

Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, September 27, 2023
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 – Board Chair Carmen Mombourquette

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) June 28, 2023 Organizational Board Meeting
 - ii) June 28, 2023 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Year 2: Build! Pilgrims of Hope
(Aaron Skretting, Director of Religious Education)

- B.1 Board Self-Evaluation
- B.2 Superintendent Evaluation
- B.3 Audit Committee
- B.4 Mass for Retired Staff
- B.5 Locally Developed Courses

C. POLICY REVIEW

- C.1 Policy Review Schedule for 2023/2024
- C.2 Policy 1: Mandate, Mission, Values and Goals
- C.3 Policy 2: Role of the Board
- C.4 Policy 3: Role of the Trustee
- C.5 Policy 4: Trustee Code of Conduct

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
- E.6 Audit Committee Report

F. ADVOCACY

- F.1 Meeting with Minister of Education
- F.2 Individual Trustee Advocacy
- F.3 School Council Advocacy

G. INFORMATION ITEMS

- G.1 Correspondence from Premier Smith
- G.2 Truth and Reconciliation Week
- G.3 Alberta Education Assurance Measure Results
- G.4 Dual Credit Grant
- G.5 Minister of Education's Back to School Letter
- G.6 2023/2024 Minister of Education's Youth Council
- G.7 Bearing Witness Presentation
- G.8 Save the Date Teachers as Missionary Disciples Symposium
- G.9 Holy Spirit Catholic School Division Long Standing Member of Lethbridge Chamber of Commerce Distinction
- G.10 Valley of the Birdtail Book Study
- G.11 IMR and CMR Expenditure Report
- G.12 Director of Learning Report
- G.13 Director of Religious Education Report
- G.14 Director of Support Services Report
- G.15 First Nations, Métis and Inuit Education Report
- G.16 Holy Spirit Stars

H. ADJOURNMENT

2023 Org. Meeting: page 2 Appointment of Committees	10391/0623 Blake Dolan B.3 10392/0623 Cheralan O'Donnell 10393/0623 Cheralan O'Donnell 10394/0623 Cheralan O'Donnell 10395/0623 Cheralan O'Donnell 10396/0623 Tricia Doherty 10397/0623 Cheralan O'Donnell 10398/0623 Tricia Doherty 10399/0623 Cheralan O'Donnell 10400/0623 Cheralan O'Donnell	<i>First Call:</i> Trustee Linda Ellefson nominated Trustee Tom Machacek in the first call. Trustee Tom Machacek accepted the nomination. <i>Second Call:</i> There were no nominations in the second call. <i>Third Call:</i> There were no nominations in the third call. M/C That the Board of Trustees ceases nominations for the position of Vice-Chair. Trustee Tom Machacek was declared Vice-Chair by acclamation. <u>NOMINATIONS FOR STANDING COMMITTEES</u> M/C That the Board of Trustees proceeds to appoint members to standing committees, external committees, committees required by contract and any <i>ad hoc</i> committees, as outlined in <i>Policy 7: Board Committees and Board Representation</i>. M/C That Roisin Gibb and Frances Cote be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee; AND FURTHER, that Bob Spitzig be appointed as Committee Chair. M/C That Cheralan O'Donnell and Carmen Mombourquette be appointed as the Board's representatives to the CUPE Local #290 Negotiating Committee; AND FURTHER, that Blake Dolan be appointed as Committee Chair. M/C That Bob Spitzig and Carmen Mombourquette be appointed as the Board's representatives to the CUPE Local #1825 Negotiating Committee; AND FURTHER, that Blake Dolan be appointed as Committee Chair. M/C That Cheralan O'Donnell and Carmen Mombourquette be appointed to the Audit Committee; AND FURTHER, that Thomas Machacek be appointed as Chair of the Audit Committee. M/C That Linda Ellefson and Roisin Gibb be appointed to the Share the Mission Award Committee; AND FURTHER, that Thomas Machacek be appointed as Chair of the Share the Mission Award Committee. M/C That Frances Cote be appointed as the Board's representative to the Wisdom and Visioning Circle; AND FURTHER, that Cheralan O'Donnell be appointed as alternate. M/C That Roisin Gibb and Tricia Doherty be appointed as the Board's representatives to the Joint City/School Boards' Liaison Committee. M/C That Tricia Doherty be appointed as the Board's representative to the Economic Development Committee.
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2023 Org. Meeting: page 3	10401/0623 Cheralan O'Donnell 10402/0623 Tricia Doherty 10403/0623 Cheralan O'Donnell 10404/0623 Cheralan O'Donnell 10405/0623 Cheralan O'Donnell 10406/0623 Cheralan O'Donnell 10407/0623 Cheralan O'Donnell 10408/0623 Cheralan O'Donnell School Liaisons B.4 10409/0623 Cheralan O'Donnell 10410/0623 Cheralan O'Donnell 10411/0623 Cheralan O'Donnell 10412/0623 Cheralan O'Donnell 10413/0623 Cheralan O'Donnell 10414/0623 Cheralan O'Donnell 10415/0623 Tricia Doherty	<u>NOMINATIONS FOR EXTERNAL COMMITTEES</u> M/C That Linda Ellefson be appointed as the Board's representative to the ACSTA Board of Directors; AND FURTHER, that Tricia Doherty be appointed as alternate. M/C That Roisin Gibb be appointed as the Board's representative to the ASBA Zone 6; AND FURTHER, that Cheralan O'Donnell be appointed as alternate. M/C That Tricia Doherty and Linda Ellefson be appointed as the Board's representative to the GrACE committee. M/C That Bob Spitzig be appointed as the Board's representatives to the Teacher Employers' Bargaining Authority. M/C That Bob Spitzig be appointed as the Board's representative to the Pincher Creek Early Childhood Coalition. M/C That Frances Cote be appointed as the Board's representative to the Pastoral Discernment Advisory Committee. <u>NOMINATIONS FOR COMMITTEES REQUIRED BY CONTRACT</u> M/C That Frances Cote, Bob Spitzig, and Blake Dolan be appointed as the Board's representatives to the Teacher/Board Advisory Committee. <u>NOMINATIONS FOR AD HOC COMMITTEES</u> M/C That Roisin Gibb and Tricia Doherty appointed as the Board's representatives on the next Team Lethbridge Mission. <u>SCHOOL LIAISONS</u> M/C That the Board of Trustees proceeds to appoint trustees to work with individual schools within the division. M/C That Bob Spitzig be appointed to serve as the Board liaison for Catholic Central High School in Lethbridge. M/C That Roisin Gibb be appointed to serve as the Board liaison for Children of St. Martha Elementary School in Lethbridge. M/C That Tricia Doherty be appointed to serve as the Board liaison for École St. Mary Elementary in Lethbridge. M/C That Linda Ellefson be appointed to serve as the Board liaison for Father Leonard Van Tighem School in Lethbridge. M/C That Linda Ellefson be appointed to serve as the Board liaison for Our Lady of the Assumption Elementary School in Lethbridge. M/C That Cheralan O'Donnell be appointed to serve as the Board liaison for St. Catherine School in Picture Butte.
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June 28/23: page 2 Board Meeting Schedule 2023/2024 School Council Chairs / Board of Trustees Meeting Schedule 2023/2024 Alberta School Councils' Association (ASCA) Membership Renewal Father Derek Remus 5-Year Anniversary of Ordination Gifts for Departing Priests Three-Year Infrastructure Maintenance Renewal (IMR) Plan Opting out of Alberta School Foundation Fund	B.2 10390/0623 Cheralan O'Donnell B.3 10391/0623 Tricia Doherty B.4 10392/0623 Linda Ellefson B.5 10393/0623 Bob Spitzig 10394/0624 Bob Spitzig B.6 10395/0623 Roisin Gibb B.7 10396/0623 Linda Ellefson Seconded by: Roisin Gibb	The Board reviewed a draft version of the 2023/2024 Board Meeting Schedule. It was recommended that the November Board Meeting date be changed to November 29, 2023 due to the fact that the ACSTA and ASBA Fall General Meetings run from November 17-21, 2023. M/C That the Board of Trustees approves the Board Meeting Schedule for 2023/2024, as amended. The Board reviewed the draft 2023/2024 School Council Chairs/Board Meeting Schedule. M/C That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2023/2024, as presented. The Board reviewed a letter from the Alberta School Councils' Association informing that the division's membership will be expiring at the end of June 2023 and outlining the services involved with membership. M/C That the Board of Trustees approves the renewal of Holy Spirit Catholic School Division's membership to the Alberta School Councils' Association, on behalf of all division schools. Ordination is one of the seven sacraments of the Catholic Church. Father Derek Remus, a priest within the Holy Spirit Catholic School Division, in June of this year, celebrates his 5th year anniversary of holy orders. M/C That the Board of Trustees pen a letter of congratulations to Father Derek Remus, parish priest for All Saints, on his 5th year anniversary of ordination. M/C That the Board of Trustees buy a gift for any priests that are leaving the Holy Spirit Catholic School Division. The Board received and reviewed the division's Infrastructure Maintenance Renewal (IMR) Plan for 2023-2026. Plant Operations Coordinator Vivien Kossuth provided the Board with a presentation explaining the IMR process and the division's plan going forward for the next three years. M/C That the Board of Trustees approves the Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR) Plan for 2023-2026, as presented. The Alberta Catholic School Trustees' Association (ACSTA) encourages its member boards to exercise their right to opt out of the Alberta School Foundation Fund (ASFF). We are given the right to reassert our intention to opt out after: a. Following a provincial election b. The appointment of a new Minister of Education c. A change in Education Legislation d. A municipal election The ACSTA will be compiling all of the resolutions and forwarding to the Minister of Education. M/C That the Board of Trustees reaffirms the position of Holy Spirit Roman Catholic Separate School Division to opt out of the Alberta School Foundation Fund, AND FURTHER, be it resolved that Division 4 of Part 6 of the recently amended Education Act (2012) s. 164(1-5) does not apply to Holy Spirit Roman Catholic Separate School Division.
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June 28/23: page 3 <u>POLICY REVIEW</u> Policy 17: Awards Policy Review Schedule for 2023/2024 <u>ADMINISTRATIVE REPORTS</u> Superintendent's Report <u>BOARD REPORTS</u> Board Chair's Report ACSTA Report ASBA Report GrACE Report <u>ADVOCACY</u> Individual Trustee Advocacy School Council Advocacy	C.1 10397/0623 Bob Spitzig 10398/0623 Cheralan O'Donnell C.2 10399/0623 Cheralan O'Donnell D.1 10400/0623 Roisin Gibb E.1 10401/0623 Linda Ellefson E.2 E.3 E.4 F.1 10402/0623 Frances Cote F.2	The Board brought forward and reviewed <i>Policy 17: Awards</i> and determined that for the Long Services Awards clarity on active versus continuous service was necessary. M/D That the Board of Trustees approves Policy 17: Awards, as presented. M/C That the Board of Trustees creates a committee to closely examine Policy 17 and in particular the Long Services and Retirement Awards. The Board took a brief recess at 8:06 p.m. The Board reconvened at 8:16 p.m. The Board examined a list of policies that were reviewed, amended, and adopted over the 2022/2023 school year, as well as the draft Policy Review Schedule for the 2023/2024 school year. M/C That the Board of Trustees approves the Policy Review Schedule for the upcoming 2023/2024 school year, as amended. The Board reviewed the Superintendent's June 28, 2023 Report. M/C That the Board of Trustees receives and files the Superintendent Report for June 28, 2023. Board Chair Carmen Mombourquette provided a report about recent correspondence, planning, events, and activities. M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA and GrACE Reports for June 28, 2023. Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent ACSTA business, events, and activities. Trustee Roisin Gibb, Board representative to the ASBA, provided a report to the Board regarding recent ASBA business, events, and activities. Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE committee, provided a report regarding recent GrACE business, events, and activities. Each Trustee provided a written report outlining the activities they have been engaged in to advocate for the Board and school division over the past month. M/C That the Board of Trustees receives and files the individual Trustee Advocacy Reports for June 28, 2023. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Trustee Roisin Gibb asked how we are meeting our 1 to 3 ratio of devices to students as enrolment fluctuates. Secretary Treasurer Lisa Palmarin informed the Board that the initial number is determined by the September 30 student count and then is revamped as needed throughout the year if there are large changes. Trustee Tom Machacek asked if our approved budget is on the website as at the St. Michael's School, Bow Island School Council meeting they could not seem to locate it at the last meeting. Superintendent Ken Sampson let the trustees know that all Holy Spirit Catholic School Division reports and plans are located under the Resources and Publications menu on the division website.
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June 28/23: page 4		
Meeting with Local MLAs	F.3	The Board hosted a meeting with invited MLAs, Cardston-Siksika MLA Joseph Schow, Lethbridge East MLA Nathan Neudorf, and Livingstone-Macleod MLA Chelsae Petrovic on Tuesday, June 27, 2023. The items discussed included: • Congratulations to the elected MLAs • Capital Plan • Funding Letter to the Minister of Education
<u>INFORMATION ITEMS</u>		
Administrative Procedure Updates	G.1	The Board of Trustees received the following updated / revised / added Administrative Procedures as information: • <i>Administrative Procedure 113: Use of Personally Owned Electronic Devices</i> • <i>Administrative Procedure 113A: Digital Citizenship and Acceptable Use Agreement: Grades K-4</i> • <i>Administrative Procedure 113B: Digital Citizenship and Acceptable Use Agreement: Grades 5-12</i> • <i>Administrative Procedure 114: Information Technology</i>
	10403/0623 Bob Spitzig	M/C That the Board of Trustees extend the June 28, 2023 Regular Meeting past 9:00 p.m.
Third Quarter Financial Report with Year End Projections	G.2	Secretary Treasurer Lisa Palmarin provided the 2022/2023 Third Quarter Financial Report with Year End Projections for Board information.
Opening Mass 2023/2024	G.3	The Opening Mass for Holy Spirit Catholic School Division will be held on Wednesday, August 30, 2023 at 9:00 a.m. at Catholic Central High School East Campus, for all divisional staff and will be officiated by Bishop William McGrattan.
Diocese of Calgary Personnel Update	G.4	The Board received as information the June 15, 2023 Personnel Announcement for the Diocese of Calgary. Father Derek Remus, Associate Pastor at All Saints Parish in Lethbridge, is being appointed to St. Luke's Parish in Calgary, effective August 1, 2023. Father Santiago Torres will be replacing Father Derek.
Holy Spirit Social Media Analytics Report	G.5	The Board received the Holy Spirit Social Media Analytics Report from January 1, 2023 to May 31, 2023. The information provided detailed data and metrics regarding the division's social media activities and performance.
KidoodIED Million Dollar School Giveaway Results	G.6	Ten (10) Holy Spirit Catholic School Division schools entered videos showcasing why their schools should be chosen to win one of \$10,000 prizes. On June 16, 2023 KidoodIED announced that all ten (10) of our schools had each won and received \$10,000.
Director of Learning Update	G.7	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	G.8	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	G.9	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Métis and Inuit Education Update	G.10	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.
Holy Spirit Stars	G.11	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	G.12	The Board received the division enrolment report for May 2023.

June 28/23: page 5

ADJOURNMENT

**10404/0623
Bob Spitzig**

M/C

**That the Board of Trustees adjourns the Regular Board Meeting of
June 28, 2023 at 9:28 p.m.**

Board Chair

Secretary-Treasurer



Opening Prayer

God our Father, your Word, Jesus Christ, spoke peace to a sinful world and brought mankind the gift of reconciliation by the suffering and death He endured. Teach us, the people who bear His name, to follow the example He gave us. May our faith, hope and charity turn hatred to love, conflict to peace and death to eternal life.

Father in Heaven, bless us as we gather today for this meeting.
Guide our minds and hearts so that we will work for the good of our community,
and help all Your people.

Teach us to be generous in our outlook,
courageous in face of difficulty, and wise in our decisions.

Father, we praise You, for You are God for ever and ever.

Amen.

ACTION NO: B.1

September 27, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Board Self- Evaluation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Board of Trustees conducted its annual Self-Evaluation from May 23, 2023 to June 1, 2023 through an online questionnaire.
2. The Board is now required to approve the Self-Evaluation Report, as reviewed and confirmed at the August 30, 2023 evaluation meeting.

RECOMMENDATION

That the Board of Trustees approves the Board Self-Evaluation Report, as conducted with the online questionnaire from May 23 – June 1, 2023;

AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.

ACTION NO: B.2

September 27, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Superintendent Evaluation

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Board of Trustees conducted an evaluation of the Superintendent of Schools from May 23 to June 1, 2023 through an online questionnaire. The Board then met on August 30, 2023 to review the collected data.
2. The Board is now required to approve the evaluation of the Superintendent of Schools, as established and confirmed at the August 30, 2023 session.

RECOMMENDATION

That the Board of Trustees approves the Superintendent's Evaluation Report, as established in the evaluation meeting of August 30, 2023, as an accurate accounting of the Superintendent's performance for the period June 1, 2022 to May 31, 2023;

AND FURTHER, that the Board of Trustees authorizes the Board Chair to make any required technical edits and to sign the report on the Board's behalf.

ACTION NO: B.3

September 27, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Thomas Machacek, Chair of the Audit Committee

SUBJECT: Audit Committee

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As stated in *Policy 7A: Audit Committee: Terms of Reference* the committee will consist of two (2) public members who are not employees.
2. The public members would sit for a two-year term with the option to reappoint for a second term.
3. Secretary Treasurer Lisa Palmarin will be available to speak to this item.

RECOMMENDATION

Pending discussion

ACTION NO: B.4

September 27, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Mass for Retired Staff

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. For the last several years, Holy Spirit Catholic School Division has held a Mass for the retired staff and trustees each year.
2. The Board of Trustees would like to formally recognize our retirees service to the division by sponsoring this Mass annually.
3. The 2023/2024 Mass for Retired Staff and Trustees will take place on November 9, 2023.

RECOMMENDATION

That the Board of Trustees sponsors the annual Mass for Retired Staff and Trustees.

ACTION NO: B.5

September 27, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Locally Developed Courses

ORIGINATOR: Carmen Larsen, Director of Learning

BACKGROUND

The Board is required to authorize any locally developed/acquired courses used within the Division. A request has been submitted to acquire the following Locally Developed Courses:

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Competencies in Math 15	3 Credits (2022-2026)	LDC1515	2023-2024	October 1, 2023	2025-2026
Competencies in Math 15	5 Credits (2022-2026)	LDC1515	2023-2024	October 1, 2023	2025-2026

RECOMMENDATIONS

That the Board of Trustees for The Holy Spirit Catholic School Division, at its September 27, 2023 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources:

- **Competencies in Math 15-3 & 15-5** until August 2026.

PR NO: C.1

September 27, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy Review Schedule 2023/2024

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Attached is the Policy Review Schedule for 2023/2024 for review.
2. A copy of the Board's Mission, Vision, and Values is also attached for Board reference.

RECOMMENDATION

If amendments are made upon discussion.

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.



