

		MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, MAY 28, 2025, COMMENCING AT 3:10 P.M.	
	Present	BOARD Board Chair Vice Chair Trustee Trustee Trustee Trustee Trustee Trustee Trustee	Carmen Mombourquette Linda Ellefson Frances Cote Tricia Doherty Blake Dolan Roisin Gibb Thomas Machacek Cheralan O'Donnell Bob Spitzig
		ADMINISTRATION Superintendent of Schools Deputy Superintendent Secretary-Treasurer Recording Secretary	Chantel Axani Anthea Boras Amanda Lindemann Rhonda Kawa
CALL TO ORDER OPENING PRAYER		Board Chair Carmen Mombourquette called the May 28, 2025, Regular Board Meeting to order at 3:10 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Tricia Doherty, led the Board with a prayer by students from St. Paul School.	
Approval of Agenda	10756/0525 Blake Dolan	M/C	That the agenda for the May 28, 2025, Board Meeting be approved, as presented.
Previous Minutes	10757/0525 Bob Spitzig	M/C	That the minutes of the April 30, 2025 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes		There was no business arising from the minutes.	
PRESENTATION 2025-2028 Faith Plan		Aaron Skretting, Director of Religious Education, spoke to the Board regarding the division's new 3 Year Faith Plan 2025-2028 entitled "Open Wide The Doors. Sent to Share Christ's Love". The title of the plan can be read as a call to us to open wide the doors for Christ in our own hearts as well as our own schools and parishes. The first year of the plan's theme is to "Walk Humbly with God". We are called to "Know God" and we encounter Christ in the Gospels.	
ACTION ITEMS Three-Year Education Plan 2025-2028	B.1	The Board reviewed a draft version of the Three-Year Education Plan for 2025-2028 which was prepared in accordance to the responsibilities under the <i>Education Act</i> and the <i>Fiscal Planning and Transparency Act</i> . This document will be placed on the division's website.	
	10758/0525 Cheralan O'Donnell	M/C	That the Board of Trustees approves the Three-Year Education Plan 2025-2028, authorizing the Board Chair to make any incidental corrections, as necessary; AND FURTHER, that the Three-Year Education Plan 2025-2028 be submitted to Alberta Education by the May 31, 2025, deadline and posted on the division's website.
		A brief recess was called at 4:54 p.m. The Board reconvened at 5:22 p.m.	
Operating Budget 2025/2026	B.2	Secretary Treasurer Amanda Lindemann presented the Operating Budget for the 2025/2026 school year, developed using the New Funding and Assurance Model by Alberta Education, noting that the division-funding shortfall for 2025/2026 is predicted to be \$184,000 dollars.	

**Meeting with Local
MLAs Agenda Items**

**10759/0525
Frances Cote**

M/C That the Board of Trustees approves Holy Spirit Catholic School Division's Operating Budget for 2025/2026;

AND FURTHER, authorizes the submission of the Operating Budget for the 2025/2026 school year to Alberta Education.

B.3

The Board of Trustees is attempting to schedule a meeting with the division's local MLAs. In preparation for this meeting, the Board provided direction regarding items for the agenda.

**10760/0525
Bob Spitzig**

M/C That the Board of Trustees places the following discussed items on the agenda for the meeting on the agreed date with the division's local MLAs:

- Bill 51: Real Property Act Implications
- Support of Transportation Changes to Ridership
- Value Scoping of SFJH
- New School Update
- SMBI Capital Plan Priority
- Jordan's Principle
- Piloting Grade 7 Math Curriculum
- Impact on Election Ballot Processes
- Student to Staff Ratios
- Joint City/Boards Committee

**Locally Developed
Courses**

B.4

A list of locally developed/acquired courses was presented for Board consideration and approval before being submitted to Alberta Education.

**10761/0525
Tricia Doherty**

M/C That the Board of Trustees for The Holy Spirit Catholic School Division, at its May 28, 2025 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources:

