



HOLY SPIRIT CATHOLIC SCHOOL DIVISION BOARD MEETING BRIEFS

BOARD OF TRUSTEES

Board Chair
Linda Ellefson

Vice Chair
Roisin Gibb

Trustee
Tricia Doherty

Trustee
Blake Dolan

Trustee
Kevin Kinahan

Trustee
Carmen Mombourquette

Trustee
Thomas Machacek

Trustee
Cheralan O'Donnell

Trustee
Bob Spitzig

EXECUTIVE TEAM

Superintendent
Chantel Axani

Deputy Superintendent
Anthea Boras

Secretary-Treasurer
Amanda Lindemann

**Associate Superintendent
of Learning**
Aaron Skretting



*Christ-centered
learning communities
where students
are cherished
and achieve
their potential.*

ORGANIZATIONAL MEETING

The following positions and committees were established for the 2025/2026 school year:

BOARD CHAIR: Linda Ellefson (acclaimed)

VICE CHAIR: Roisin Gibb (acclaimed)

STANDING COMMITTEES:

ATA Local No. 5 Negotiating Committee:

Bob Spitzig (Committee Chair),
Kevin Kinahan and Blake Dolan

CUPE 1825 Negotiating Committee:

Bob Spitzig (Committee Chair),
Roisin Gibb and Cheralan O'Donnell

Audit Committee:

Roisin Gibb (Committee Chair),
Carmen Mombourquette and Tricia Doherty

Finance Committee

Linda Ellefson (Committee Chair)
Blake Dolan, Carmen Mombourquette, and
Kevin Kinahan

Share the Mission Award Committee:

Roisin Gibb (Committee Chair),
Linda Ellefson and Tricia Doherty

Teacher/Board Advisory Committee:

Blake Dolan, Bob Spitzig, and
Cheralan O'Donnell

Policy Committee:

Cheralan O'Donnell (Committee Chair)
Tricia Doherty, Carmen Mombourquette, and
Linda Ellefson

GrACE:

Tricia Doherty and Linda Ellefson

EXTERNAL COMMITTEES:

ACSTA:

Linda Ellefson (Alt: Kevin Kinahan)

ASBA:

Cheralan O'Donnell (Alt: Tricia Doherty)

Teacher Employer Bargaining Authority:

Cheralan O'Donnell

EXTERNAL COMMITTEES (continued):

Joint City/School Boards' Committee:

Tricia Doherty and Roisin Gibb

Economic Development Lethbridge Committee:

Tricia Doherty

Team Lethbridge:

Bob Spitzig and Roisin Gibb

SCHOOL LIAISONS:

It is the Board's practice that Trustees serve as liaisons to assigned schools. This ensures that there is a Board member present at important school events and that better communication exists between the schools and the Board in general:

Catholic Central High: Carmen Mombourquette

Children of St. Martha: Bob Spitzig

École St. Mary: Roisin Gibb

Father Leonard Van Tighem: Linda Ellefson

Our Lady of the Assumption: Roisin Gibb

St. Catherine (Picture Butte): Cheralan O'Donnell

St. Francis Junior High: Tricia Doherty

St. Joseph (Coaldale): Kevin Kinahan

St. Mary (Taber): Thomas Machacek

St. Michael (Bow Island): Kevin Kinahan

St. Michael (Pincher Creek): Blake Dolan

St. Patrick Fine Arts : Carmen Mombourquette

St. Patrick (Taber): Thomas Machacek

St. Paul: Bob Spitzig

St. Teresa of Calcutta: Tricia Doherty

Trinity Learning: Carmen Mombourquette



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ACTION ITEMS

Voluntary Retirement Opportunities

The Board makes the following offer to teachers:

Any eligible teacher who, by December 13, 2025, submits a notice of retirement, effective January 31, 2026, will be offered a temporary teaching contract beginning February 1, 2026 until June 30, 2026.

The Board makes the following offer to support staff:

Any eligible member of the Local Authorities Pension Plan (LAPP) who, by December 13, 2025, submits a notice of retirement, effective January 31, 2026, will be offered a temporary contract of employment for February 1, 2026 until the June 2026 end date for the eligible member's position.

Council of School Council Chairs Agenda

The first meeting between School Council Chairs and the Board of Trustees will be Monday, December 1, 2025 and items discussed will be:

- Presentation on Labour Action
- Role of the Trustee
- Faith Plan

Funding for Additional Staffing

The Board approved the use of Operating Reserves to a maximum of \$250,000 for additional support staff in schools to assist with high priority complex classrooms.

St. Kateri Elementary School

The Board approved the opening of the new Lethbridge school for the Fall of 2026.

Lethbridge Charter School

The Board directed the Chair to write a letter to the Alberta government outlining the programming currently offered within the Division that aligns with the focus of the proposed public charter school.

INFORMATION ITEMS

Administrative Procedures Update

The Board received the following revised Administrative Procedures:

- AP 307: Young Offender Records
- AP 213: Early Childhood Services Program
- AP 460: The Role of the Secretary Treasurer
- AP 320: Interviewing Students
- AP 347: Fairness and Safety in Sports

These have been updated on the division website.

ASBA Fall General Meeting

The Board received information about the Annual General Meeting for the Alberta School Boards' Association (ASBA) which will be held November 16-18, 2025 in Edmonton, AB.

ACSTA Fall General Meeting

The Board received information about the Annual General Meeting for the Alberta Catholic School Trustees Association (ACSTA) which will be held November 14-16, 2025 in Edmonton, AB.

Holy Spirit Retiree Mass Rescheduled

The annual Holy Spirit Retiree Mass hosted by the Board of Trustees, will be rescheduled for a later date.

Catholic Education Week Rescheduled

Catholic Education Week has been postponed to May 9-16, 2026. Catholic Education Sunday will kick-off the week on May 9-10, 2026.

IMR and CMR Expenditure Report

Secretary Treasurer Amanda Lindemann provided for Board information the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Expenditure Report for the year ending August 31, 2025.

REPORTS

Board Reports:

- Board Chair • ACSTA • ASBA • GrACE
- PCCCLC • Economic Development Committee

Administrative Reports:

- Superintendent • Deputy Superintendent
- Secretary Treasurer • Director of Support Services
- Associate Superintendent of Learning
- Director of Technology • Director of Facilities