**Holy Spirit Catholic School Division
Board of Trustees
Policy Review Schedule**

2023/2024 School Year

<u>Board Meeting Date</u>	<u>Policies to be Reviewed</u>
September 27, 2023	Review Policy Review Schedule for 2023/2024 Policy 1: Board Mandate, Mission, Values, and Goals Policy 2: Role of the Board* Policy 3: Role of the Trustee* Policy 4: Trustee Code of Conduct*
October 25, 2023	Policy 7: Board Committees and Board Representation* Policy 17: Awards Policy 18: Board Governance and Operations*
November 29, 2023	Policy 8: Policy Making Policy 9: Role of the Superintendent
December 20, 2023	Policy 5: Role of the Board Chair Policy 6: Role of the Vice Chair Policy 10: Board Delegation of Authority
January 24, 2024	Policy 11: Staff Code of Conduct Policy 12: Teaching Staff Reduction
February 28, 2024	Policy 13: Hearings on Teacher Matters Policy 14: Appeals and Hearings on Student Matters
March 27, 2024	Policy 16: School Closure Policy 17: Awards
April 24, 2024	Policy 19: Conflict of Interest and Nepotism Policy 20: Fiscal Stewardship
May 22, 2024	Policy 21: Public Interest Disclosure (Whistleblower Protection) Policy 22: Vaccination Protocol
June 26, 2024	Create Policy Review Schedule for 2024/2025

* All appendices shall be reviewed with the associated policy.

PR NO:

C.2

September 27, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Policy 1: Board Mandate, Mission, Values, and Goals

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. *Policy 1: Board Mandate, Mission, Vision, Values, and Goals* is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. 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 1: Board Mandate, Mission, Vision, Values, and Goals*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 1: Board Mandate, Mission, Vision, Values, and Goals*

Date: September 27, 2023

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

Nature of/reason for amendment?

Other implications or considerations?

BOARD MANDATE, MISSION, VISION, VALUES AND GOALS

The mandate of the Board of Trustees of the Holy Spirit Roman Catholic Separate School Division is to provide the children and parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, the means of the division and the legislated requirements of the provincial and federal governments.

The Board, in keeping with the philosophy of Catholic education, is dedicated to serving the educational needs and aspirations of our children and parents. We serve the communities of Bow Island, Coaldale, Lethbridge, Picture Butte, Pincher Creek and Taber, and the surrounding areas.

Subject to the right and responsibility of the division to provide education programs to students through separate school in such a way that the rights guaranteed under the Constitution of Canada of separate school electors are preserved and maintained, the division affirms the rights of each student and employee as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms and will not discriminate against students and employees and provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

The Board has adopted the following mission statement:

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 actions and activities of the Board will be guided by the following core values and commitments to those values:

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 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.

The Board has adopted the following vision statement:

- **Holy Spirit Catholic Schools...**Christ-centered learning communities where students are cherished and achieve their potential.

The Board believes that a quality Catholic education has the following intentions:

- To support each student in developing a personal relationship with Jesus Christ.
- To develop in students an understanding and appreciation for Catholicism as a way of life.
- To develop in students a sense of Christian morality that will serve as a guiding principle for living.

- To provide the experience of living in a Catholic educational community where the teachings of Jesus Christ are modeled, experienced, and taught.
- To develop the individual in such areas as pride, self-worth, discipline, responsibility, confidence, expression, understanding, respect, and nurtured growth in faith and spirituality.
- To develop to the utmost, the intellectual, physical, social, spiritual and emotional capabilities of each child.
- To ensure that all students, according to individual need and regardless of location and circumstance, have access to high quality basic education, as defined by Alberta Education's Guide to Education, that is permeated with Catholic teaching and values. Such is the first priority of our resource allocations to students.
- To develop in students a love of life-long learning.
- To develop the skills and competencies required for students to be successful in an ever-changing world.
- To provide welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging.
- To provide opportunities for students to achieve equitable educational outcomes.
- To foster meaningful communication between the school, home and parish.
- To prepare students to enter directly into the work force or to proceed to an institution of higher learning.
- To develop strong and effective communication skills in students that demonstrates respect, empathy, and responsibility to others.
- To provide physical education and wellness activities with the aim of developing healthy bodies.
- To develop in students an understanding of the obligations and responsibilities of citizenship, our heritage and our Canadian democratic ideals.
- To develop in student's growth toward competence in citizenship, loyalty to the ideals of democracy and an appreciation for the problems of the community: local, territorial, provincial, national and global.
- To develop an appreciation for the role of the family in society and to promote positive family relationships.
- To continue our journey to truth and reconciliation by providing opportunities for all students to develop an understanding of, and respect for, the histories, cultures, languages, and diverse perspectives and contemporary contexts of First Nations, Métis and Inuit.
- To provide opportunities to develop and foster in students an appreciation for, and interest in, religious vocations.
- To support the foundation of Catholic education as enunciated by the following:
 - The Second Vatican Council, in the *Declaration on Christian Education, 1965.*
 - The Sacred Congregation for Catholic Education, in the document entitled, *The Catholic School, 1977.*
 - The *Apostolic Exhortation of His Holiness Pope John Paul to the Episcopate, the Clergy and the Faithful of the Entire Catholic Church on Catechesis in Our Time (79/10/16).*
 - The *Five Essential Marks of Catholic Schools* by Archbishop J. Michael Miller, CSB

Legal References: Sections 11, 16, 33, 51, 52, and 53 *Education Act*,
Alberta Human Rights Act
The Canadian Charter of Rights and Freedoms

PR NO: C.3

September 27, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 2: Role of the Board

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 2: Role of the Board* is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. 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 2: Role of the Board and its appendices*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 2: Role of the Board*

Date: September 27, 2023

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

Nature of/reason for amendment?

Other implications or considerations?

ROLE OF THE BOARD

As the body elected by the Catholic electors of the Division, the Board is responsible to the electors for the development of the educational objectives and goals of the Division in keeping with the Christian ideals and values of the Catholic community. As a corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body elected by the electors that support the Holy Spirit Catholic School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagement of constituents.

The Board must fulfill its key roles of ensuring education in our division is Christ-centered and models Catholic values.

Areas of Responsibility

1. Faith Leadership

- 1.1 Make decisions which reflect Catholic values and beliefs.
- 1.2 Be visible within the Catholic faith community.
- 1.3 Be involved in and supportive of parish functions in each of the communities served by the division.
- 1.4 Participate in, and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.
- 1.5 Be accountable to the Division's Catholic ratepayers by being an advocate for the preservation of Catholic Education constitutional rights in Alberta.
- 1.6 Ensure regular communication with the Bishop regarding Catholic Education issues in the Division.
- 1.7 Ensure faith leadership decisions align with recommendations or resources provided by the Congregation for Catholic Education.
- 1.8 Participate in Faith Development opportunities and ensure that a strong faith development component is provided for all students and staff.
- 1.9 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.

2. Accountability to Provincial Government
 - 2.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.
 - 2.2 Perform Board functions required by governing legislation and existing Board policy.
 - 2.3 Ensure all students, teachers and Division leaders are provided with resources that enable them to learn about First Nations, Métis and Inuit perspectives, experiences and contribution throughout history; treaties, and the history and legacy of residential schools.
3. Accountability to Community
 - 3.1 Make data-informed decisions which reflect the Gospel values and represent the interests of the entire Catholic community served.
 - 3.2 Establish processes and provide opportunities for community input.
 - 3.3 Report division results at least annually.
 - 3.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
 - 3.5 Model a culture of faith, respect and integrity, rooted in the Good News of Jesus Christ.
 - 3.6 Proactively work to build community support for this Catholic education system.
 - 3.7 Be visible in our school communities.
 - 3.8 Engage the community in a dialogue about Division programs, needs and desires.
 - 3.9 Establish plans for collaborative work between the Division and First Nations.
4. Three-Year Education Plan
 - 4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities and key results, in three-year cycles.
 - 4.2 Annually approve Three-Year Education Plan.
 - 4.3 Identify Board priorities at the outset of the annual Three-Year Education Assurance process.
 - 4.4 Annually approve the Three-Year Education Plan and the Annual Education Assurance Report for submission to Alberta Education by the due date and ensure access for the public.
 - 4.5 Annually approve budget (driven by the Three-Year Education Plan).
 - 4.6 Annually evaluate the effectiveness of the division in achieving established goals and desired results.
 - 4.7 Monitor progress toward the achievement of student outcomes and other desired results.

5. Recognition
 - 5.1 Staff - long term service and retirement.
 - 5.2 Community - modeling Catholic values within the school system.
 - 5.3 School – annual recognition in some form acceptable to the Board.
6. Policy
 - 6.1 Determine the goals and objectives the division wishes to pursue.
 - 6.2 Identify areas for which Board policy is required.
 - 6.3 Monitor policy impact to determine if policy is producing the desired results.
7. CEO (Superintendent) / Board Relations
 - 7.1 Select the CEO (Superintendent).
 - 7.2 Provide the CEO (Superintendent) with clear corporate direction.
 - 7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the *Education Act*.
 - 7.4 Evaluate the CEO (Superintendent) on an agreed upon schedule based upon the CEO (Superintendent) job description and additional Board direction.
 - 7.5 Delegate authority to the CEO (Superintendent) and define commensurate responsibilities.
 - 7.6 Provide for CEO (Superintendent) succession planning as required.
 - 7.7 Respect the authority of the CEO (Superintendent) to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 - 7.8 Interact with the CEO (Superintendent) in an open, honest, respectful and professional manner.
 - 7.9 Annually review the compensation of the CEO (Superintendent).
8. Political/Advocacy
 - 8.1 Utilize ASBA and ACSTA advocacy services.
 - 8.2 Develop a yearly work plan that addresses advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.
 - 8.3 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic educational opportunities provided to the students of the Division.
 - 8.4 Enlist the support of local MLAs and the provincial government and provide a leadership role in support of our students and Catholic education initiatives.

- 8.5 Meet with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.
 - 8.6 Be the voice of Catholic education within our communities on advocacy and political issues.
 - 8.7 Advocate for the preservation and enhancement of Catholic education in the division and the province.
 - 8.8 Advocate on the importance of the role of locally elected boards and trustees.
 - 8.9 Support the work of GrACE: Grateful Advocates for Catholic Education.
 - 9. Board Development
 - 9.1 Annually evaluate Board effectiveness.
 - 9.2 Develop a yearly work plan that includes trustee development. Consider increasing knowledge of role, processes and issues.
 - 9.3 Consider ASBA, ACSTA, and CSBA resources.
 - 9.4 Provide an annual program of trustee orientation to enhance understanding of the school division (within four-year mandate).
 - 10. Fiscal
 - 10.1 Determine annual resource allocations based on the Board's strategic priorities.
 - 10.2 Approve budget annually and ensure resources are allocated to achieve desired results.
 - 10.3 Approve annually the Three-year Capital Plan and Infrastructure Maintenance Renewal (IMR) Plan
 - 10.4 Review and approve all new and replacement playground requests.
 - 10.5 Establish reserve funds through the regular budget process for the purchase, replacement or upgrading of capital assets.
 - 10.6 Establish reserve funds for an accumulated operating surplus to expense ratio, as recommended by Alberta Education.
 - 10.7 Appoint the auditor.
 - 10.8 Receive audit report and ensure quality indicators are met.
 - 10.9 Monitor fiscal management and internal financial controls of the division.
 - 10.10 Approve the Audited Financial Statements.
 - 10.11 Support and respond to the fiscal requirements and regulation established from time to time by the Auditor General and Alberta Education.
 - 10.12 Set the mandates for labour negotiations and ratify memoranda of agreement with bargaining units.
 - 10.13 Will be a member of the Finance Committee.
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Legal References: Sections 33, 51, 52, 53, 54, 60, 67, 139, and 122, *Education Act*
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Investment Regulation
School Fees Regulation
Truth and Reconciliation Commission Calls to Action

BOARD ANNUAL WORK PLAN - 2022/23

Month	Board Responsibility			
	Religious	Generative	Strategic	Fiduciary
August	Attend Opening Mass	- Honour the Share the Mission Recipient(s), if selected - Board Chair to address staff and community supporters		Finance Committee
September		Attend monthly meetings and liaison with assigned School Councils	- Board reviews results reports <i>in-camera</i> (Diploma Exams, Achievement Tests) - Review Board Key Priorities and Goals	- Attend ASBA Meeting - Attend ACSTA Board of Directors' Meeting - Joint School Boards / City Meeting - Finance Committee
October	Attend Bishop's Dinner	- Attend School Award Celebrations - ACSTA & ASBA Fall General Meeting Preparation - Attend Division wide PD Day - Attend monthly meetings and liaison with assigned School Councils		- Board Organizational & Regular Meeting - Attend ASBA Meeting - OHS Training Completion - Finance Committee
November	- Participate in Catholic Education Sunday - Participate in Remembrance Day Celebrations in the schools / communities	- Attend School Award Celebrations - School Council Chairs Meeting - Host Mass for retired Holy Spirit staff members - Attend monthly meetings and liaison with assigned School Councils	Review and approve Annual Education Results Report	- Approval of Auditors' Report and Management Letter - Approval of Audited Financial Statements - Attend ACSTA & ASBA Fall General Meetings - Attend ASBA Meeting - Attend ACSTA Board of Directors' Meeting - Approval of International Student Tuition Rates - Teacher Board Advisory Committee Meeting - Finance Committee
December	ATA / Board Divine Liturgy and Dinner	Attend monthly meetings and liaison with assigned School Councils	Review of the Board's Continuous Improvement Plan	- Attend ASBA Meeting - Finance Committee

Month	Board Responsibility			
	Religious	Generative	Strategic	Fiduciary
January	Board Retreat	Attend monthly meetings and liaison with assigned School Councils	Establish Three Year Education Plan Priorities; develop and approve strategic plan	- Attend ASBA Meeting - ACSTA Board of Directors' Meeting - Joint School Boards / City Meeting - Finance Committee
February		Attend monthly meetings and liaison with assigned School Councils	- Establish Budgetary Assumptions for upcoming school year - Review Draft Three Year Facility Plan	- Establish Budgetary Assumptions for upcoming school year - Attend ASBA Meeting - Finance Committee
March	Attend Spiritual Development Day	- School Council Chairs Meeting - Call for Nominations: Edwin Parr Teacher Award Nominations - Attend monthly meetings and liaison with assigned School Councils	- Review of the Board's Continuous Improvement Plan - Approve Three Year Facility Plan - IMR Plan	- Attend ACSTA Board of Directors' Meeting - Attend ASBA Meeting - Finance Committee
April		- Call for Share the Mission Award Nominations - Strategic Board Working Session – ASBA Spring General Meeting Preparation - Attend monthly meetings and liaison with assigned School Councils		- Attend ASBA Meeting - Joint School Boards / City Meeting - Finance Committee
May	- Celebrate World Catholic Education Day - Attend SPICE Conference - Attend Blueprints Conference	- Honour recipients with Long Service Awards - Attend ASBA Zone 6 Edwin Parr Award Ceremony Banquet - Attend School Graduations - Attend Feather Blessings - Attend Pow wows / Family Gatherings - Staff Appreciation - Attend monthly meetings and liaison with assigned School Councils	- Approve Budget for upcoming school year - Approve Locally Developed Courses - Approve Three-year Education Plan - Review Alberta Education Assurance Measures	- Approve Budget for upcoming school year - Attend CCSTA Annual Meeting (1 board representative) - Superintendent Review - Advertise for audit committee members if applicable - Teacher Board Advisory Committee Meeting - Finance Committee
June	Meeting with local Parish Priests	- Host Retirement Banquet - Select Share the Mission Award Recipient if applicable. - Attend Pow wows / Family Gatherings - Attend School Graduations - Attend First Nations, Métis and Inuit Awards - Attend monthly meetings and liaison with assigned School Councils	Review of the Board's Continuous Improvement Plan	- Attend ASBA Spring Conference - Attend ACSTA Board of Directors' Meeting - Meeting with local MLAs - Board and Superintendent Evaluations, as required. - Board Review - Finance Committee

PR NO:

C.4

September 27, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 3: Role of the Trustee

ORIGINATOR: Board of Trustees

BACKGROUND:

1. *Policy 3: Role of the Trustee* is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. 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 and its appendices*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

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

Date: September 27, 2023

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

Nature of/reason for amendment?

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.

PR NO:

C.5

September 27, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 4: Trustee Code of Conduct

ORIGINATOR: Board of Trustees

BACKGROUND:

1. *Policy 4: Trustee Code of Conduct* is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. 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 4: Trustee Code of Conduct and its appendices*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 4: Trustee Code of Conduct*

Date: September 27, 2023

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

Nature of/reason for amendment?

Other implications or considerations?

TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Each trustee, representing all Catholic school supporters of the community and responsible to this electorate through the democratic process, recognizes:

- That trustees are accountable to the Magisterium of the Church, and that, according to the Code of Canon Law, a Catholic school is an instrument of the Church and is one in which Catholic education is established, directed, recognized or converted to, by the local bishop, who is competent to issue prescriptions dealing with the general regulation of Catholic schools.
- That, legally, the authority of the Board is derived from the province, through the Education Act, which ultimately controls the organization and operation of the division and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- That fellow citizens have entrusted them, through the electoral process, with the educational development of the children and youth of the community.
- That trustees are the children's advocates and their first and greatest concern is the best interest of each and every one of these children without distinction as to who they are or what their background may be.
- That trustees are educational leaders who realize that the future welfare of the community, of the province, and of Canada depends in the largest measure upon the quality of education provided in schools to fit the needs of every learner.
- That trustees must not neglect their personal obligation to the community and their legal obligation to the province, nor surrender these responsibilities to any other person, group, or organization.

Specifically

1. Trustees shall carry out their responsibilities as detailed in Policy 3: Role of the Trustee with reasonable diligence.
2. Provide an example to the Catholic Community by active participation in the communal life of a parish and by a personal lifestyle that reflects the teachings of the Church.
3. Trustees must represent fidelity to the interests of the whole division. This accountability supersedes any conflicting loyalty such as that to advocacy/interest groups and membership on other Boards or staffs, or acting as an individual consumer of the division's services.
4. Devote time, thought, and study to the duties of a trustee so that they may render effective and creditable service.
5. Exercise the powers and duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

6. Work with their fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
 7. Consider information received from all sources and base personal decisions upon all available facts in every case; unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.
 8. Work together with fellow trustees to communicate to the electorate all the facts about our schools. Reflect the Board's policies and decisions when communicating with the public.
 9. Support the provincial and national school Board associations for the future of trusteeship in this province and the nation.
 10. Provide effective trustee service to the community in a spirit of teamwork and devotion to publicly funded Catholic education.
 11. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
 12. Trustees shall abide by the Code of Ethics for trustees established by the Canadian Catholic Schools Trustees' Association (see Policy 4-Appendix A) and the Alberta School Boards Association (see Policy 4 – Appendix B).
 13. Trustees shall respect the confidentiality appropriate to issues of a sensitive nature, including statements made during closed sessions of the Board.
 14. Trustees shall avoid conflict of interest with respect to their trusteeship responsibility.
 - 14.1 There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "insider" information;
 - 14.2 When the Board is to decide upon an issue about which a member has an avoidable conflict of interest, that member shall absent him/herself without comment from not only the vote, but also from the deliberation;
 - 14.3 Trustees shall not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a trustee desire employment in the organization, (s)he shall first resign;
 - 14.4 Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict; and
 - 14.5 Trustees who receive a pecuniary benefit or gift which exceeds fifty dollars (\$50.00) in value from any person or group having an association with the Board shall disclose the matter at a closed meeting of the Board.
 15. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board:
 - 15.1 Trustees' interaction with the Superintendent or with staff shall recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
 - 15.2 Trustees' interaction with public, media, or other entities shall recognize the same limitation and the inability of any member of the Board, except for the Chair, to speak for the Board. Trustees may speak about what the Board has decided.
 - 15.3 Trustees must adhere to appropriate processes and policies which address evaluation mechanisms and shall not give undue weight to an individual's judgment of the performance of the Superintendent or of staff.
-

- 15.4 Trustees shall have the Superintendent of Schools (CEO) present at regular meetings of the Board.
- 15.5 Trustees shall refuse to act on matters relating to the employment, discipline, or dismissal of staff. Trustees shall refer all matters of this nature to the appropriate administrative officer.
- 16. Recognize that a key responsibility of the Board is to establish the policies by which the system is to be administered, and that the administration of the educational program and conduct of school business shall be left to the Superintendent and Division staff.
- 17. Trustees absent from the division for an extended period shall, for emergency contact purposes, ensure that the office of the Superintendent is made aware of their whereabouts.
- 18. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 – Appendix C.