	Version	Course Code	First Approved Year	Last Approved Year
Academic Achievement through English Language Acquisition - Beginner 15	3 Credits (2025-2029)	LDC1481	2025-2026	2028-2029
Academic Achievement through English Language Acquisition - Beginner 15	5 Credits (2025-2029)	LDC1481	2025-2026	2028-2029
Academic Achievement through English Language Acquisition - Intermediate 15	3 Credits (2025-2029)	LDC1482	2025-2026	2028-2029
Academic Achievement through English Language Acquisition - Intermediate 15	5 Credits (2025-2029)	LDC1482	2025-2026	2028-2029
Academic Achievement through English Language Development 35	3 Credits (2021-2026)	LDC3149	2025-2026	2025-2026
Academic Achievement through English Language Development 35	5 Credits (2021-2026)	LDC3149	2025-2026	2025-2026
Band 15	3 Credits (2025-2029)	LDC1439	2025-2026	2028-2029
Band 15	5 Credits (2025-2029)	LDC1439	2025-2026	2028-2029
Band 25	3 Credits (2025-2029)	LDC2439	2025-2026	2028-2029
Band 25	5 Credits (2025-2029)	LDC2439	2025-2026	2028-2029
Band 35	3 Credits (2025-2029)	LDC3439	2025-2026	2028-2029
Band 35	5 Credits (2025-2029)	LDC3439	2025-2026	2028-2029
Chamber Ensemble 15	3 Credits (2025-2029)	LDC1417	2025-2026	2028-2029
Chamber Ensemble 15	5 Credits	LDC1417	2025-2026	2028-2029

	(2025-2029)			
Chamber Ensemble 25	3 Credits (2025-2029)	LDC2417	2025-2026	2028-2029
Chamber Ensemble 25	5 Credits (2025-2029)	LDC2417	2025-2026	2028-2029
Chamber Ensemble 35	3 Credits (2025-2029)	LDC3417	2025-2026	2028-2029
Chamber Ensemble 35	5 Credits (2025-2029)	LDC3417	2025-2026	2028-2029
Choir 15	3 Credits (2025-2029)	LDC1414	2025-2026	2028-2029
Choir 15	5 Credits (2025-2029)	LDC1414	2025-2026	2028-2029
Choir 25	3 Credits (2025-2029)	LDC2414	2025-2026	2028-2029
Choir 25	5 Credits (2025-2029)	LDC2414	2025-2026	2028-2029
Choir 35	3 Credits (2025-2029)	LDC3414	2025-2026	2028-2029
Choir 35	5 Credits (2025-2029)	LDC3414	2025-2026	2028-2029
Dance 15	3 Credits (2023-2027)	LDC1413	2025-2026	2026-2027
Dance 15	5 Credits (2023-2027)	LDC1413	2025-2026	2026-2027
Dance 25	3 Credits (2023-2027)	LDC2413	2025-2026	2026-2027
Dance 25	5 Credits (2023-2027)	LDC2413	2025-2026	2026-2027
Dance 35	3 Credits (2023-2027)	LDC3413	2025-2026	2026-2027
Dance 35	5 Credits (2023-2027)	LDC3413	2025-2026	2026-2027
EAL Introduction to Mathematics 15	5 Credits (2024-2028)	LDC1350	2025-2026	2027-2028
Forensic Studies 25	3 Credits (2025-2029)	LDC2256	2025-2026	2028-2029
Forensic Studies 35	3 Credits (2025-2029)	LDC3256	2025-2026	2028-2029
Forensic Studies 35	5 Credits (2025-2029)	LDC3256	2025-2026	2028-2029
Instrumental Jazz 15	3 Credits (2025-2029)	LDC1431	2025-2026	2028-2029
Instrumental Jazz 15	5 Credits (2025-2029)	LDC1431	2025-2026	2028-2029
Instrumental Jazz 25	3 Credits (2025-2029)	LDC2431	2025-2026	2028-2029
Instrumental Jazz 25	5 Credits (2025-2029)	LDC2431	2025-2026	2028-2029
Instrumental Jazz 35	3 Credits (2025-2029)	LDC3431	2025-2026	2028-2029
Instrumental Jazz 35	5 Credits (2025-2029)	LDC3431	2025-2026	2028-2029

The following course has been extended for use through to 2025-2026:

- Academic achievement through English Language Development 35 (3 & 5 credit, LDC3149)

The following courses have been withdrawn or expired and not renewed:

- Studio Art 35 is expiring and will not be renewed (3 credit, LDC3693).

Locally Developed Courses that are ongoing:

Course Name	Credits	First Year	Last Year
Leadership in the Arts 35	3, 5	2022-2023	2025-2026
Musical Theatre 15	3	2022-2023	2025-2026

Musical Theatre 15, 25, 35	3, 5	2022-2023	2025-2026
Technical Theatre 15, 25, 35	3, 5	2022-2023	2025-2026
Guitar 15, 25, 35	3, 5	2022-2023	2025-2026
Competencies in Math 15	3, 5	2022-2023	2025-2026
Learning Strategies 15, 25, 35	3, 5	2022-2023	2025-2026
Psychology - Abnormal 35	3	2022-2023	2025-2026
Fire Rescue Services 15	3	2023-2024	2026-2027
Portfolio Art 35	3, 5	2023-2024	2026-2027
Theatre Appreciation 15, 25, 35	3	2023-2024	2026-2027
ESL Introduction to Science 15, 25 <i>*Renamed: EAL Introduction to Science</i>	3, 5	2023-2024	2026-2027
Religious Studies Roman Catholic 15, 25, 25	3, 5	2023-2024	2026-2027
ESL Introduction to Canadian Studies 15, 25 <i>*Renamed: EAL Introduction to Canadian Studies</i>	5	2023-2024	2026-2027

POLICY REVIEW

The Board had no policies to review at this time as per the Policy 7: Appendix C: Policy Development and Review Schedule.

