.6%	7	183.5	9.0%	
Sub Total Rural	123	130	128	381	117	120	94	331	93	105	91	289	55	56	53	164	1165	71	101	172	1337	1251	1244	0.6%	7	1202	4.1%	
TOTALS	413	420	456	1289	427	439	383	1249	409	373	396	1178	397	375	387	1159	4875	168	343	511	5386	5130.5	5046.5	1.7%	84	4841.5	6.0%	

PreK FEE PAYING	
ASSUMPTION	7
ESM ENG	3
ESM FI	8
FLVT	25
ST PAUL	4
ST MARTHA	4
ST TERESA	20
Sub Total City	71
ST CATHERINE	8
ST JOSEPH	31
ST MICHAEL PC	24
ST PATRICK T	23
Sub Total Rural	86
Total Pre K	157

INTERNATIONAL NON-FUNDED TUITION PAYING										
SCHOOL				SUB Total				SUB Total	Total	
	Gr 7	Gr 8	Gr 9		Gr 10	Gr 11	Gr 12			
CCHS				0	3	4	2	9	9	
FLVT		1	1	2				0	2	
ST FRANCIS				0				0	0	
Sub Total City	0	1	1	2	3	4	2	9	11	
ST JOSEPH				0				0	0	
ST CATHERINE				0				0	0	
ST MARY (T)				0		1		1	1	
ST MICHAEL PC				0				0	0	
ST MICHAEL BI				0				0	0	
Sub Total Rural	0	0	0	0	0	1	0	1	1	
Total	0	1	1	2	3	5	2	10	12	

INTERNATIONAL EXCHANGE										
SCHOOL			Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
	Gr 7	Gr 8	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
CCHS					0			1	1	1
SMT					0				0	0
SMPC					0				0	0
Total	0	0	0	0	0	0	0	1	1	1

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
168	343	4875	5386	157	12	1	170	5556