Legal References: Sections 33, 34, 51, 52, 53, 64, 67,85, 86, 87, 88, 89 *Education Act*

CANADIAN CATHOLIC SCHOOL TRUSTEES' ASSOCIATION CODE OF ETHICS FOR ROMAN CATHOLIC SCHOOL TRUSTEES

Adopted in 1998

Whereas the aim of Catholic Education is the development of each student towards personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic Community by active participation in the communal life of a parish and by a personal lifestyle that reflects the teachings of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic bishops and the provincial Minister of Education;
- Affirm a strong sense of Christian Community;
- Recognize and defend the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Strictly support all Board policies;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

Reference: <http://www.ccsta.ca/content.php?doc=16>

**ALBERTA SCHOOL BOARDS ASSOCIATION
TRUSTEE CODE OF ETHICS**

Adopted 1983 Annual Convention

As a member of my local Board of Education, representing all the citizens of my community and responsible to the electorate through the democratic process, I recognize:

- That my fellow citizens have entrusted me, through the electoral process, with the educational development of the children and youth of the community.
- That trustees are the children's advocates and my first and greatest concern is the best interest of each and every one of these children without distinction as to who they are or what their background may be.
- That trustees are educational leaders who realize that the future welfare of the community, of the Province, and of Canada depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
- That legally, the authority of the Board is derived from the Province, which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- That I must never neglect my personal obligation to the community and my legal obligation to the Province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in Canada are kept free and strong.

In view of the foregoing, I will:

- Devote time, thought and study to the duties of a school Board member so that I may render effective and creditable service.
- Work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
- Consider information received from all sources and base my personal decision upon all available facts in every case, unswayed by partisan bias of any kind, and therefore, abide by and uphold the final majority decision of the Board.
- Work together with my fellow Board members to communicate to the electorate all the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
- Provide leadership to my community through setting goals and developing policies for the educational program and by regularly evaluating these in the light of the wishes and expectations of the community.
- Remember at all times that as an individual I have no legal authority outside the meeting of the Board, and to conduct my relationships with the school staff, the community, and all media of communication on the basis of this fact.

- Resist every temptation and outside pressure to use my position as a school Board member to benefit either myself or any other individual or agency apart from the total interest of the school jurisdiction.
- Recognize that the primary function of the Board is to establish the policies by which the schools are to be administered, and that the administration of the educational program and conduct of school business shall be left to the employed Superintendent of Schools and his/her professional and non-professional staff.
- Encourage active co-operation by citizens, organizations, and the media in the district with respect to establishing policy on current school operations and proposed future developments.
- Support my provincial and national school Board association for the future of trusteeship in this province and the nation.
- Provide to the best of my ability effective school Board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

TRUSTEE CODE OF CONDUCT SANCTIONS

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and mutual respect when acting as members of the Board.
2. Trustees shall conduct themselves in an ethical and prudent manner in compliance with Policy 4: Trustee Code of Conduct. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

3. Confidentiality

In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If the majority of the Board suspects that a failure has occurred, the following procedure shall be invoked:

- 3.1 The Board Chair shall request that the Superintendent or designate (as head of the division under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
- 3.2 In a timely manner and with due diligence, the independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Superintendent.
- 3.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
- 3.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
- 3.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

4. Official Complaint

- 4.1 A trustee who wishes to commence an official complaint under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows,

by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.

- 4.2 When a trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
- 4.3 To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair, within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
- 4.4 Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 4.3 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
- 4.5 Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 4.3 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present his or her views of the alleged violation of the Code of Conduct.
- 4.6 At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting.

5. Special Meeting

Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 5.1 The Code of Conduct complaint shall be conducted at an in-camera session, Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 5.2 The sequence of the Code of Conduct hearing shall be:
 - 5.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
 - 5.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
 - 5.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 5.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and

- subsequent remarks;
- 5.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
- 5.2.6 The complaining trustee shall be given the opportunity to make final comments; and
- 5.2.7 The respondent trustee shall be given the opportunity to make final comments.
- 5.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
- 5.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 5.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 5.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
- 5.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
- 5.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- 5.9 The presiding Chair shall declare the special Board meeting adjourned.
6. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
7. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
- 7.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board;
- 7.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
- 7.3 Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the trustee’s term as trustee.

8. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Legal References: **Sections 33, 34 *Education Act***

REPORT NO: D.1

September 27, 2023

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 September 27, 2023.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer Reports for September 27, 2023.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Superintendent Report

September 27, 2023

1. Providing Faith Leadership

- Attended a number of year-opening Masses in our schools;
- Attended the divisional Opening Mass which was followed by the presentation of the Share the Mission Awards. This year's most worthy recipients were Meghan Calder, Principal at Our Lady of the Assumption School as well as Rosie Bartosek, Early Learning Program Leader at St. Joseph School;
- Regular meetings with Fr. Kevin to discuss matters relating to faith development in our schools;
- CCSSA (Council of Catholic School Superintendents of Alberta) - Faith Formation on the Ten Guiding Principles of the Catholic Social Teachings;
- Led morning prayer at St. Basil's CEC and encouraged other members in my department to do the same;
- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, as scheduled; and
- Provided my faith journey / testimonial to our probationary teachers as part of their Faith Formation days, focusing on Mark 1 of Excellent Catholic Teachers, where teachers recognize that each person has an eternal destiny and is created in the image and likeness of God.

2. Building Effective Relationships

- Continuing to build positive community relationships with various members of the local media - TV, radio and newspaper;
- Regular monthly meetings with the Local ATA President to discuss matters of mutual interest;
- Connecting with His Excellency, Bishop McGrattan from time to time and as needed to provide spiritual direction relating to the division;
- Continuing to work with superintendents in the Southwest to refine the work of the collegiate partnership with the Lethbridge College, for the benefit of our students who are seeing dual credit opportunities;
- Increased presence in schools to form relationships with an increasing number of staff members across the division;
- Attended the first of three quarterly CCSSA meetings, which was held in Calgary; and
- Communication with the representatives at Universities of Lethbridge and Calgary with regards to placements of student-teacher interns.



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3. Modeling Commitment to Professional Learning

- CASSIX / ASBOA Summer Conference - with the featured keynote speaker from the Marketing Department at the University of Calgary whose focus was on marketing and strategic planning;
- Attended our quarterly CASSIX meetings which was hosted by senior administrative leadership team from Palliser Regional Schools, with a variety of learning shared by presenters; and
- After seeking perspectives and feedback from administrators, part of the LLT structural changes were put in place to allow all participants to identify professional learning goals and opportunities to guide their own learning journey. This year I am part of an LLT cohort that is examining Artificial Intelligence and the impact it has on teachers' instructional practice and ultimately student learning.

4. Visionary Leadership

- Led our Senior Administrative Leadership in a half day strategic planning session in the summer, leading up to our opening LLT meeting. Particular attention was directed to our WHY or purpose and ensuring that the team understands the division's foundational statements and the roles that they play in reaching them;
- Having conversations with administrators that promote innovation and continuous improvement in our schools;
- Continuing to lead regular weekly meetings with SALT and the Executive Teams; and
- Appointed an acting principal at St. Francis Junior High School while the principal was off on a short-term leave.

5. Leading Learning

- Provided a number of presentations to our LLT members at both the August opening LLT, which was business and operations-related as well as the September regular monthly LLT meeting;
- Supporting administrators who are pursuing effective research-informed practice around instruction and learning;
- Supporting and promoting collegial relations and collaboration in the division; and
- Modeled effective strategies with LLT relating to Collaborative Response, professional learning and supervision & evaluation.

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

- Attended First Nations Learning Team meeting and brought welcoming remarks to Facilitators and Graduation Coaches;
- Viewed and reflected on the Blood Bus Coop Video, "[*A Day in the Life of a Blood Bus Driver*](#)";
- Received materials from the City's Reconciliation Lethbridge Advisory Committee (RLAC) to construct OKI signs on the chain linked fences at our city schools. The



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finished signs will be approximately 30" x 72" in size and will be pieced together by groups of students;

- Pursuing opportunities and engaging in practices to facilitate reconciliation within the division; and
- Arranged with School Wellness Access Guides and Director of Religious Education to have regular Smudging Ceremonies at St. Basil's CEC, in connection with monthly staff meetings and every Friday immediately after staff morning prayer.

7. School Authority Operations and Resources

- Close examination of enrollment numbers at our schools to ensure that resources are distributed equitably;
- Met with personnel from the YMCA to strike an Alternative to Suspension agreement to support our students in junior and senior high schools within the City;
- Participated in a number of media interviews to mark the beginning of the school year;
- Led a variety of meetings with school leaders around extra-curricular activities as part of the process of drafting a new policy; and
- Regular contact with principals and visits to our schools, which included both meetings with administrators and classroom walkthroughs.

8. Supporting Effective Governance

- Presented our foundational statements of Mission, Vision and Priorities to teachers at the annual New Teacher Orientation Day in late August;
- Brought forward my response to the Superintendent's evaluation which was led by the Board;
- Continuing to build trusting, sustainable and productive relationships with the Board to ultimately best serve our students;
- Supporting the Board in an advisory role at various meetings and functions;
- Continuing to implement Board policies and related administrative procedures; and
- Ongoing meetings with the Board Chair / Vice-Chair to set the agenda for both the Committee of the Whole and the Regular Board meetings.

REPORT NO: D.2

September 27, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Michelle MacKinnon, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for September 27, 2023.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees September 2023

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre, before interviews and other meetings;
- Weekly Sunday Mass at St. Martha Parish;
- Joined St. Michael's, Bow Island school community for their opening Mass;
- Participated in Mass with the Learning Leadership Team led by Fr. Kevin;
- Attended opening Mass with Bishop McGratten.

Building Effective Relationships

- Having individual meetings with principals to discuss pressure points as enrollment numbers are confirmed throughout September;
- Visited various schools in the first weeks to interact with students and staff;
- Facilitated a full day orientation session for new teachers to welcome them and familiarize them with our division culture and priorities;
- ATA Local President attended new teacher orientation to welcome our new teachers;
- Participated in Southland Transportation's First Ride event. This event was in partnership with Lethbridge School District.

Modeling Commitment to Professional Learning

- Participated in Collaborative Team Meeting with senior administration. This was a planning meeting focused on preparing for our Collaborative Response supporting schools with continuous improvement this year;
- Attended the CASS summer conference which focused on Educational Leadership. Additionally, time was allocated for leaders in like roles to network and share best practices;
- Completed *Coaching Training Program* through Franklin Covey;
- Attended the Council of Catholic School Superintendents of Alberta fall session. After celebrating Mass with Bishop McGratten the group engaged in faith formation focused on intellectual formation. We explored how Catholic schools can use Catholic Social Doctrine to respond to current social issues;
- Participated in CASSIX meeting for Zone 6.

Visionary Leadership

- Worked with the Senior Administrative Team to revise the agenda for our Learning Leadership Team meetings. This adjustment to the meeting agenda incorporated feedback from administrators and is based on the competencies of the Leadership Quality Standard;
- Worked with Senior Administrative Leadership Team to envision and create an action plan to continue to refine the use of Collaborative Response to support administrative teams in addressing the board priorities through their Continuous Improvement Plans.



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Leading Learning

- Mentoring administrators in dealing with difficult personnel matters that may result in disciplinary action;
- Facilitated an open spaces session focused on teacher growth, supervision and evaluation.

Supporting First Nations, Métis and Inuit Education for All

- Worked with the Director of Religious Education and school principal to shortlist, hire and on-board a First Nations (Niitsitapi), Métis and Inuit Facilitator for St. Francis School.

Supporting School Authority Operations and Resources

- 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;
- Recruited, shortlisted, interviewed and on boarded employees for the 2023/2024 school year. This has included teachers, administrative assistants, administrative supports, education assistants, school psychologist, maintenance workers and caretakers;
- Closely monitoring enrolment numbers and class configurations throughout September to ensure resources are distributed equitably throughout the division;
- Working with administrators to begin evaluations for teachers with probationary contracts in their schools;
- Attended a session for the Human Resource and Business Services Departments that explored the *Edsembli Finance and Human Resource* software programs;
- Working on the implementation of an Automated Dispatch System for deploying substitute teachers across the division. We are anticipating going live with the system in November;
- Continuing to collect updated criminal record checks with vulnerable sector search for certificated teachers. To comply with *Bill 85: Student's First Act* all certificated teachers must update their criminal record every five years;
- Attended the Teachers' Employer Bargaining Association meeting.

Supporting Effective Governance

- Worked with the Board sub-committee examining Policy 17 – Awards. Shared the historical and logistical aspects of the current recognitions and explored possible ways to modify the events;
- Worked with the Executive Team, the Board Chair and Vice-Chair to establish the agenda for the Board Meeting.

REPORT NO: D.3

September 27, 2023

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 September 27, 2023.

SECRETARY TREASURER'S REPORT

September 27, 2023

CAPITAL PROJECTS

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

- On August 14, Alberta Infrastructure informed Holy Spirit that FWBA was awarded as Prime Consultant.
- The Design Start-Up meeting with Alberta Infrastructure and FWBA was held on September 19, 2023.
- The core school will be 2904 m², not including the additional 200 m² for the upsizing of the gym, which will be funding by the City of Lethbridge.
- Initial core school will hold 250 students, with space for 6 modular classrooms. Total capacity when fully built out will be 400 students. The modular classrooms are not part of the initial project scope.
- Construction budget, not including contingency is \$15.1 million
- Furniture and Equipment budget: \$844,454. Comparatively speaking the Furniture and Equipment budget for St. Teresa School, which opened in 2016, was \$793,544.

CATHOLIC CENTRAL HIGH SCHOOL WEST, LETHBRIDGE – DUAL CREDIT ENHANCEMENTS

- Consulting and renovation costs will be added to the IMR plan to supplement the \$10,000 grant that will be used for furniture and equipment.
- Construction began June 29, 2023.
- Construction proceeded during the summer with some delays due to procurement of the structural steel for the overhead door. The main scope of the project is complete (exterior overhead door and door access between the Pre-Engineering Lab and Computer Lab). The deficiencies and late change orders are being addressed between September 19-29.

CMR/IMR PROJECTS

PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST

- All Schools
 - Complete – Roof Assessments
 - In Progress – Thermal Roof Scanning of 11 schools to more accurately identify restoration or replacement scope of work
 - In progress – HVAC Assessments and CMR forecasting

- In progress - Action items from Playground Audits for rural schools
- In progress – 2024 IMR project planning
- **St. Francis Junior. High School**
 - Complete – Floor replacement (partial main floor)
 - Complete – Conversion of Computer Lab into Band Room and E-Sports Room
- **Catholic Central High School - West Campus**
 - Complete - Flooring Replacement (Room 519)
- **Father Leonard Van Tighem School**
 - Complete - VCT Flooring Replacement (Washrooms, Classrooms, Shop)
 - Complete - Acoustical Panel Installation (Gym, Music Room)
 - In progress – Exterior envelope repairs
- **St. Teresa of Calcutta School**
 - In progress – Structural Assessment Information Gathering with Alberta Infrastructure
- **St. Patrick School Taber**
 - In progress – Structural Assessment Report by MPE Engineering
- **St. Mary's School Taber**
 - In progress – Structural Assessment Report by MPE Engineering
- **Trinity E-Learning School**
 - Complete – Partition built to create testing space
- **St. Michael's School Pincher Creek**
 - Complete - Phase 1 Outdoor Basketball Court Installation
- **Our Lady of the Assumption School**
 - Complete - SAPDC move- in assistance
- **St. Patrick Fine Arts School**
 - In progress – Exterior envelope repairs

TECHNOLOGY PROJECTS

- **Classroom Modernizations** – in collaboration with the Maintenance Department, upgraded teaching spaces at Father Leonard Van Tighem and Children of St. Martha schools including: electrical, network, audio/visual equipment, whiteboards.
- **Microsoft Voucher Projects**
 - Various schools have applied for and received technology grants from Microsoft. Schools have chosen where this money will be used to enhance learning in their schools. The chart below indicates the status of these projects:

School	Amount	Project	Timeline
St. Michael's Pincher Creek	\$125,000	Teacher & Student Laptops	Phase 2 - Fall '23
St. Francis Junior High	\$35,000	eSports lab	Summer 2023
St. Mary's School Taber	\$15,000	Scient lab computers	Summer 2023
Our Lady of the Assumption	\$10,000	STEM laptops	September 2023

Organics, Waste and Recycling Pilot Program

Our pilot program was launched in the Spring of 2023 at the following locations:

- St. Patrick Fine Arts
- St. Francis Junior High School
- St. Joseph School
- Catholic Central - East Campus
- St. Basil Catholic Education Centre

Schools were invited to choose from two types of in-classroom waste systems, and also decide where central collection points would be located including public facing areas such as gymnasiums, libraries, meeting rooms, etc.

Options for in-classroom:

Billi Box



Multi-Recycler - Stackable



**** Billi Box Green Compost bins are also being used in some washrooms for paper towel**

Hallway and high traffic collection points:
Waste Watcher Series



***** Waste Watcher Green Compost bins are also being used in some washrooms for paper towel**

Public Facing areas - libraries, meeting rooms, gymnasiums
Spectrum Series



A survey of the pilot locations was conducted in June to gather feedback on the program.

Responses:

Respondents with the stackable bins liked the convenience and footprint of the stackers but were concerned that the plastic liners do not fit the bins.

People wished there were lids on the organics bin to reduce smell and pests

Most respondents preferred to not have a lid on the organics (paper towel) bins in the washrooms.

The response was split on whether or not the central collection point organics bins should have a flap (yes 52.9%, no 47.1%)

Overall the bin sizing for central collection locations (82.4%) is working

Suggestions for the program include:

- **Increasing the size of the recycling bins**
- **Adjust signage to provide more clarity**
- **Rightsizing bins in some locations**
- **Labeling existing garbage receptacles as paper towel/organics only instead of purchasing new bins**

Overall the pilot program has been well received with positive feedback.

Next Steps

We will continue the pilot through the month of September and into October at existing schools and will provide feedback we receive on bins, location and processes to LLT.

Based on feedback from the pilot, we are also producing a best practices document that may be adapted for each school's own local context.

We will begin rolling out to other schools in November, a signup sheet will be sent out and we will work with schools to order bins and set locations.

Our Plant Operations Coordinator is working with our organics and recycling hauler on the logistics regarding the larger outdoor receptacles. Our hauler has been out to all locations in Lethbridge and has identified where the collection bins would be located and ensured that they can be accessed. The Recycling and Organics bins are in place at all pilot locations and will be placed at all other schools when their program starts. They will be emptied on an on-call basis via the Maintenance Department (Service Request).

Full implementation to all Lethbridge and Coaldale locations will be finalized by April 2024. All other schools in the Division will also have the opportunity to update their trash and recycling bins and processes (and organics where possible).

Total cost of bins to date: \$67,511.

REPORT NO: E.1

September 27, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Carmen Mombourquette, 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, ASBA, ACSTA, GrACE, PCCELC and the Audit Committee Reports for September 27, 2023.