ADMINISTRATIVE REPORTS

Superintendent's
Report

D.1

The Board reviewed the Superintendent's May 28, 2025 Report.

10762/0525
Linda Ellefson

M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Directors of Learning, Religious Education, Support Services, First Nations, Metis and Inuit and Facilities Reports for May 28, 2025.

Deputy
Superintendent's
Report

D.2

The Board reviewed the Deputy Superintendent's May 28, 2025 Report.

Secretary Treasurer's
Report

D.3

The Board reviewed the Secretary Treasurer's May 28, 2025 Report.

Director of Learning
Update

D.4

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

D.5

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

D.6

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

D.7

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.

Director of Facilities

D.8

Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Maintenance and Facilities Department.

BOARD REPORTS

Board Chair's Report

E.1

Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.

10763/0525
Frances Cote

M/C

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC and Economic Development Reports for May 28, 2025.

ACSTA Report

E.2

Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.

ASBA Report

E.3

Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.

GrACE Report

E.4

Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.

Pincher Creek Early Learning Centre Report

E.5

Trustee Bob Spitzig, Board representative to the Pincher Creek Early Learning Centre, provided a report to the Board regarding recent business, events, and activities.

Economic Development

E.6

Trustee Tricia Doherty, Board representative to the Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.

ADVOCACY

Individual Trustee Advocacy

F.1

Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.

10764/0525
Roisin Gibb

M/C

That the Board of Trustees receives and files individual Trustee Advocacy Reports for May 28, 2025.

School Council Advocacy

F.2

School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.

Holy Spirit High School Graduation Planning

F.3

The most recent information for the division's Grade 12 graduations was shared with the Board.

INFORMATION ITEMS

Administrative Procedures Update

G.1

The Board received the following Administrative Procedures and appendices that were revised recently:

- AP 311: Administering Medical Treatment to Students
- AP 220: Focus Programs
- AP 319: Suspension and Expulsion of Students
- AP 123: Administrative Procedure Development
- AP 403: Teacher Professional Growth Plans

These versions reflect current language, procedures and supports regarding all learners and staff in the Holy Spirit Catholic School Division. This information will be placed on the division's website.

Division Calendars 2025/2026

G.2

The most recent drafts of the division's calendars were provided for Board review.

Holy Spirit Catholic School Division Family Gathering

G.3

The Board was provided information regarding the upcoming Annual Division Family Gathering, to be held June 4, 2025 at Father Leonard Van Tighem School starting at 5:00 p.m.

May 28/25: page 6 Holy Spirit Catholic School Division Retirement Celebration Holy Spirit Catholic School Division's Contributions to the Terry Fox Foundation Ready, Set, Go Program Donation Correspondence to the Minister of Education Holy Spirit Stars Enrolment Data Update ADJOURNMENT	G.4 G.5 G.6 G.7 G.8 G.9 10765/0525 Bob Spitzig 10766/0525 Thomas Machacek 10767/0525 Thomas Machacek	Holy Spirit Catholic School Division's retirement celebration will be held June 10, 2025 beginning at 6:00 p.m. at the Lethbridge Sandman Signature Lodge. The Board received correspondence indicating that, due to the participation of twelve (12) Holy Spirit Catholic Schools in Terry Fox events, \$7,846.39 has been raised for cancer research over the 2024 year. The Knights of Columbus #5726 recently donated \$6,200.00 to support our partnership program Ready, Set, Go, an initiative that assists students in need to arrive equipped for the first day of school. A letter of gratitude was penned, sent to the Knights and included for Board information. The Board received as information correspondence from the Board Chair Carmen Mombourquette addressed to Minister Nicolaides, Minister of Education, highlighting the accomplishments of Holy Spirit Catholic School Division's high school graduates, noting the role of innovative programming and the dedication of staff in fostering students' strong ambitions and future goals. The Board reviewed the activities and achievements of the division's students and staff over the past month. The Board received the division enrolment report for April, 2025. M/C That the Board of Trustees convenes into the Committee of the Whole at 6:40 p.m. M//C That the Board of Trustees reconvenes into the Regular Meeting at 7:30 p.m. M/C That the Board of Trustees adjourns the Regular Board Meeting of May 28, 2025 at 7:30 p.m. _____ Board Chair _____ Secretary-Treasurer
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