BOARD CHAIR REPORT

Date: September 27, 2023

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
30 August	Superintendent update and Board self-evaluation meeting
6 Sept	Email sent to Sophia Reyes on being appointed to Minister's Youth Council

CORRESPONDENCE:

Month	Description
1 Sept	Minister of Education - Budget approval and approval for reserves utilization
1 Sept	Press Release - Share the Mission Award
1 Sept	St. Francis Back to School Newsletter
1 Sept	Build Journal
1 Sept	Notice from Taber Police Service
1 Sept	Superintendent note to Taber parents
1 Sept	Superintendent note to St. Francis parents
2 Sept	CCSTA memo to trustees
5 Sept	Connections Newsletter
6 Sept	St. Paul's Newsletter - Welcome Mr. Myndio
6 Sept	St. Joseph Newsletter
6 Sept	Minister of Education letter - Congrats Sophia Reyes on appointment to Minister's Youth Council
6 Sept	Invitation to Ministers' Luncheon
6 Sept	Welcome to new school year - Minister of Education

6 Sept	Thank you letter from Meaghan Calder
7 Sept	ASBA - Register for Governance program
7 Sept	ASBA - Hold the date for speakers' corner
7 Sept	St. Catherine's Newsletter
7 Sept	OLA Newsletter
8 Sept	The right to opt out of the Alberta School Foundation Fund
9 Sept	Finance Committee update
9 Sept	Superintendent's Weekly update
9 Sept	St. Mike's BI Newsletter
9 Sept	ASBA - OLEP update
9 Sept	CCH Newsletter
11 Sept`	Minister of Education letter to parents
11 Sept	NAP Training Invitation
11 Sept	SMS Newsletter
13 Sept	Bussing to campus west letter to parents
13 Sept	Low Incidence supports - Alberta Education
13 Sept	St. Patrick FA Newsletter
15 Sept	Superintendent Weekly Update to Trustees
15 Sept	St. Francis Newsletter
15 Sept	ACSTA Conference notification
15 Sept	ACSTA formation of Catholic trustee notification
15 Sept	Catholic Education Symposium Notification
15 Sept	Nominations for executive positions with ACSTA
15 Sept	Bearing Witness Presentation Invitation
19 Sept	Curriculum engagement letter - Minister
19 Sept	ASEBP Trustees Report
19 Sept	ACSTA Weekly Update
21 Sept	CSM Newsletter
21 Sept	Locally Developed Course Information
21 Sept	ACSTA Governance Summit
21 Sept	ASBA Zone Notes
21 Sept	2023 Audit Plan
21 Sept	Valley of the Birdtail Book Study Invitation

REPORT NO: E.2

September 27, 2023

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 September 27, 2023

Celebrate, Preserve, Promote and Enhance Catholic Education

Takeaways from Board of Directors Meeting, September 7 & 8th:

- The Board of Directors expressed support for the 2024 proposed budget.
- GrACE Director Catherine Mellon presented her background and vision to the Board.
- Directors are to meet with MLAs re: Municipal Affairs Mandate letter and the formation process.
- The Finance Committee will be reviewing the Association's financial reserves.
- Let the ACSTA know of any interest in taking the Certificate in Catholic Trusteeship.
 - At the September 8th Board of Directors meeting, the Board supported the development of a cohort offering for Trustees who wish to take the Catholic Trusteeship Certificate Program courses through Newman Theological. The cycle 3 course is scheduled from January 8th to February 11th, 2024. Courses are scheduled once a week for 10 weeks. Register by November 30th, 2023

Catholic Education Symposium 2024: February 9, 10th, 2024 at Father Leduc Catholic School in Leduc.

The theme is "Teachers as Missionary Disciples"

Draft Resolution for AGM in November:

Whereas the minority right to a publicly funded Catholic education is enshrined in the founding constitution of this country, the Alberta Act that founded this province and the 1982 Charter of Rights and Freedoms:

And whereas the administrative process of establishing of separate school districts is prerequisite to minority enfranchisement in the democratic system that governs separate schools:

And whereas the intent of the separate school district establishment process is to enable, and not obstruct or discourage the realization of the denominational minority right to separate schools:

And whereas the Minister of Education has a duty to govern the administrative process of establishing separate school districts in Alberta in a manner that is consistent with the framework of the province and nation:

The membership of the Alberta Catholic School Trustees Association hereby request that the Minister of Education review and reform the Education Act and its subsidiary regulations regarding the establishment of separate school districts in the province of Alberta, so as to render the establishment process as facilitative as possible.

MARK YOUR CALENDAR:

- **October 14th: ASCTA Governance Summit**
- **November 16th: ACSTA Directors and Alternates Orientation**
- **November 17-19th: ACSTA 2023 AGM**
- **November 30th: Deadline for registering in Catholic Trustee Course**
- **February 9th-10th, 2024: Catholic Education Symposium**

REPORT NO: E.3

September 27, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Roisin Gibb, Board Representative

SUBJECT: ASBA Report

BACKGROUND

1. Roisin Gibb, Board representative to the ASBA, will provide a report to the Board regarding recent ASBA business, events, and activities.

ASBA Zone 6 Hybrid General Meeting

Palliser School Division – September 20, 2023

Prepared by ASBA Zone Rep - Roisin Gibb

Reports:

ASBA Chair - Jennifer shared a verbal report. She also announced she will not be running again for zone chair at the upcoming AGM next month.

Zone Director - Allison Purcell provided a verbal report - discussion around attracting and retaining teachers in rural divisions. This will be further discussed and explored in the near future.

Labor Rep: Greg Long - no report, no meetings over summer and have not met yet this school year.

SADPC - Lorelie Bexte - no report, no meetings over summer and have not met yet this school year.

Monthly Financial Report - reviewed and approved

Draft Budget for upcoming year reviewed. Will be brought for vote at AGM in October.

Boards to discuss Option 1 and Option 2.

Director Alberta Education Field Services South Service Branch Report - Cathy Rasmussen

Position Statement Framework Presentation - Shali Buzek

PRESENTATION: Comprehensive Health - Healthy Schools Team

<https://schools.healthiertogether.ca/en/>

Call for volunteers for Executive and Committee Election at AGM next month.

SAVE THE DATE:

The next ASBA Zone 6 General Meeting will be held Wednesday October 18, 10:30 am at Lethbridge School Division

ASBA FGM November 19-21, 2023 Westin Downtown Edmonton (Same location as ACSTA). Registration has not opened yet.

REPORT NO: E.4

September 27, 2023

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 the GrACE, will provide a report to the Board regarding recent GrACE business, events, and activities.

GrACE Report for September 27, 2023

GrACE Facebook: www.facebook.com/GrACE4cathed

GrACE Instagram@grace4catholiceducation

Mission: To inspire, invigorate and embolden the spirit of catholic education in order to:

UNITE, EDUCATE, COMMUNICATE with ONE voice.

*New Executive Director: **Kate Mellon***

She spoke to ACSTA Board of Directors, September 7, 2023 outlining some of her vision and priorities:

- 1) Establishment of a proper data base
- 2) Renewed commitment
- 3) Socializing the purpose of GrACE
- 4) Subscribing to the wider Catholic community

Goals of GrACE:

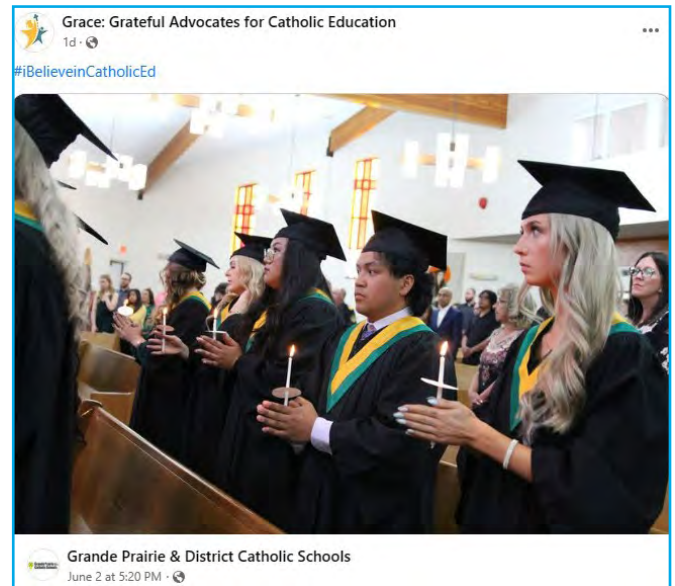
- *To Unite stakeholders in a common vision and message*
- *To engage supporters around the history, value and promotion of Catholic education*
- *To educate supporters so that they might speak on behalf of Catholic schools*
- *To communicate the message and value of Catholic education*

Our GrACE committee (Tricia, Linda, Aaron) will be meeting September 29 to discuss and outline GrACE activities for Holy Spirit Catholic School Division for the school year.



Gratefully advocating... June GrACE Newsletter

God bless our graduates!



Dear Advocates,

It is with profound thankfulness and with a deep sense of God's infinite blessings, that I say farewell to my time as Director of GrACE. There is no question in my mind that the spark of this provincial initiative, that this grateful advocacy movement, was the work of the Holy Spirit. From the inspired name, "GrACE", to the unity of our partners and providers, to the joyful gatherings that have become the hallmark of our engagement times, to the incredible support we have received from all corners of the Catholic network within Alberta, the fruits of the Holy Spirit are evident.

Thank you for your "yes". Thank you for your prayers. Thank you for your hard work, care and absolute commitment. I will continue to be a grateful advocate for this precious gift of publicly funded Catholic education wherever I go and in whatever I do.

Gratefully,

Bonnie



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.

GrACE Newsletter

GrACE newsletter seeks to build a provincial Catholic community by celebrating Catholic education across Alberta.

From the GrACE Board

The GrACE Board would like to express our heartfelt appreciation and extend our deepest thanks to Bonnie Annicchiarico for her exceptional leadership as the Executive Director of GrACE (Grateful Advocates of Catholic Education).

Bonnie's unwavering dedication, visionary guidance, and tireless efforts have played a pivotal role in nurturing and strengthening Catholic education in Alberta. Under her stewardship, GrACE has thrived, becoming a beacon of hope and inspiration for all those who believe in the transformative power of Catholic schools. As advocates of Catholic education, we recognize and appreciate the countless hours, sacrifices, and personal investments Bonnie has made to further the cause that is so dear to our hearts. Her leadership has inspired us to become active participants in shaping the future of Catholic education, as we continue to champion its profound impact on the lives of our children and society as a whole. Once again, thank you, dear Bonnie, for your exceptional leadership and unwavering commitment to GrACE and Catholic education. Your legacy will continue to inspire generations to come, as we strive to create a brighter future through the transformative power of Catholic education.

With sincere gratitude and thanks to Bonnie,

The GrACE Board of Directors



Introducing the new Director of GrACE: Kate Mallon

Rooted in my Catholic values and beliefs, I am drawn to my new post and to working with the wider Catholic Education family in Alberta as the new Executive Director for GrACE (Grateful Advocates for Catholic Education).

I am passionate about the role of GrACE and look forward to building cooperative relationships and strong partnerships to accomplish the goals of GrACE while engaging all stakeholders to build trust and lasting relationships.

In addition to other organizations and associations within the wider Catholic Education family in Alberta, I am excited to assist GrACE's leadership to advocate for Catholic values in curriculum development and educational policies that value Catholic schools and their mission.

I look forward to the collective efforts of all within the Catholic Education system to include wonderful teachers; staff and student body. As well as each and everyone in our parishes and beyond.

I am very grateful to GrACE and the wider Catholic Education family for my warm welcome. God's providence knows no bounds!



Thank you and Farewell

What a year it's been for Catholic schools! As June arrives, we say good-bye to leaders of excellence who have witnessed their faith in powerful ways. Thank you for all you have done. May God bless you on the next phase of your journey.

Bishop McGrattan- Bishops' Catholic Education Liaison

Bishop William T. McGrattan was appointed by Pope Francis to succeed Bishop Henry as the 8th bishop of the Diocese of Calgary and was installed on February 27, 2017. Upon his arrival in Alberta, Bishop McGrattan immediately assumed the role as Catholic Education liaison on behalf of Alberta's Bishops. In the past 6.5 years, Bishop McGrattan has made a significant impact on Catholic education. He has been involved and attentive and guided the work of ACSTA, CCSSA, GrACE and his own Catholic school districts in powerful ways. Bishop McGrattan has listened, counselled and encouraged. We are so grateful for his investment and incredible commitment to our Catholic schools. Bishop McGrattan leaves his post of liaison as he assumes the presidency of Canadian Conference of Catholic Bishops (CCCCB). We wish Bishop McGrattan all the best in his new national leadership role. Thank you for shepherding us these past years.



Superintendents

Michael Hauptman, Executive Director, CCSSA

It is with great regret that we say farewell to Michael Hauptman, who has served as Executive Director of the Council of Catholic School Superintendents for the past three years. The experience and devotion to his faith that Michael brought to the role was truly a gift from the Holy Spirit, as he helped guide Catholic Education in Alberta through some difficult waters. Catholic School boards in this province will reap the benefits of the work Michael has spearheaded for many years to come and are truly in his debt. On behalf of CCSSA, God's blessings to you in your future endeavors!

Sincerely,

Paul Corrigan,
President CCSSA



Robert Martin, Chief Superintendent, Edmonton Catholic School District

After a 37-year career serving Catholic Education, I have decided to retire as Chief Superintendent of Edmonton Catholic Schools this summer. I have had the pleasure of serving as teacher, Assistant Principal, Principal, Division Principal, Assistant Superintendent, and Chief Superintendent. I have had the pleasure of working for the St. Paul School Division, Greater St. Albert Roman Catholic Separate School Division and Edmonton Catholic Schools. I was also fortunate to have a secondment to the Department of National Defence to work as principal of the Canadian Section at AFNORTH International School, a NATO school in The Netherlands.



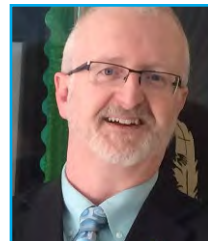
"I am grateful to have had the blessing of being able to help shape the lives of the students whom I have personally taught and the students who attend Edmonton Catholic Schools. In the words of Thomas Groome, 'To be educator is to stand on holy ground – people's lives.'"

I have been so blessed over my career to have worked alongside so many wonderful people; my educational journey was inspired by many great individuals! I was fortunate to have had the opportunity to reach out to so many of my colleagues as we navigated what is arguably the most challenging time ever faced by our society, a pandemic.

I am honoured to have been a part of Catholic education in Alberta as it continues to grow as we fulfill our mission... to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

Tim Cusack, Deputy Superintendent Edmonton Catholic School District

In his 30 years of serving Catholic Education in Alberta, Tim has experience across three school jurisdictions: Holy Family School Division, Christ the Redeemer School Division and Edmonton Catholic Schools. In 2015 Tim assumed duties as Assistant Superintendent of Learning Service for five years and now is retiring after serving for three years as Deputy Chief Superintendent.



Tim earned his Doctorate in Education at the University of Portland in 2020. His dissertation centered on increasing the self-efficacy of school-based leaders; particularly assistant principals. Tim is a sessional instructor with Newman Theological College and in August 2023, will commence duties as Dean of Education at Concordia University of Edmonton. He has co-authored a book for Corwin Press, *Leader Ready* and serves as a leadership development consultant with Corwin.

Provincially, Tim served for five years on the provincial executive of the Council of Catholic Superintendents of Alberta and was president in 2019-2020. Tim is passionate about leadership development, mentorship, coaching, systems change and improvement. He has over 35 years of experience with the Royal Canadian Navy (Reserve) as a Naval Warfare Officer including three years as commanding officer of HMCS NONSUCH in Edmonton. He currently serves as Senior Staff officer of Outreach for Western Region and was awarded the Queen's Platinum Jubilee medal in March 2023 for his commitment to K-12 education in Alberta.

In his spare time Tim writes poetry, enjoys playing bass guitar, contemplates life on the golf course, and has recently deepened his passion for life-long learning by achieving his advanced open-water scuba diving qualification. He is a father of three sons and resides in St. Albert with his wife, Susan.

Glenn Nowosad- Superintendent, East Central Alberta Catholic Schools

East Central Alberta Catholic Schools bid Mr. Glenn Nowosad a heartfelt farewell. As the Superintendent, Glenn led ECACS with a servant's heart, and his gifts and talents have significantly improved the advancement and performance of the entire school division. Mr. Nowosad is a dedicated professional, and his presence will be greatly missed. Thank you, Mr. Nowosad, for your Christ-like service, and all at ECACS wish you the best as you move into the next chapter of your retirement life. May God bless you with much peace, good health, and blessings of joy and love. We will greatly miss you, and be sure to stop by and say hello between your well-deserved fishing trips!



Scott Morrison, Superintendent, Christ the Redeemer Catholic Schools

Congratulations to Dr. Scott Morrison who will be retiring from Christ the Redeemer Catholic Schools. CTR would like to extend our sincere thanks and appreciation to Scott for his years of service to the division! We pray the next chapter of your life is filled with many blessings!



Scott and his wife, Lorraine, began their careers teaching with Ft. McMurray Catholic. Four years later, they moved to Okotoks, where Scott served as a teacher, an elementary principal, and a secondary principal with CTR Catholic. Scott concluded his career with 17 years in senior leadership and has been the Chief Superintendent of CTR Catholic for the past 10 years.

Scott served on the College of Alberta School Superintendents (CASS) Board of Directors for five years and is currently the CASS president. Over the years, he's also enjoyed leading professional development across the province, teaching at St. Mary's University and the University of Calgary, and serving on the St. Mary's University Board of Governors. Scott's current side project is consulting on the development of St. Mary's University's Master of Education in Catholic Leadership program.

Serving as CTR's superintendent has been Scott's career highlight, and he is deeply proud of what we have all built. He will leave with warm memories and hundreds of treasured relationships with staff across the division. Today, he reminded the administrators that the root of administer is to "minister". As leaders, teachers, and support staff we are all called to minister to those we serve. CTR's personnel do this in a way that makes Scott proud of who we are and confident in who you will all continue to be.

GrACE Says Thank You...

Special thank you to the dedicated GrACE volunteers for their tireless efforts to support the work of GrACE. You are SO appreciated!



Michelle Collette,
Treasurer



Jolyne deMarco,
Instagram
Administrator



Grant Gay,
Facebook
Administrator

Connect Online

We ask you to help us celebrate Catholic education in Alberta. Follow us on Facebook, Twitter and Instagram. Post your pictures and tag us so we can share them and celebrate too. Thanks for being a grateful advocate in support of Catholic education!

- † Facebook: www.facebook.com/GrACE4cathed
- † Twitter: [@GrACE4cathed](https://twitter.com/GrACE4cathed)
- † Instagram: [@grace4catholiceducation](https://www.instagram.com/grace4catholiceducation)
- † GrACE Website
- † Email: gracedirector7@gmail.com

GrACE Summit Highlights

Thank you to Edmonton Catholic School District for hosting the fourth annual GrACE Summit in their new Lumen Christi Centre. With more than 140 registrants, inspiration, learning and great conversations were had by all.

Top 10 take-aways from GrACE Summit 2023

1. Loved the table conversations.
2. Excellent speakers; relevant and inspirational.
3. Uniting our efforts and momentum around the province.
4. Effective format. Relevant sessions followed by group talk.
5. Celebrating and sharing sacramental moments.
6. Wonderful sharing of ideas and best practices.
7. Spread the good news of Catholic education. No false humility.
8. Let's get a province-wide vision, mission statement for Catholic education.
9. Strong home-school-parish triad is necessary. We are not alone. There are many of us!
10. Beautiful venue and day. Food was excellent. Well planned. Bravo!



To see the highlights, [click here.](#)

Catholic Education Week 2023

Provincial Mass for Catholic Education May 19



St. Benedict Catholic School, Leduc, STAR Catholic

We are proud to wear our Catholic Education “In this together” shirts to support Catholic Education! We continue to be grateful for the many blessings we have as we permeate our faith each and every day.



Catholic News

[Indigenous Reconciliation Fund - caedm](#)

[RCMP charge 2 with arson after fire rips through historic church in northern Alberta | CBC News](#)

[Archbishop mourns loss of historic Alberta church destroyed by arson - BC Catholic - Multimedia Catholic News](#)



The loss of St. Bernard's Church in Grouard, Alta., makes a sad moment for those with memories of the church, said Grouard-McLennan Archbishop Gerard Pettipas. Two men have been arrested in connection with the fire. (Archdiocese of Grouard-McLennan photos)

Catholic Education Week Highlights



St. Henry's, CCSD

Submitted by Wanda Tong

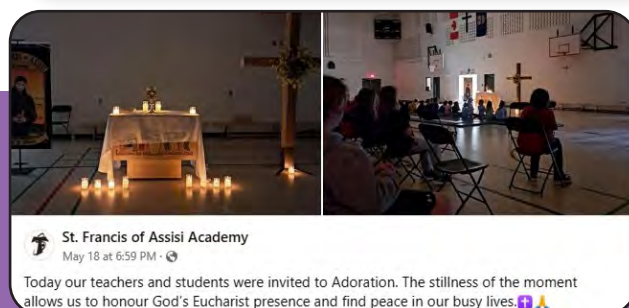
Wearing blue, students, and staff at St. Henry gathered to take a moment to be grateful for the true gift Catholic Education is. After going for a walk around the school, students then wrote what they are thankful for on beach balls to mark the joy and happiness that we all share together as a Catholic school. This opportunity was only one part of St. Henry's faith filled week. On Monday students participated in their own Faith Day. Through the dedicated work of previous and current staff at St. Henry, and the gracious support of parent volunteers, students were able to see our faith come alive through various activities linked to the bible, such as "Pin The Tail On Jesus Donkey". The day ended with each class getting a personal visit from Father Adrian, our district Chaplain, who graciously answered the burning questions the students had about the priesthood and our Catholic faith. Students were in awe of what Father shared and excited to be in the presence of a man who can preform the miracle of the Eucharist. Celebrating a blessed week, filled with many blessed days, St. Henry fully embraced the beauty and gift that publicly funded Catholic education provides. A gift we do not take for granted. God bless.



Articles on Catholic Education

Arts, crafts and catechesis – Catholic Archdiocese of Grouard-McLennan (archgm.ca)

Social Media from around the Province...



StMark.cssd @StmarkC · May 18

Walking for #WorldCatholicEducationDay #IBelieveInCatholicEd @CCSD_edu



@stsyvester_ccsd @StSylvest_CCSD · May 16

Day 2 of Catholic Education Week. Today we focus on Mark 2: Catholic Worldview. Part of this Mark involves creating physical spaces in our school that reflect our perspective. This involves much more than a crucifix on the wall. youtube.com/watch?v=tnExDp...



ACSTA
@ACSTANews

Congratulations to President Salm on being selected as Vice-President of the national Catholic trustees' association! @CCSTAconnect @ChristRedeemer1 @GrACE4cathed @calgarydiocese #abpoli #abed

Dean Sarnecki @sarneckid · Jun 3

Celebrating Trinity Sunday at St. Paul's co-Cathedral in Saskatoon. New executive of @CCSTAconnect were installed and blessed. Congrats to @ACSTANews President and @ChristRedeemer1 trustee Harry Salm as new Vice President!



Mrs. Oliverio @mrs_oliverio · May 17

Rosaries are done now its time to pray. @stjerome_ccsd



Mrs. Oliverio @mrs_oliverio · Jun 14

Congratulations to all my students on receiving the sacrament of Reconciliation and First Holy Communion. 🎉🙏🏻 @stjerome_ccsd @RCAscensionYYC



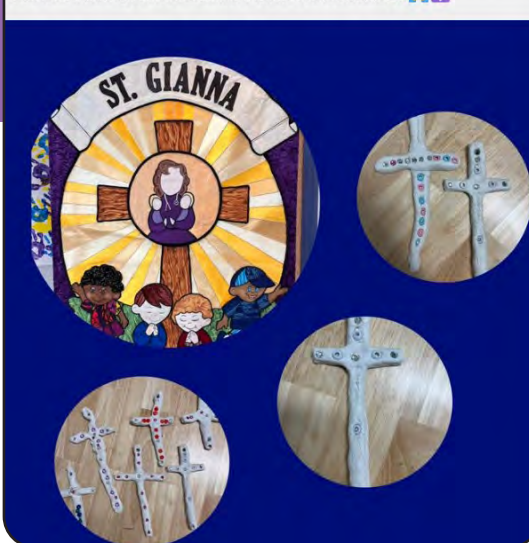
St Vincent de Paul @SVDPCCSd · 19h

Today, we celebrate our year end mass at St Luke's parish with Father Adrian. We recognize some of our students that have received the Sacraments of Holy Eucharist, Reconciliation, and Confirmation. We even had one staff to receive the Sacrament of Marriage this year.



StGianna_CSSD @StGiannaC · May 19

It was Catholic Education Week across Canada! It is an opportunity for our faith communities to celebrate, live and learn in our Catholic faith! @GrACE4cathed #IBelieveinCatholicEd



NDHSCCSD @NDHSCCSD · May 18

Today we hosted the 5th annual Gathering of GrACE. We were blessed to have Father Cristino and Mrs. Linda Wellman as speakers and were inspired by our student testimonials. We also recognized Dr. Bonnie Annichiarico for her service. @lindagwellman @GrACE4cathed @CCSD_edu



Our Lady of Fatima @OLOFCCSD · May 26

#Pentecost is this Sunday, which officially ends #Eastertide (also known as the #Easter Season). Students created artwork celebrating Jesus' death and resurrection.

✠ Luke 24:6-7: "He is not here; he has risen!" ✠

#CCSDedu #ibelieveincatholiced



Lina Kind @kind_mrs · May 25

Grade One's @OLWChestermere were so excited to celebrate Adoration with Father James today. @GrACE4cathed



PofPCCSD @PofPccsd · May 19

As #CatholicEducationWeek comes to an end, we were very blessed to have Father Andrew in the building to bless our rosaries in grade 1. #IBelieveinCatholicEd @CCSD_edu @GrACE4cathed



Holy Family Academy
May 16 ·

This week we celebrate Catholic Education week! Staff and students were asked what they love about HFA and Catholic Education.

Bishop McNally H.S. @BMcNallyCCSD · May 19

Celebrating Catholic Education Week as a staff and the ability to infuse our faith in all that we do! #believeinCatholicEd @GrACE4cathed



Holy Family Academy
May 26 at 1:37 PM · 🌐

Red is used at Pentecost, recalling the fiery tongues that descended upon the Apostles when they received the Holy Spirit.

Thanks to Holy Family Academy children's choir for providing music at 11:00 AM mass on Pentecost Sunday. So joyful. #BelieveinCatholicEd



Caroline McDonald @apstgreg · May 21

We ended Catholic Education Week with a prayer breakfast. This event was created for our school community to come together to pray for refugees in Alberta & for those being affected by the wildfires. Continued prayers go out to our firefighters. #ibelieveinCatholicEd #ecssdpeace



East Central Catholic Schools
June 10 at 12:27 PM · 🌐

ECCS would like to thank our staff for their help in preparing our students for the Sacrament of Confirmation and Archbishop Smith, who presided over the Sacrament of Confirmation for 32 candidates at the Blessed Sacrament Parish in Wainwright. #iBelieveinCatholicEducation



Edmonton Catholic School Division
May 29 at 9:57 AM · 🌐

The Board of Trustees is pleased to announce that a new Chief Superintendent of Schools and Chief Executive Officer (CEO) has been chosen for Edmonton Catholic Schools. Lynnnette Anderson will assume the role effective August 1, 2023 following the retirement of Chief Superintendent Robert Martin. Lynnnette has 27 years of experience in education and is currently serving as Superintendent of Learning Services.



École Our Lady of Perpetual Help
2d · 🌐

Two beautiful Sundays and 21 beautiful students who participated in the sacrament of Confirmation. The staff at OLPH are proud of you and wish you all of God's blessings. #bettertogether Elk Island Catholic Schools Division

Ms. Vaduva @Vaduva6B · May 18

Today we walked for Catholic education and wore blue!! Great job! @StJohnBoscoYEG "We are many, we are one; we all form one body in Christ..."



ECSD @EdmCathSchools · Jun 13

St. Justin Catholic Elementary School is 50! This golden anniversary was marked with a blessing of the school mural, altar, podium, and processional cross by #ECSD chaplain, Fr. Glenn McDonald, followed by mass in the gym, led by His Grace, Archbishop Smith. #ECSDfaithinspires



East Central Catholic Schools @ecacs16 · Jun 2

ECES is excited to announce the appointment of Jim Taplin as the new superintendent. ecacs.ca/news/what_s_new... #GrACE



Elk Island Catholic Schools Division
May 17 at 3:55 PM · 🌐

For Catholic Education Week 2023, students in all communities across our division submitted incredible and touching works of art for this year's GrACE contest.

Congratulations to the winners, and many thanks to everyone who participated in this contest!

We also remain thankful for [Grace: Grateful Advocates for Catholic Education](#), [REAL Foundation](#) and [Our Lady of Perpetual Help Parish](#) for supporting this contest and helping to give our students a platform to showcase their talents!



Elk Island Catholic Schools @EICSCatholic · May 18

Happy Catholic Education Day! 🇮🇪

Each morning our Central Learning Services team gathers in prayer and reflection. We also dressed in blue today and enjoyed a walk to show our support for Catholic Education.

#IBelieveinCatholicEd #eicscatholic #bettertogether



St. Mary Beaverlodge

May 30 at 5:09 PM · 🌐

Today the entire school sang a blessing over the Grade 9 students as they prepare to say farewell and start the next chapter in their education! We love our school community ❤️❤️



St. Teresa of Avila School

May 23 at 10:56 AM · 🌐

St Teresa of Avila School had a wonderful morning celebrating Pentecost Mass at Sacred Heart Church! #Mass #StTeresaofAvila #Pentecost2023

Holy Spirit @HolySpiritDevon · Jun 1

The staff and students at HSCS pray together every morning. Today we were blessed to invite our students and their families to pray together before school started.

#HSCSproud #ecssdPEACE #IBelieveinCatholicEd



GSACRD @GSACRD · May 18

A lovely liturgy and celebration for our St. Albert French Immersion students, staff and parents today @EcoleFatherJan

[Show this thread](#)



Holy Spirit @HolySpiritDevon · Jun 2

Celebrating the Holy Spirit at mass together at the church to end our Spirit Week!

#HSCSproud #ecssdPEACE #IBelieveinCatholicEd



ESM @ESMhs4 · May 18

No words necessary.
#iBelieveinCatholicEd



St. Gregory the Great Catholic School
May 27 at 8:27 PM · 📍

What a blessing that the students from St Gregory the Great and Father Lacombe schools celebrated their First Communion today as a faith community. 🙏 #catholicchools



STAR Catholic School Division
June 5 at 8:53 AM · 📍

How beautiful! Well done! 🙏



Father Lacombe Catholic School
May 31 at 7:16 PM · 📍

What a wonderful day! Our students participated in a faith filled retreat day. We enjoyed our speaker Peter Van Kampen, created a Living Rosary, wrote prayers, created artwork and much more!



St. Joseph High School
June 2 at 9:48 AM · 📍

Our Religions of the World class had the opportunity to visit various places of worship in Edmonton this week. We went to a Sikh Temple, a Ukrainian Catholic Church, St. Josephat's, Sacred Heart Church of the First Peoples, Al Rashid Mosque and finally the Chin Yin Buddhist Temple.

GrACE @GrACE4cathedral · 6m
My final GrACE board meeting with this amazing team! I'm going to miss this #iBelieveinCatholicEd



Holy Spirit Catholic School Division @HolySpiritRCSD · May 18
Happy #WorldCatholicEducationDay from our #hs4 Board Office!
#BlueforCatholicEd #IBelieveinCatholicEd



Mr. Carlos Nunez 🌍 🇺🇸 @Mercysoul · May 24

Very upsetting to see our churches be burned. Please pray that they find whoever is responsible.



cbc.ca

RCMP charge 2 with arson after fire rips through historic church in nor...
A 121-year-old church is likely damaged beyond repair after a suspicious fire Monday destroyed century-old artwork and a ...



Our Lady of Peace Innisfail Catholic Church
3d · 🌐

Congratulations to the First Communicants of our parish who received their First Communion today. May God Bless them.

Holy Spirit Catholic School Division, Southern Alberta
May 15 · 🌐

As we officially begin #CatholicEducationWeek today, May 15, 2023, we focus on the importance of the 1st Mark of a Catholic School which speaks to how we are created in the image of God and are called to embrace the dignity of all. <https://youtu.be/5QBq77iP30>
#IBelieveinCatholicEd #BlueforCatholicEd #hs4



Cheryl Orzynski (Miller) @misscdmiller · May 18

Rocking our blue today 🇺🇸 🇺🇸 to show how proud we are to be part of the catholic school system! @scatPB



St. Joseph High School
3d · 🌐

Radiating hope and achievement, the Class of 2023 gathered at Sacred Heart Parish for their Grad Mass last Friday celebrating their journey and embracing a future filled with limitless possibilities.

CCSSA Introduces New Executive Director, Dr. Scott Morrison



The Board of Directors of the Council of Catholic School Superintendents of Alberta (CCSSA) is pleased to announce the appointment of its new Executive Director, Dr. Scott Morrison.

With more than 33 years of experience in Catholic education, Dr. Morrison has extensive educational knowledge and background culminating with 17 years in senior administration, including 10 years as Chief Superintendent of Christ The Redeemer (CTR) Catholic Schools.

Dr. Morrison has been a CCSSA member for 15 years, while also serving on the inaugural GrACE Board, the St. Mary's University Board of Governors, and the MCI Working Group.

For the past year, Dr. Morrison has served as president of the College of Alberta School Superintendents (CASS) and, prior to that, was a CASS Board member for five years.

Dr. Morrison also teaches in the Bachelor of Education program at St. Mary's University in Calgary. He is also both a designer and teacher of LQS and SLQS certification courses at St. Mary's University and the University of Calgary. And finally, he serves as a consultant, supporting St. Mary's University's implementation of its new Master of Education in Catholic Leadership program.

Dr. Morrison is a Parishioner at St. Mary's Cathedral in Calgary and regularly volunteers at the Cathedral's *Feed The Hungry* Program. Married for 34 years, he and his wife, Lorraine, live in Calgary and have three adult children - Dylan, Zachary, and Bailey.

Dr. Morrison explained that, "As a Catholic Superintendent, the CCSSA enhanced my faith leadership for over a decade, while also being a place where I've found camaraderie and support. I'm looking forward to supporting the CCSSA's fine work as its new Executive Director."

CCSSA president Paul Corrigan welcomed Dr. Morrison to board, "We couldn't be happier to welcome Dr. Morrison as the CCSSA Executive Director. For many years as Superintendent, he has served as a unifying leader of CCSSA, and his knowledge of and commitment to Catholic Education in Alberta is second to none. I look forward to working with him in his new role, and know that the ultimate beneficiaries of his dedication will be students and staff in Catholic schools throughout the province."

Dr. Morrison will replace former Executive Director Michael Hauptman, who is retiring this year. Dr. Morrison will begin his role as Executive Director in late June of 2023.

Vision Statement

"The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta."

REPORT NO: E.5

September 27, 2023

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
September 18, 2023, 7 p.m.
In person Town Council Chambers

1) Call to Order

2) Approval of Agenda

3) Approval of Minutes of July 25, 2023

d) Operations Update

- a) a.Sage
 - i) operations report
 - ii) financial report: August 29, 2023
- b) Canyon
 - i) operations report
 - ii) financial report: August 29, 2023

5) ED report:

- a. BrightHR Prime Package for 12 months, \$680 per month
BrightHR provides enforceable drafts for employment documents, letters, policies, employee management, offboarding, onboarding and more. BrightSafe is a Health & Safety program that gives access to learning management, mandatory training, tools for JHSC, gives reminders, helps document what you are doing and help to ensure compliance. This comes with a dedicated HR and Health & Safety advice line to help you navigate tricky situations and help you reach your desired outcomes.
 - b) Security cameras: tabled from the last meeting after direction to proceed
 - c) Storage consideration: tabled from last meeting
 - d) Filters for Centres: tabled from last meeting
 - Out of School Care fees and family response
- b. signing authority for Christy to have a credit card
- c. Ministry letter to operators re E. Coli outbreak
- d. Holiday period 2023

- e. Professional development reimbursement: Annette: course tuition and release time funding
- f. Axis Immigration (International Recruiter) invoice split

6) Business Arising

- a) Committee:
 - i) Policy: (David, Christy, Michelle)
 - a) Outstanding item: waitlist policy
 - ii) Marketing: (Mark, Ola, Michelle)
 - a) Discuss website updating strategy
 - iii) HR: (Christy, Don, Brian, Michelle, Ola): Closed session
 - b) Update on recruitment of Centre director for Canyon

7) New and unfinished business

- a) Board Secretary: update from SASCI:

[There will be a] request by SASCI for an Expression of Interest, which will be used to gauge the need for such a service and the ability of organizations to support at least a portion of it with their operation budget.

SASCI hopes that a collaboration between organizations will result in a contract that will be both attractive to a motivated and competent individual, and be cost effective for the participating groups.

At the outset, SASCI will offer the contractor \$25 per hour, charge an organization \$26/hour for the service, and use the extra \$1 to cover admin fees & supervision by SASCI. The goal is to find a contractor by Dec 31, 2023, if not before then.
- b) recruitment for board vacancy: letter of intent from Caitlin McKenzie
- c) PCCELC Bylaws: tabled from last meeting
- d) Projected budget / expenses for 23/24
- e) Open house event for families, educators and board
- f) Update on fee increase and Alberta Ministry of Children's Services/ Affordability grant

OUTSTANDING ACTION ITEMS:

ITEM	RESPONSIBLE	DEADLINE
Develop waitlist policy	Policy Committee: David Green, Michelle Spencer, Christy Gustavison	October
Confirm organizational chart	Administration, HR Committee	September
advertise to recruit board member(s) through Town channels	was assigned to La Vonne.	September
Website updates	Ola, Board	November

8) Round Table

9) Upcoming events / meeting dates through January 2024

- a) October 24, 2023, Zoom
- b) November 28, 2023, in person
- c) December 19, 2023 proposed change due to December 26 (Zoom or in person / festive event?)
- d) January 23, 2024, in person or zoom as group wishes

10) Adjournment

REPORT NO: E.6

September 27, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Thomas Machacek, Audit Committee Chair

SUBJECT: Audit Committee Report

BACKGROUND

1. Vice Chair Thomas Machacek provided the Board of Trustees with an update and the minutes from the past meeting of the Audit Committee.

Holy Spirit Roman Catholic Separate School Division
Audit Committee Meeting
September 21, 2023
3:00 p.m.
Holy Spirit Board Office

Present:

Audit Committee Members:

Tom Machacek, Audit Committee Chair
Carmen Mombourquette, Audit Committee Member
Cheralan O'Donnell, Audit Committee Member
Shelley Taylor, Public Member
Sonya von Heyking, Public Member

Management:

Ken Sampson, Superintendent
Lisa Palmarin, Secretary Treasurer
Amanda Lindeman, Director of Finance

Auditor:

Tawnee Vincon, CPA CA, Senior Manager, Audit, KPMG

Opening Prayer: Tom Machacek

Tawnee Vincon presented the Audit Plan for the upcoming financial statement audit for the fiscal year ended August 31, 2023.

Discussion regarding:

- annual inquiries related to risks of fraud
- audit scope
- auditor's responsibilities
- materiality
- audit approach
- changes to auditing standards which require a more robust approach to risk identification processes
- Changes in Canadian Public Sector Accounting Standards, specifically 3280 – Asset Retirement Obligations.

School Generated Funds audits will take place in early October at École St. Mary and Father Leonard van Tighem School.

KPMG auditors will be on site October 23 to 27, 2023 to conduct audit field work. KPMG will meet with the Audit Committee in mid-November to review their audit findings. The audit opinion will be provided on the financial statements at the November 29, 2023 Board Meeting.

Other discussion:

- Fraud risk
- Recommendation from public member to continually review internal controls
- Audit's role is not to look for fraud; rather part of the audit work includes reviewing internal controls and processes to identify risks.

Closing Prayer: Ken Sampson

Next Meeting: Thursday, November 23, 3:00 p.m. at St. Basil's CEC. A Google Meet option will also be available.

ADVOCACY NO: F.1

September 27, 2023

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Meeting with the Minister of Education

BACKGROUND

1. Trustees will discuss the virtual meeting that occurred with the Minister of Education and the Holy Spirit Catholic School Division Board of Trustees on July 6, 2023.
2. Chair Carmen Mombourquette will speak to this item.

ADVOCACY NO: F.2

September 27, 2023

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 September 27, 2023.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sep 14	SPT AGM and School council meeting
Sep 19	SMBI AGM and Back to School BBQ

PARISH COMMITMENTS:

Date:	Key Discussions:
	Attend Mass weekly and am lector in a schedule

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
July 6	Meeting with Education Minister

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 20	Organized and helped with the Seniors BBQ in the Taber fed 100
Aug 21	Policy 17 meeting
Aug 30	Back to School Mass and Board information meeting
Sep 11	Superintendent Evaluation
Sep 18	Finance committee and Agenda setting meetings
Sep 21	Chamber lunch with Minister
Sep 21	Audit Committee Meeting
Sep 27	September Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 14	School Opening Mass

PARISH COMMITMENTS:

Date:	Key Discussions:
Aug 30	St Ambrose/St Catherines Finance Meeting
Aug/Sept	Regular attendance at Weekly Mass-on-going conversation with Parish Priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug 30	Division Opening Mass/Share the Mission Award
Sept 27	COW and Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept 12, 2023	SPS School Council - Jordan's Principle, Staffing update, enrollment up, Yearly planning, spoke about pavement being in rough shape and in need of new paint for basketball/4 square etc, Orange shirt day and 20th Anniversary of SPS
Sept 13, 2023	CCH School Council - Enrollment update, staffing update, Trades hub - has had some challenges, yearly planning re:info/engagement nights,
Sept 18, 2023	SFJH School Council - Staffing update, concerns re: Devon Dempsey replacement, programming challenges, enrollment update - large class sizes due to higher than projected enrolment, Got some new flooring in hallway/library and new paint, computer room converted to music room, PAT's will all go digital next year so SF will be piloting the program this year.
Sept 21, 2023	SFJH Meet and Treat
Sept 21, 2023	ESM Welcome Back Blessing/BBQ

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Aug 30, 2023	Division Opening Mass
Sept 13, 2023	CSM Opening Mass
Sept 14, 2023	SMS Opening mass
Sept 18, 2023	CCH Opening Mass
Sept 20, 2023	SPS Opening Mass
Sept 21, 2023	ESM Opening Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept 20, 2023	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug 30, 2023	Start of the school year update/ Board Evaluation Review
Sept 11, 2023	Superintendent Evaluation Review
Sept 18, 2023	Finance Meeting
Sept 27, 2023	COW and Board meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
July 6/23	Meeting with Education Minister at Board Office

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 19/23	Police Advisory meeting
August 30/23	School Division Opening Mass
August 30/23	Board Update
Sept 11/23	Superintendent Evaluation Review
Sept 15/23	Helped Friends of St Michael's put on a Welcome Back Pancake Breakfast for students and staff at St Michael's School



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
September 12	FLVT AGM: Election of new executive and committees , setting meetings for the year, ongoing sewer smell
September 13	OLA AGM: Election of new executive (New families joining council from Nigeria and Saudi Arabia)

PARISH COMMITMENTS:

Date:	Key Discussions:
July/August	Regular Mass attendance as well as lector, music ministry and hospitality
August	Deliver Meals on Wheels in Picture Butte
September 3	Lector
September 24	Lector

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
July 6	Virtual meeting with new Education Minister
July 25	Virtual meeting of Board of Directors of ACSTA
September 5	Virtual meeting of Faith Formation (led prayer)
September 6-8	ACSTA Board of Directors self evaluation
August 28	Virtual Meeting of Faith Formation of ACSTA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
August 21	Meeting to discuss Policy 17 Awards
August 30	Holy Spirit Division Opening Mass
September 7	Mass at Lumen Christi with ACSTA (led Prayers of the Faithful)
September 11	Meeting re: Superintendent's Evaluation
September 13	Opening Mass Children of St. Martha
September 18	Finance Committee Meeting
September 26	FLVT Opening Mass



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sep 13	CCH School Council - Parent Rep. Update on enrollment, transportation issue, trades hub update, calendar review, friends of CCH, 60th anniversary CCH, future EF Tours trips, teacher conferences, staff update
Sep 18	CSM School Council - introductions, Google Calendar Review, staff update
Sep 18	SFJH School Council - Renovation Update, Staffing update, chocolate fundraising, swag store

PARISH COMMITMENTS:

Date:	Key Discussions:
Aug 30	Opening Divisional Mass
Sep 13	CSM Opening Mass
Sep 18	CCH Opening Mass
Sep 21	ESM Opening Masss
ongoing	Regular attendance at 9am St.Martina's Church
ongoing	Dynamic Catholic daily email + Feed Your Soul Weekly update

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sep 20	ASBA Zone 6 Meeting - Palliser School Division Office

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug 30	Board Evaluation Review and Opening Update Meeting
Sep 11	Superintendent Evaluation Review
Sep 18	Finance Meeting
Sep 27	COW and Board Meeting
Sep 27	Trustee Governance Program - Class 1- Fundamentals of Governance



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
September	No school council meeting on calendar this month
Sept 20, 2023	Regrets for opening mass / welcome back BBQ due schedule conflict
Sept 18, 2023	Presence at volleyball Parent Meeting at St. Catherine's
September	Presence at school sporting events

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine Parish
Aug 30, 2023	Opening School Division Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
September	ASBA Daily Briefs
September	ACSTA Weekly Summaries
Sept 20, 2023	ASBA Zone 6 Meeting
Sept 20, 2023	Lunch with Ministers of Mental Health and Addictions & Seniors, Community & Social Services

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
July 6, 2023	Meeting with Minister of Education (Minister Nicolaides)
Aug 30, 2023	Special Meeting of the Board
Sept 11, 2023	Board Meeting Regarding Evaluation
Sept 18, 2023	Finance Committee Meeting
Sept 21, 2023	Audit Committee
Sept 27, 2023	Board COW and Public Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: September 27, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Sept. 18	CCH
Sept. 19	St. Teresa

PARISH COMMITMENTS:

Date:	Key Discussions:
Aug/Sept.	On going Mass All Saints (Choir and E.M.)
Aug. 30	Holy Spirit Opening Mass
Sept. 13	CSM Opening Mass
Sept. 13	All Saints PAC Meeting
Sept. 14	SJS Opening Mass
Sept. 18	CCH Opening Mass
Sept. 20	St. Paul Opening Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Sept. 21	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Aug. 26	First Ride
Aug. 29	PCCELC
Aug. 30	Board Self Evaluation
Sept. 12	PCCELC
Sept. 18	PCCELC
Sept. 20	SCPB Welcome Back Barbeque
Sept. 27	Board Meeting

ADVOCACY NO: F.3

September 27, 2023

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.

INFORMATION NO: G.1

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Correspondence from Premier Smith

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from Premier Danielle Smith in response to the Holy Spirit Catholic School Division's Board of Trustees letter to the Premier congratulating her on her re-appointment as Premier of Alberta.

Letter from Premier Danielle Smith ACCTS:00120007778

External

Inbox



Office of the Premier

Jul 27, 2023

to me

Dear Carmen Mombourquette:

Thank you for your kind words of congratulations on behalf of the Holy Spirit Catholic School Division Board of Trustees. I appreciate you reaching out to share your support as my government continues its mandate to make Alberta one of the greatest places to live, work, raise a family and start a business.

Albertans have chosen to move our province forward by re-electing a strong, stable majority government. We stand united, ready to face the challenges ahead as we build a brighter future for this great province. You can count on our government to meet our promises on affordability, community safety and building the best health-care and education systems in the country.

Be assured that my team and I will stand up for Alberta's interests in Ottawa and abroad. Alberta will remain strong and free, and we will continue to innovate and grow, and create long-term prosperity for every Albertan.

I have shared your meeting request with my team for consideration. They will contact you if further information is required.

Thank you again for writing. I value your input.

Sincerely,
Honourable Danielle Smith
Premier of Alberta

INFORMATION NO: G.2

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Truth and Reconciliation Week

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Holy Spirit recognizes the importance of bringing light to the tragic history and ongoing legacy of residential schools and is committed to providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being.
2. Over the course of the September 25-29, 2023 week, Holy Spirit Catholic School Division will be focusing on the division's strategic priority: Living Truth and Reconciliation.
3. Attached for Board information is a list of available resources and activities that are occurring throughout the division and Lethbridge for Truth and Reconciliation Week.



Living Truth and Reconciliation

September 22 - 30, 2023 represents the week of Truth and Reconciliation. Focusing on the division priority of Living Truth and Reconciliation, we will be providing attainable strategies for ReconciliACTION in hopes of providing opportunities to think about your experiences and relationships with Indigenous peoples in new ways. Reconciliation is not about “feeling guilty.” It is about knowledge, action and justice; a process that goes far beyond the scope of one day or even a week. It takes time and will include all of us. Our goal is to celebrate the strength, resiliency, culture, achievement, and vibrancy of our First Nations, Métis and Inuit communities. Look in our monthly newsletters for a new attainable strategy for ReconciliACTION. For more resources supporting Truth and Reconciliation please visit our FNMI Education for All Menu. During the week of Truth and Reconciliation, Reconciliation Lethbridge will be hosting a number of events to support our ReconciliACTION journey.

Holy Spirit Catholic School Division

SEPTEMBER 22 | ReconciliACTION (Signing of Treaty 7 September 22, 1877)

Learn about Chief Crowfoot and his part in the signing of Treaty 7. (Living Truth and reconciliation 2023 SLIDE 4)

[Take a trip to Blackfoot Crossing](#)



SEPTEMBER 25 | Land Acknowledgment

Reflect and be grateful for the land upon which you reside, work and play. (Living Truth and Reconciliation 2023 SLIDE 5)

Visit our [FNMI Education for All](#)

[Menu](#) (slide 24)

[Reconciliation Ally Toolkit](#) (page 2)



SEPTEMBER 26 | Family History / Relationships

Learn your family history.
Think about your own relationships with Indigenous Peoples on a personal level.
(Living Truth and Reconciliation 2023 SLIDE 6)



SEPTEMBER 27 | Be a Good Ally

Listen actively to build a trusting relationship and community.
[Reconciliation Ally Toolkit](#) (Ohkanaomowoo Sikóóhkotok | Gathering in Lethbridge pages 5-7)
(Living Truth and Reconciliation 2023 SLIDE 7)



SEPTEMBER 28 | Listen and Learn

Learn about Indigenous Role Models who have shaped our history and continue to inspire and positively impact our nation.
(Living Truth and Reconciliation 2023 SLIDE 8)



SEPTEMBER 29 | Indigenous Art

Learn words or phrases in Blackfoot.
Is there any public art by Indigenous artists in your area? (Living Truth and Reconciliation 2023 SLIDE 9)



*SEPTEMBER 30 | Orange Shirt Day

Wear Orange to honour the survivors of the residential school system who have fought and are still fighting to bring that terrible history to our attention.

(Living Truth and Reconciliation 2023 SLIDE 10)

* Your school may choose to honour Orange Shirt Day on Friday, September 29th.



Reconciliation Lethbridge

SEPTEMBER 22 | 5:00pm - 8:00pm

Attend a panel discussion and enjoy a meal to learn ‘How to be a supportive Non-Indigenous Ally’. Galt Museum & Archives (Akaisamitohkanao’pa - eternal gathering place)

SEPTEMBER 23 & 27 | 10:30am - 11:30am

Attend a ‘Learn about Indigenous Heroes and Make Your Own Orange Day Tote’. Galt Museum & Archives (Akaisamitohkanao’pa) (A hands-on activity for children of all ages and their caregivers).

SEPTEMBER 25 | 6:30pm - 8:30pm

Attend an evening with Indigenous Authors Christina Fox and Karen Pheasant-Neganigwan. Galt Museum & Archives (Akaisamitohkanao’pa)

SEPTEMBER 25 - 30

Lethbridge City Hall will showcase various Indigenous artists.

SEPTEMBER 27 | 5:30pm - 7:30pm

Attend a dance workshop with Native Hoop and Indigenous Contemporary Dancer Sandra Lamouche. Galt Museum & Archives (Akaisamitohkanao’pa)

SEPTEMBER 27 | 6:00pm - 8:00pm

Attend a talk from Apossyak’ii Dr. Tiffany Hind Bull Prete. Lecture: ‘Stolen Niitsitapi (The Real People) Children: Canada’s Assimilative Practices Revealed’. Galt Museum & Archives (Akaisamitohkanao’pa)

SEPTEMBER 28 | 6:00pm - 8:00pm

As a family, learn words in an Indigenous language together. ‘Niitsipowahsin at Home: A Blackfoot Language Learning Guide for Families’. Join Blanche Bruised Head for a relaxed evening of learning conversational Blackfoot.

SEPTEMBER 29 | 5:30pm - 7:30pm

Attend an outdoor movie screening of ‘Guitar Lessons’ that tells the story of a 15 year old Métis boy and an Oilfield contractor who develop a close relationship and life lessons through guitar lessons. Galt Museum & Archives (Akaisamitohkanao’pa)



INFORMATION NO: G.3

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Alberta Education Assurance Measure Results (AEAMs) –
Spring 2023

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Alberta Education provides all school jurisdictions in Alberta with Assurance Measure Results Reports in the spring and fall of each year.
2. School authorities use the Alberta Education Assurance Measures to inform their education plan.
3. Attached for Board information is the division's overall summary data.

Required Alberta Education Assurance Measures - Overall Summary

Spring 2023

Authority: 4481 The Holy Spirit Roman Catholic Separate School Division

Assurance Domain	Measure	Holy Spirit Roman Catholic Sep			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Student Growth and Achievement	Student Learning Engagement	86.9	86.3	86.3	84.4	85.1	85.1	n/a	Maintained	n/a
	Citizenship	86.6	85.2	86.0	80.3	81.4	82.3	Very High	Maintained	Excellent
	3-year High School Completion	90.4	90.7	89.0	80.7	83.2	82.3	Very High	Maintained	Excellent
	5-year High School Completion	90.3	91.9	91.4	88.6	87.1	86.2	High	Maintained	Good
	PAT: Acceptable	n/a	70.4	n/a	n/a	67.3	n/a	n/a	n/a	n/a
	PAT: Excellence	n/a	18.0	n/a	n/a	18.0	n/a	n/a	n/a	n/a
	Diploma: Acceptable	n/a	72.8	n/a	n/a	75.2	n/a	n/a	n/a	n/a
	Diploma: Excellence	n/a	12.2	n/a	n/a	18.2	n/a	n/a	n/a	n/a
Teaching & Leading	Education Quality	90.7	90.7	91.8	88.1	89.0	89.7	Very High	Declined	Good
Learning Supports	Welcoming, Caring, Respectful and Safe Learning Environments (WCRSLE)	89.3	88.6	88.6	84.7	86.1	86.1	n/a	Maintained	n/a
	Access to Supports and Services	82.3	81.4	81.4	80.6	81.6	81.6	n/a	Maintained	n/a
Governance	Parental Involvement	82.6	81.6	83.1	79.1	78.8	80.3	Very High	Maintained	Excellent

Notes:

1. Data values have been suppressed where the number of respondents/students is fewer than 6. Suppression is marked with an asterisk (*).
2. Participation in the 2019/20 to 2021/22 Diploma Exams was impacted by the COVID-19 pandemic. In the absence of Diploma Exams, achievement level of diploma courses were determined solely by school-awarded marks. Caution should be used when interpreting high school completion rate results over time.
3. Participation in the Provincial Achievement Tests and Diploma Exams was impacted by the fires in 2018/19, and the COVID-19 pandemic from 2019/20 to 2021/22. School years 2019/20, 2020/21 and 2021/22 are not included in the rolling 3-year average. Caution should be used when interpreting trends over time.
4. Aggregated PAT results are based upon a weighted average of percent meeting standards (Acceptable, Excellence). The weights are the number of students enrolled in each course. Courses included: English Language Arts (Grades 6, 9, 9 KAE), Français (6e et 9e année), French Language Arts (6e et 9e année), Mathematics (Grades 6, 9, 9 KAE), Science (Grades 6, 9, 9 KAE), Social Studies (Grades 6, 9, 9 KAE).
5. Security breaches occurred over the last few days of the 2021/22 PAT administration window. Students most likely impacted by these security breaches have been excluded from the provincial cohort. All students have been included in school and school authority reporting. Caution should be used when interpreting these results.
6. Aggregated Diploma results are a weighted average of percent meeting standards (Acceptable, Excellence) on Diploma Examinations. The weights are the number of students writing the Diploma Exam for each course. Courses included: English Language Arts 30-1, English Language Arts 30-2, French Language Arts 30-1, Français 30-1, Mathematics 30-1, Mathematics 30-2, Chemistry 30, Physics 30, Biology 30, Science 30, Social Studies 30-1, Social Studies 30-2.

INFORMATION NO: G.4

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Dual Credit Grant

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Through Alberta Education's, Dual Credit Enhancement Grant, Holy Spirit Catholic School Division has been awarded \$83,000 to be put towards the construction, purchasing of equipment and / or upgrading of facilities for the Trades Hub located at Catholic Central High School West Campus.



Career Education Branch
44 Capital Boulevard
10044 – 108 Street
Edmonton, Alberta T5J 5E6

August 29, 2023

Carmen Larsen
Director of Learning
Holy Spirit Catholic School Division
larsenc@holyspirit.ab.ca

Subject: Enhancement Grant Application

Dear Carmen,

Thank you for submitting an Enhancement application for the upcoming 2023/24 school year. We are pleased to confirm that the Holy Spirit Catholic School Division has been awarded \$83,000.00 for a dual credit enhancement grant. As mentioned in your application, the funds are to be used for continued enhancement of the CTS HUB enhancement, from last year.

You will receive the allocated funds from School Finance in early October 2023. You will be responsible for fund management and submitting a final report. The final report template is on the [Alberta Dual Credit website](#) and must be submitted no later than July 31, 2024. If you are unable to spend all the funds prior to the reporting deadline, please contact the Dual Credit Team, at edc.dct@gov.ab.ca.

Thank you for your application, we wish you and your students' success.

Sincerely,

A handwritten signature in blue ink, appearing to read "RM", with a long horizontal stroke extending to the right.

Ryan McFarland
Executive Director
STEM, Careers, and Indigenous Curriculum Sector
Alberta Education

Cc: Paul Harnish, Director, Career Education Branch

INFORMATION NO: G.5

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Minister of Education's Back to School Letter

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from Minister Nicolaidis, Minister of Education, welcoming Alberta students back to the classroom.



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

Dear Parents,

Another school year has started and as Alberta's new Minister of Education, I want to introduce myself and give you a quick update about some of the things your government has been doing to ensure our students are set up for success.

A top priority for my parents was getting me a high-quality education, since I'm a second generation Calgarian. Having immigrated to Calgary in the 1970s their educational opportunities were limited, and they firmly believed that a strong education is the path to greater success and prosperity. I took their advice to heart and went on to earn my PhD in political science and conflict resolution. I'm passionate about education and will work hard to set our students up for success.

As the 2023/24 school year gets underway there are several important highlights I want to share with you.

I firmly believe that the upcoming school year will give students the tools and resources they need to succeed.

Here are some of the things that we are working on:

1) We are injecting new funding to start the school year off on the right foot.

For the current school year, Alberta's government has increased funding to many of our school divisions to make sure they have the financial resources they need to give our kids a world-class education. Funding has increased by seven per cent from last year increasing the total amount of taxpayer dollars going directly to our school divisions to \$7.4 billion. In addition, a new Classroom Complexity Grant will be implemented which provides \$126 million over three years in new funding to help school authorities hire more educational assistants to help our teachers manage classrooms that are increasingly more complex with more students with diverse learning needs. As well, our hardworking teachers will also receive a two per cent salary increase this September as part of a deal reached with teachers last year and finally, we are providing \$414 million in new funding, a 32 per cent increase, to help bus another 80,000 students to school.

2) We are hiring more teachers and staff in our classrooms.

As students head back to class, they may start to see new friendly faces in their school. Budget 2023 provided funding to hire up to 3,000 new educational staff over three years, including teachers, educational assistants, bus drivers and other school support staff such as speech language pathologists and psychologists. Ensuring students have the supports they need to succeed in and out of the classroom is a top priority of mine.

3) We are focused on improving student mental health.

Alberta's government is supporting almost 80 mental health pilot projects across the province, with an investment of \$50 million. These projects will encourage student well-being through new and innovative approaches to providing supports and services like counselling, social and emotional learning, student assessment and training for school staff. For more information, please click [here](#).

4) We will continue to lead the country in early literacy and numeracy assessments.

As a father of two, I want to know how my girls are progressing in their academic journey and I know many of you want the same. In September of 2022, Alberta's government implemented new mandatory literacy and numeracy screening assessments for all students in Grades 1 – 3. These assessments will help identify students who are struggling with literacy and numeracy skill development and inform teacher intervention lesson plans and techniques to improve student skills. Based on school reporting, these interventions are working. I am very proud of the work that is being done here. Please know Alberta is leading the country with this type of early assessment and screening and will continue to foster new and improved ways to improve the education system. For more information, please click [here](#).

In closing, I want to thank and acknowledge all our hardworking teachers, educational assistants, principals, and other school support staff. The work that you do is deeply acknowledged and appreciated by Alberta's government and I want to express my personal appreciation for your work. I look forward to serving as our province's Minister of Education for our great province and am confident we can continue to provide every student with a world-class education.

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with the first name "Demetrios" written in a larger, more prominent script than the last name "Nicolaides".

Demetrios Nicolaides ECA PhD
Minister of Education

INFORMATION NO: G.6

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Minister of Education's Youth Council 2023/2024

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. The Minister of Education's Youth Council consists of 40 students between the ages of 14 to 19 that commit to attend three (3) meetings over a 10-month term. Students on the council provide their perspectives on a diverse range of education topics.
2. Holy Spirit Catholic School Division student, Sophia Reyes from St. Mary's School in Taber was selected from among 183 applicants for the Minister's Youth Council
3. Attached for Board information is the letter of congratulations that was sent on behalf of the Board of Trustees.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

September 18, 2023

Sophia Reyes
St. Mary's School
5427 50th Street
Taber, AB T1G 1M2

Dear Sophia,

On behalf of the Board of Trustees, I would like to congratulate you on being selected for the Alberta Education Minister's Youth Council for the 2023/2024 school year. This unique opportunity to share a student's perspective on current, emerging and future concerns in education will be invaluable. Your willingness to invest your time and energies advocating for our youth and discussing educational issues for the advancement of our education system is commendable.

From the entire Holy Spirit community, we thank you for giving a voice to the youth at the provincial government level. You are a wonderful example to all on how to make a difference in today's world.

Sincerely,

Ken Sampson,
Superintendent of Schools

/rk

cc. Board of Trustees, Holy Spirit Catholic School Division
Mark Dejong, Principal, St. Mary School, Taber

INFORMATION NO: G.7

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Bearing Witness Presentation

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Attached for Board reference is the invitation that was sent on the upcoming Bearing Witness Presentation which examines the United Nations Sustainable Development Goals as they connect to Catholic social teachings and using the Medicine Wheel as a reflective instrument.
2. The presentation for School Council Chairs and Trustees will take place on September 28, 2023 from 6:00 – 8:30 p.m. with Sister Joanne O'Regan, Dr. Darlene O'Leary and Dr. Mark Nixon as facilitators.

BEARING WITNESS

Presentation

PLEASE JOIN US

September 28, 2023

6:00 pm

St. Basil Catholic Education Centre

620 12 B Street North



An interactive presentation linking the United Nations Sustainable Development Goals to Catholic Social Teachings using the Medicine Wheel as a reflective instrument.

INFORMATION NO: G.8

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Save the Date: Teachers as Missionary Disciples Symposium

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. As seen in the attached poster, the Alberta Catholic School Trustee Association (ACSTA) will be holding a Symposium from February 9-10, 2024 in Leduc, Alberta. The symposium is titled, "Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools".

SAVE THE DATE 9-10 February 2024

Location: Fr. Leduc Catholic School - 400 Sheppard Blvd, Leduc, AB

more information to follow...



SYMPOSIUM

Teachers as Missionary Disciples:
Forming witnesses for Catholic schools

INFORMATION NO: G.9

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Holy Spirit Catholic School Division Long Standing Member of the Lethbridge Chamber of Commerce Distinction

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division was recently recognized as a Long Standing Member of the Lethbridge Chamber of Commerce for our 25 year-long partnership with the Chamber.
2. Attached is a picture of the award that was presented to Holy Spirit Catholic School Division.

25 Years



LETHBRIDGE
CHAMBER of COMMERCE

Long Standing
Member Award

Holy Spirit
Catholic School
Division

2023

INFORMATION NO: G.10

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Valley of the Birdtail Book Study

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Holy Spirit Catholic School Division will be hosting a book study for the national bestseller, *Valley of the Birdtail* by Andrew Stobo Sniderman and Douglas Sanderson.
2. Registration is now open until October 2, 2023 and the first study session will be held October 11, 2023.
3. Attached for Board reference is detailed information regarding this opportunity for all division staff and trustees.

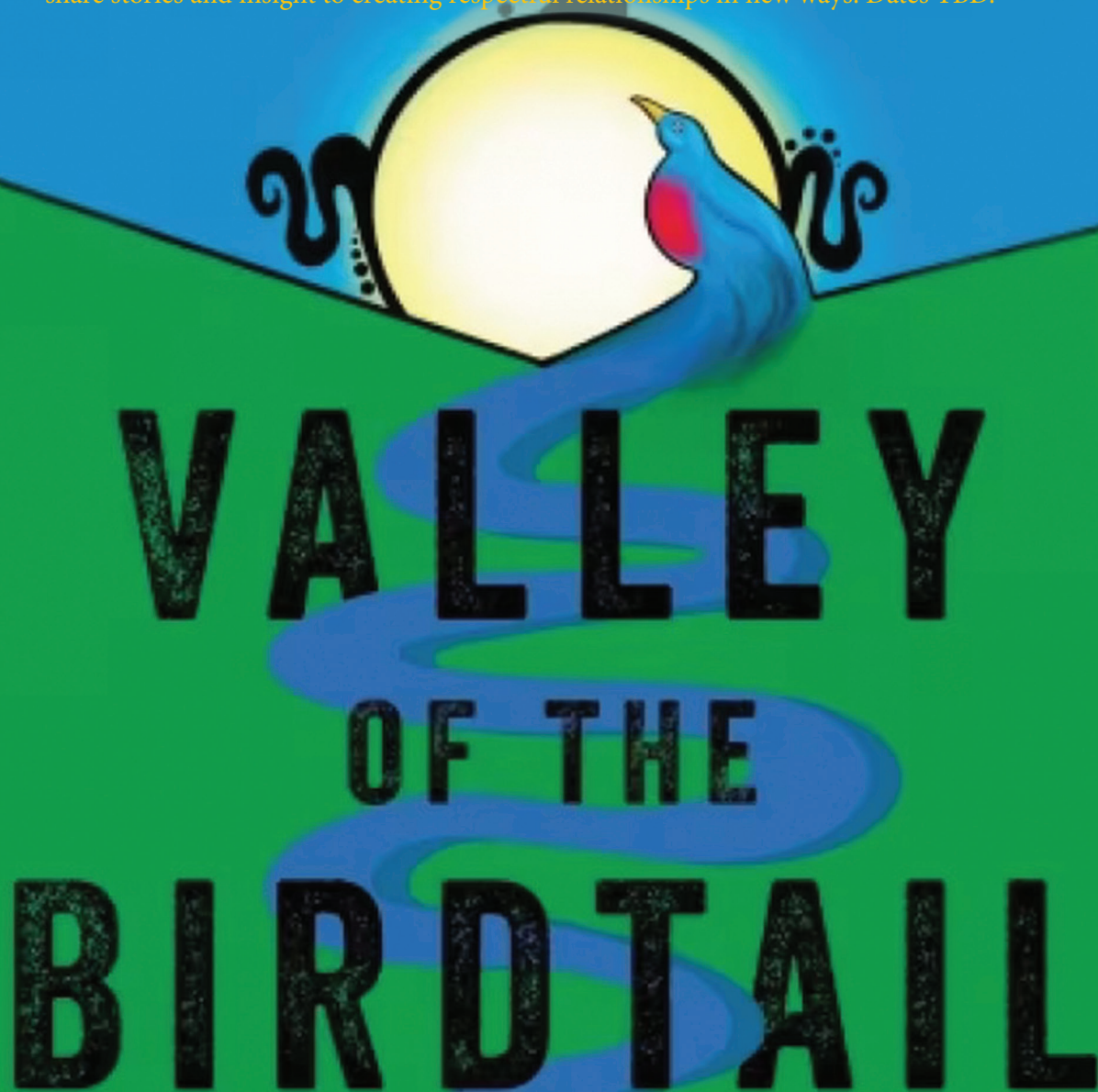
Fostering **Respectful Relationships** through the **Lens of Two Worlds**

Focusing on the division priority of Living Truth and Reconciliation, we will be providing an opportunity to think about your experiences and relationships with Indigenous peoples in new ways. Our goal is to celebrate the strength, resiliency, culture, achievement, and vibrancy of our First Nations, Métis and Inuit communities and our responsibilities as Treaty People.

Please join us for a book study on the national bestseller *Valley of the Birdtail*, a heart-rending true story about a town and a reserve divided by a beautiful valley and their story of racism to reconciliation. THE story reflects much of what has gone wrong in relations between Indigenous Peoples and non-Indigenous Canadians. It also offers, in the end, an uncommon measure of hope.

The first 20 participants who register will receive a copy of the book *Valley of the Birdtail* by Andrew Stobo Sniderman and Douglas Sanderson. Registration will be available during the week of Truth and Reconciliation.

Participants should commit to read the book in four parts and attend book talk sessions that will include four one hour after school sessions and one in-person session. The *Valley of the Birdtail* book study dates will be held online from 3:45 - 4:45 pm every second Wednesday (in October, November, December and February). Our final session will be in person and include a visit from an elder who will share stories and insight to creating respectful relationships in new ways. Dates TBD.



INFORMATION NO: G.11

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Infrastructure Maintenance and Renewal (IMR) and Capital
Maintenance and Renewal (CMR) Expenditure Report

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Prepared for Board information is the "IMR and CMR Annual Expenditure Report," for the 2022/2023 school year.

Holy Spirit Catholic School Division
Infrastructure Maintenance and Renewal (IMR)
Capital Maintenance and Renewal (CMR)
Annual Expenditure Summary
for the Year Ending August 31, 2023
(Unaudited)

	IMR	CMR	Total
Deferred Revenue, August 31, 2022	\$ 4,046,363.84	\$ 1,534,448.12	\$ 5,580,811.96
2022/2023 Funding	707,732.00	444,490.00	1,152,222.00
Available funding	4,754,095.84	1,978,938.12	6,733,033.96
2022/2023 Expenditures			
Planned and Emergent Projects	\$ 960,393.15	\$ 271,646.56	\$ 1,232,039.71
Interest earned during the year	189,279.57	85,481.71	274,761.27
Deferred Revenue, August 31, 2023	\$ 3,982,982.26	\$ 1,792,773.27	\$ 5,775,755.52
Capitalized Expenditures			
Network Infrastructure Upgrades	\$ 157,951.59		\$ 157,951.59
Trinity E-Learning School Renovation	17,242.81		17,242.81
Composting Bins	67,510.52		67,510.52
CCHS West - Flooring Replacement		14,675.18	14,675.18
CCHS East - Study-RTU Burners for 1948 Build		835.56	835.56
Father Leonard Van Tighem School - flooring replacement		45,145.44	45,145.44
Father Leonard Van Tighem School - Gym Sound Panels		57,773.13	57,773.13
St. Francis Junior High - Flooring replacement		139,064.45	139,064.45
St. Joseph School -Fire Panel Replacement		14,152.80	14,152.80
	\$ 242,704.92	\$ 271,646.56	\$ 514,351.48
 % of total expenditures capitalized	 25%	 100%	 42%

**Infrastructure Maintenance and Renewal (IMR)
Capital Maintenance and Renewal (CMR)
Annual Expenditure Summary - Comparison to Prior Years**

	August 31				
	2023	2022	2021	2020	2019
IMR Expenditures	\$ 960,393	\$ 516,836	\$ 505,826	\$ 1,580,509	\$ 1,050,806
CMR Expenditures	271,647	381,608		292,333	
	\$1,232,040	\$ 898,444	\$ 505,826	\$ 1,872,842	\$ 1,050,806

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
Catholic Central East	\$ 148,890.88
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 4,254.91
Boiler And Heating System Repairs	\$ 31,501.77
Composting Bins	\$ 28,512.65
Detail Crosswalks And Curbs	\$ 1,168.04
Envelope Repairs	\$ 418.98
Fire Extinguisher Re-Certification	\$ 597.40
Fire Safety Semi Annual Kitchen	\$ 570.94
General Interior Repairs	\$ 7,992.99
Gym Light Replacement	\$ 45,442.10
Hvac Repairs	\$ 3,120.25
Inspect School Gym Equipment	\$ 1,874.80
Kitchen Hood Inspection And Cleani	\$ 1,208.62
Plumbing Repairs	\$ 566.50
Pm Annual Backflow Inspection	\$ 1,869.05
Pm Lift Inspection And Servicing	\$ 1,008.05
Pm On Equipment Jc	\$ 7,254.18
Pm Paging System Carry Over 2021	\$ 1,858.76
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.12
Catholic Central West	\$ 96,083.82
Annual Boiler Maintenance	\$ 350.08
Boiler Venting Replacement	\$ 29,363.13
Clean Sewer And Sink Line	\$ -
Electrical Repairs	\$ 2,880.89
Envelope Repairs	\$ -
Fire Extinguisher Re-Certification	\$ 524.89
Flooring Repairs & Replacements	\$ 4,025.73
Hvac Repairs And Preventative Main	\$ 482.48
Inspect School Gym Equipment	\$ 1,874.80
Parking Stalls Layout	\$ 1,680.56
Plumbing Repairs	\$ 37,970.09
Pm Annual Backflow Inspection	\$ 338.15
Pm Commercial Kitchen Inspection	\$ 235.97
Pm On Equipment	\$ 354.13
Pm On Equipment - Jc	\$ 4,828.88
Pm Semi Annual Kitchen Hood Inspec	\$ 1,853.21
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.12

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
Children of St. Martha	\$ 76,770.68
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 7,091.31
Boiler System Repairs	\$ 1,854.67
Classroom Modernization, Network U	\$ 40,672.66
Detail Crosswalks And Curbs	\$ 1,168.05
Electrical Repairs	\$ 242.36
Fire Extinguisher Re-Certification	\$ 214.10
Flooring Repairs And Replacements	\$ 5,319.24
Inspect School Gym Equipment	\$ 1,874.81
Pm Annual Backflow Inspection	\$ 2,161.64
Pm On Equipment Jc	\$ 4,828.86
Pm Paging System Carry Over 2021	\$ 1,672.09
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.12
Ecole St. Mary	\$ 35,263.21
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,677.67
Boiler Systems Repairs	\$ 828.57
Ceiling Tile Replacements	\$ -
Electrical Repairs	\$ 3,279.11
Fire Extinguisher Re-Certification	\$ 386.76
Flooring Repairs And Replacements	\$ 9,950.40
General Interior Repairs	\$ 468.48
Inspect School Gym Equipment	\$ 1,874.80
Plumbing Repairs	\$ -
Pm Annual Backflow Inspection	\$ 338.13
Pm Lift Inspection And Servicing	\$ 1,357.53
Pm On Equipment Jc	\$ 4,828.86
Preventative Maintenance Inspectio	\$ 115.11
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,966.02

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
Father Leonard Van Tighem	\$ 96,730.57
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,666.17
Detail Crosswalks And Curbs	\$ 1,168.05
Envelope Repairs	\$ 154.24
Fire Alarm Repairs	\$ 17,961.24
Fire Extinguisher Re-Certification	\$ 593.95
Flooring Repairs And Replacements	\$ 6,375.52
General Interior Repairs	\$ 425.87
Hvac Repairs	\$ 1,024.45
Inspect School Gym Equipment	\$ 7,917.89
Install Sound Panels In Gym	\$ 0.01
Plumbing Repairs	\$ 4,531.96
Pm Annual Backflow Inspection	\$ 338.13
Pm Lift Inspection And Servicing	\$ 441.58
Pm On Equipment	\$ 1,027.33
Pm On Equipment Jc	\$ 4,828.86
Pneumatic Control System Repairs	\$ 2,288.31
Repair Gym Heating Glycol Leak	\$ 978.41
Roof Condition Assessment	\$ 1,208.62
Roof Repair Above 1998 Portables	\$ 35,970.80
Upgrade Of Infrastructure Servers	\$ 7,479.12
Our Lady of Assumption	\$ 27,874.31
Annual Boiler Maintenance	\$ 1,547.17
Annual Test & Inspection Of Fire	\$ 1,778.97
Electrical Repairs	\$ 444.60
Fire Extinguisher Re-Certification	\$ 193.38
Flooring Repairs And Replacements	\$ 3,599.74
Hvac Equipment Repairs	\$ 2,533.27
Inspect School Gym Equipment	\$ 1,874.80
Pm Annual Backflow Inspection	\$ 338.13
Pm Lift Inspection And Servicing	\$ 1,759.82
Pm On Equipment Jc	\$ 4,828.86
Roof Condition Assessment	\$ 1,496.39
Upgrade Of Infrastructure Servers	\$ 7,479.18

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
St. Catherine	\$ 89,700.74
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,546.46
Boiler Repairs	\$ 58,207.53
Electrical Repairs	\$ 296.38
Fire Extinguisher Re-Certification	\$ 269.34
Flooring Repairs And Replacements	\$ 517.98
Frozen Pipe Repairs	\$ 6,397.93
General Interior Repairs	\$ 92.52
Hvac Equipment Repairs	\$ 485.89
Inspect School Gym Equipment	\$ 1,874.80
Playground Safety Audit And Repair	\$ 575.53
Plumbing Repairs	\$ 1,730.14
Pm Annual Backflow Inspection	\$ 1,351.07
Pm On Equipment Jc	\$ 4,828.88
Pm Paging System Carry Over 2021	\$ 1,855.40
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.12
St. Francis Junior High	\$ 58,375.29
Accessibility Upgrades	\$ 4,430.04
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 3,111.91
Arson Repairs	\$ 908.72
Ceiling Tile Replacements	\$ -
Composting Bins	\$ 15,801.09
Electrical Repairs	\$ 804.26
Envelope Repairs	\$ 681.14
Fire Alarm Repairs	\$ 413.23
Fire Extinguisher Re-Certification	\$ 500.71
Flooring Repairs And Replacements	\$ 6,019.42
Hvac Repairs	\$ 140.20
Inspect School Gym Equipment	\$ 1,874.80
Planned Maintenance On Elevators &	\$ 3,296.07
Planned Maintenance On Equipment	\$ 5,943.45
Plumbing Repairs	\$ 1,261.42

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
Pm Annual Backflow Inspection	\$ 338.13
Pm Lift Inspection And Servicing	\$ 2,038.24
Program Functional Upgrade	\$ 681.15
Roof Condition Assessment	\$ 2,302.13
Upgrade Of Infrastructure Servers	\$ 7,479.12
St. Joseph	\$ 37,978.37
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,277.10
Composting Bins	\$ 12,935.49
Electrical Repairs	\$ 177.84
Envelope Repairs	\$ 2,789.61
Fire Alarm Repairs	\$ 0.00
Fire Extinguisher Re-Certification	\$ 334.96
Inspect School Gym Equipment	\$ 1,874.80
Playground Safety Audit And Repair	\$ 575.53
Plumbing Repairs	\$ 3,175.16
Pm Annual Backflow Inspection	\$ 338.13
Pm On Equipment Jc	\$ 4,828.86
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.12
St. Mary's Taber	\$ 34,105.58
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,790.48
Barrier Free Access Upgrade	\$ 1,047.47
Electrical Repairs	\$ 4,670.45
Fire Extinguisher Re-Certification	\$ 231.37
Hvac Equipment Repairs	\$ 1,423.90
Inspect School Gym Equipment	\$ 1,874.79
Playground Safety Audit And Repair	\$ 575.53
Pm Annual Backflow Inspection	\$ 338.11
Pm On Equipment Jc	\$ 5,557.24
Pm Paging System Carry Over 2021	\$ 366.62
Repair Various Plumbing Issues	\$ 1,593.07
Roof Condition Assessment	\$ 1,841.71
Safety Upgrade Of Mezzanine Area	\$ 4,159.93
Structural Study For Interior Wall	\$ 805.75
Upgrade Of Infrastructure Servers	\$ 7,479.10

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
St. Michael's Bow Island	\$ 26,085.02
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 4,912.16
Electrical Repairs	\$ -
Hvac Equipment Repairs	\$ 36.76
Inspect School Gym Equipment	\$ 1,874.81
Install Acid Neutralization Tanks	\$ 1,051.75
Playground Safety Audit And Repair	\$ 1,757.67
Pm Annual Backflow Inspection	\$ 338.13
Pm Annual Fire Extinguisher Re-Cert	\$ 557.24
Pm On Equipment	\$ 366.17
Pm On Equipment Jc	\$ 4,828.86
Roof Condition Assessment	\$ 2,532.35
Upgrade Of Infrastructure Servers	\$ 7,479.06
St. Michael's Pincher Creek	\$ 56,852.86
Annual Boiler Maintenance	\$ 1,380.26
Annual Test & Inspection Of Fire	\$ 2,527.16
Electrical Repairs	\$ 5,772.59
Envelope Repairs	\$ 3,307.76
Inspect School Gym Equipment	\$ 1,874.79
Playground Equipment Removal	\$ 21,674.56
Playground Safety Audit And Repair	\$ 575.53
Plumbing Repairs	\$ 2,479.29
Pm - Semi-Annual Kitchen Inspection	\$ 651.51
Pm Annual Backflow Inspection	\$ 1,598.53
Pm Annual Fire Extinguisher Re-Cert	\$ 572.02
Pm Lift Inspection And Servicing	\$ 289.19
Pm On Equipment Jc	\$ 4,828.86
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.10

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
St. Patrick Fine Arts	\$ 49,951.69
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,274.80
Composting Bins	\$ 10,261.29
Detail Crosswalks And Curbs	\$ 1,168.05
Electrical Repairs	\$ 1,704.35
Fire Extinguisher Re-Certification	\$ 6,319.56
General Interior Repairs	\$ 161.15
Hot Water Tank Failure Replacement	\$ 13,757.76
Inspect School Gym Equipment	\$ 1,874.80
Plumbing Repairs	\$ 328.89
Pm Annual Backflow Inspection	\$ 338.13
Pm On Equipment Jc	\$ 5,937.16
Roof Condition Assessment	\$ 1,870.48
Upgrade Of Infrastructure Servers	\$ 4,605.21
St. Patrick's Taber	\$ 27,946.39
Annual Boiler Maintenance	\$ 4,936.04
Annual Test & Inspection Of Fire	\$ 3,164.83
Door And Door Hardware Repairs	\$ -
Fall Protection Annual Inspection	\$ 1,788.86
Flooring Repairs And Replacements	\$ 892.08
Gym Column Repairs	\$ 425.31
Playground Safety Audit And Repair	\$ 575.53
Pm Annual Backflow Inspection	\$ 338.11
Pm Annual Fire Extinguisher Re-Cert	\$ 141.58
Pm On Equipment Jc	\$ 3,658.23
Roof Anchor Fall Protection Inspect	\$ 1,899.26
Roof Condition Assessment	\$ 1,841.71
Structural Study For Interior Wall	\$ 805.75
Upgrade Of Infrastructure Servers	\$ 7,479.10

Infrastructure Maintenance and Renewal (IMR)

School / Project	Expenditure
St. Paul	\$ 53,306.79
Annual Boiler Maintenance	\$ 1,148.89
Annual Test & Inspection Of Fire	\$ 1,274.80
Electrical Repairs	\$ 1,105.46
Electrical Upgrades	\$ 494.08
Fire Extinguisher Re-Certification	\$ 296.98
Flooring Repairs And Replacements	\$ 6,982.42
Hot Water Tank	\$ 14,998.38
Hvac Repairs	\$ 2,292.78
Inspect School Gym Equipment	\$ 1,874.80
Lockdown Blinds	\$ 1,373.22
Plumbing Repairs	\$ 2,294.83
Pm Annual Backflow Inspection	\$ 338.13
Pm On Equipment Jc	\$ 4,828.86
Pm Paging System Carry Over 2021	\$ 549.92
Roof Condition Assessment	\$ 1,841.71
Upgrade Of Infrastructure Servers	\$ 7,479.20
Water Meter Room Repairs	\$ 4,132.33
St. Teresa of Calcutta	\$ 27,234.14
Annual Boiler Maintenance	\$ 350.06
Annual Test & Inspection Of Fire	\$ 1,758.25
Envelope Repairs	\$ 1,183.30
Fire Extinguisher Re-Certification	\$ 224.46
Flooring Repairs And Replacements	\$ 5,339.45
Hvac Equipment Repairs	\$ 260.63
Inspect School Gym Equipment	\$ 1,874.80
Pm Annual Backflow Inspection	\$ 2,064.73
Pm On Equipment Jc	\$ 4,828.86
Roof Condition Assessment	\$ 1,870.48
Upgrade Of Infrastructure Servers	\$ 7,479.12
Trinity E Learning	\$ 17,242.81
Completion of Building Renovations	\$ 17,242.81
Grand Total	\$ 960,393.15

Capital Maintenance and Renewal (CMR)

School / Project	Expenditure
Catholic Central East	\$ 835.56
Study - Rtu Burners For 1948 Build	\$ 835.56
Catholic Central West	\$ 14,675.18
Flooring Replacement	\$ 14,675.18
Father Leonard Van Tighem	\$ 102,918.57
Install Sound Panels In Gym	\$ 57,773.13
Vct Flooring Replacement	\$ 45,145.44
St. Francis Junior High	\$ 139,064.45
Flooring Replacement	\$ 139,064.45
St. Joseph	\$ 14,152.80
Replace Obsolete Fire Panel	\$ 14,152.80
Grand Total	\$ 271,646.56

INFORMATION NO: G.12

September 27, 2023

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 - September 2023

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- Year-end data for the CC3 & Alberta Numeracy Assessments was released at the end of June. Below is the comparison data from our Beginning and Year-End results (2022-23). Overall, 260 students (32.1%) who were identified as 'At-Risk' at the beginning of the year were no longer considered 'At-Risk' in the year end assessments. This is certainly positive news and can be attributed to the dedicated work of our teachers and support staff in implementing ongoing interventions for our students.

Grade	Assessment	Percentage of Students At-Risk (Beginning of Year)	Percentage of Students At-Risk (End of Year)
1	CC3 (Literacy)	33.0%	19.1%
1	Numeracy	25.8%	18.3%
2	CC3 (Literacy)	26.9%	20.6%
2	Numeracy	20.2%	13.8%
3	CC3 (Literacy)	28.6%	17.2%
3	Numeracy	21.2%	12.2%
4	CC3 (Literacy)	28.8%	17.5%
4	Numeracy	34.4%	16.1%

Schools reflect collaborative teaching and learning environments.

- Thursday, October 5 will be the first meeting of our LLT Mentorship program. All LLT members who are new to their role have been partnered with an experienced LLT member for the year. The entire mentorship cohort will gather 4 times throughout the year with opportunities for ongoing collaboration and connection between meetings. The focus for each of the large-group sessions will be on different aspects of the Alberta Education Leadership Quality Standard (LQS).
- Thirty teachers from across the Division are participating in an ongoing learning opportunity with Dr. Miriam Ramzy & Michelle Bence focused on supporting 'Layers of Reading Development' in our Division II classrooms. Each session provides participants with research-based learning and exploration, as well as practical strategies to support phonological awareness, word study, fluency, vocabulary and comprehension specific to learners in grades 4-6. The first session was held on September 19. Subsequent sessions: October 16, November 20 and December 14.

We prepare students for career pathways.

- Holy Spirit has students involved in dual credit opportunities once again this semester. We have three students enrolled in courses with the Lethbridge College (Intro. To the Trades, Public Communications & Intro. To Management) as well as two students registered through Olds College (Accounting Principles & Intro. To the Vet Profession). We also have one student enrolled in the Fire Cadet Academy, in partnership with Palliser School Division and Kate Andrews High School.
- Holy Spirit is the grateful recipient of another Dual Credit Enhancement Grant from Alberta Education. Holy Spirit was awarded \$83,000 to support completion of the Trades Hub construction project at CCH West, as well as purchasing mobile equipment and materials to support Trades exploration & education throughout the school division.

INFORMATION NO: G.13

September 27, 2023

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
September 2023**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Catholic Leadership** - We are looking forward to a fall launch of our Catholic Leadership program for staff who are interested in developing their awareness of the LQS and their own leadership potential. Ken Sampson and I have solicited feedback and involvement from LLT in the planning and delivery of this program.
- **Parish-School Sacramental Preparation Team** - As noted in June, the Diocese will be launching a new initiative in the fall to support sacramentalization as part of the larger Diocesan Renewal. We anticipate upcoming information around the establishment of Parish-School Sacramental Preparation Teams and sacramental integration/support in our schools.

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

- **Build! Pilgrims of Hope** - Our focus this year is on finding God in our minds, reflecting on the Hand of God in our vocational call, and looking outward to serve the common good through the Corporal Works of Mercy as we learn about the Catholic Social Teachings. Underpinning all of this is our key scriptural reference, from Nehemiah 2: 18 - *I told them that the hand of my God had been gracious upon me and also the words that the king had spoken to me. Then they said, "Let us start building!" So they committed themselves to the common good.* We have created a number of tools to support staff in implementation of the plan including: Catholic School Identity Inventories, a Monthly Journal, and Conversation Cards.
- **Probationary Teacher Faith Formation** - Our first session with probationary teachers was held on Wednesday, September 20. The group focused on Marks 1 & 2, and enjoyed witness presentations from Ken Sampson and Fr. Kevin Tumback.

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

- **Chalice Project** - As part of our faith plan this year, Holy Spirit has partnered with Chalice to sponsor a large project in Zambia. We are fundraising to support the construction of a three-classroom block for St. Odilia School - a school that serves a large number of Chalice-sponsored children who have visual impairments, physical disabilities, and/or albinism. Information has been distributed to staff and schools, as well as our parish communities.
- **Bearing Witness** - There will be an opportunity to attend a session on the evening of Thursday, September 29th, which will be presented by members of the Martha Justice Ministry on the Catholic Social Teachings, the UN Sustainable Development Goals, and the Medicine Wheel. This will align nicely with our new Board priorities as well as our faith plan focus on the Catholic Social Teachings.
- **Retired Staff Mass** - I have arranged for our Retired Staff Mass to be offered at St. Basil's Catholic Education Centre at 5:00 p.m. on Thursday, November 9, 2023. There will be light refreshments to follow. Information will be sent out to the parishes and retired staff in October.

INFORMATION NO: G.14

September 27, 2023

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
September 2023

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support.

- **Ready, Set, Go Fair** - The "Ready, Set, Go" Fair that ran from August 22nd to 24th saw substantial success, providing support for over 1600 school supplies and backpacks to registered students in Lethbridge through a partnership involving the divisional team, Lethbridge School Division, Lethbridge Food Bank, Inter-Faith Food Bank, and My City Care. While in the past we have benefited from the redistribution of a few surplus backpacks from the event, with well over 300 waitlist registrations across the city still needing to be filled, we will not be able to distribute any surplus goods. Should there be any additional donations made to our school division, we will coordinate with schools to distribute backpacks and supplies on a needs basis.

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

- **Nutrition Program** - We are thankful for the continuation of the Alberta Education Nutrition Grant funding for the 2023-24 school year. Through this grant program, we will continue to provide our schools with the opportunity to create, continue, or enhance existing nutrition programs in divisionally identified schools. Our current program supports four Lethbridge schools (École St. Mary, Children of St. Martha, St. Paul, CARE Campus) and one rural school (St. Patrick School in Taber). Additionally, the grant supplements existing community-supported nutrition programs at Our Lady of the Assumption, St Michael's Pincher Creek, Father Leonard Van Tighem, St Joseph School, St. Francis Junior High, Catholic Central High School, St. Michael's Bow Island, Trinity E-Learning, and St. Mary's Taber. While providing nutritional breakfasts and snacks is one component of the program, schools also educate their school communities on healthy, active living.
- **University of Lethbridge Nursing Cohort Program** - Several of our Holy Spirit Schools resume partnership with the University of Lethbridge, Faculty of Health Sciences Bachelor of Nursing program. Beginning September through to December 2023, two nursing student cohorts will be welcomed into the recipient schools of Father Leonard Van Tighem and Our Lady of the Assumption School. Children of St. Martha School will be the host site for the Faculty of Health Sciences, Addictions and Counseling Intern Program. One intern will work closely with the Family First Facilitator, Family School Liaison Counsellor and Principal. These partnerships celebrate learning opportunities for the Nursing and Health Science students as well as our staff and students. Lyndsey Spring, AHS Health Promotion Facilitator and Anita Lethbridge, Coordinator of Counselling and Wellness, provided all cohorts an orientation highlighting Comprehensive School Health.

INFORMATION NO: G.15

September 27, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit 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
September 2023

Board Strategic Priority: Living Truth and Reconciliation

Our First Nations, Métis and Inuit students will continue to see increasing success rates.

- **First Nations (Niitsitapi), Métis and Inuit Facilitators** - Previously known as Support Workers, this new title and accompanying role description better reflects the valuable role that these individuals play in our school communities, and the dynamic nature of that position since it was last reviewed in 2014. We have welcomed two new staff in these positions, leaving only the vacancy that was created at St. Michael's (Pincher Creek) with the passing of Verna Delaney.
- **Jordan's Principle** - We await word from Jordan's Principle as to the status of our group application. We resubmitted revised information as requested on September 11.

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

- **Week of Truth and Reconciliation Materials** - We have created and curated a variety of resources for use in preparing for **National Day for Truth and Reconciliation**, which can be accessed through the FNMI menu. Our focus this year is on meaningful and attainable actions that we can each take in seeking reconciliation. This will also be evident in our upcoming series of Learn, Build & Go workshops and our Valley of the Birdtail Book Study opportunity for staff.
- **Oki Signage** - We are pleased to announce that our Lethbridge schools have received Oki signage as part of a partnership with the City of Lethbridge Indigenous Relations Office. The goal is for schools to install these signs in time for Reconciliation week (September 25-28).

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

- **Blood Bus Coop Video** - Many thanks to Anisha Gatner for her diligence and dedication to completing the video for our Day in the Life/Blood Bus Coop footage. Her compiled video is roughly thirty minutes in length and overviews the experience from a driver, student, and family perspective. The video has been shared with our drivers, LLT, and FNMI team to date and we anticipate wider viewing by staff this year.
- **Aikamotsiipohtoo'p: Niitsipowahsin at Home, a Blackfoot Language Learning Guide for Families** - This guide was developed and printed by Changing Horses as part of our partnership with them last year. The resource can also be found [here](#) for your reference and general use. We are grateful for the work that was completed in this partnership last year.

INFORMATION NO: G.16

September 27, 2023

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

September 2023

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

NAME	SCHOOL	ACHIEVEMENT
Meggie Biegel	St. Michael's School, Bow Island	Won 1 st place in the Junior Women in Business Expo in Medicine Hat. Meggie has been building her business, "Plants Grow Here", for the last 2 years.
Grayson Biegel	St. Michael's School, Bow Island	Was selected as a defense man for the SEAC Tigers U15 AAA hockey team based out of Medicine Hat.
Liberty Fuentes	Catholic Central High School	Competed for Team Canada, for both the Womens and Mixed teams, at the World Dragonboat Championships in Thailand and came home with 2 gold and 4 silver medals.
Ella Veilleux	Catholic Central High School	Competed for Team Canada, for the U16 Womens team, at the World Dragonboat Championships in Thailand and came home with 3 gold, 1 silver and 1 bronze medals.
Mason Kuryvial	St. Mary School, Taber	Qualified for the Maple Leaf Junior Mini Tour National Championships by finishing first in Alberta throughout the summer competitive season. At Nationals, held at Tsawwassen Springs, BC, Mason won the Alberta Order of Merit and Closest to the Pin.
Ali Norris Olivia Pyne Maria Reyna Addyson Hardy Madison Gedrasik Sthefany Macias	St. Francis Junior High School Father Leonard Van Tighem School St. Catherine School, Picture Butte	These students from various division schools, all play on the U15 Lethbridge Heat Softball Team and won the 2023 Little League Alberta Silver Medalist title.
Ben Amantea Kingston Freedman Noah Kinniburgh	Catholic Central High School	Were selected and played for the Team Alberta Football team over the summer.