

Holy Spirit Catholic Schools

**Board Meeting
St. Basil Catholic Education Centre
Wednesday, December 16, 2020
6:00 p.m.**

AGENDA

If you are part of the public and wish to join to view / listen to the Board Meeting, please use the following link: https://youtu.be/4Vy_ameAnQU

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (St. Michael's School, Pincher Creek) – Trustee Judy Lane

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) November 25, 2020 Regular Board Meeting
 - c) Presentation: Indigenous Languages in Education (ILE) Grant
(Annette Bruised Head, First Nations, Métis and Inuit Division Principal)
 - d) Presentation: Continuous Improvement Plan Quarterly Review
(Ken Sampson, Superintendent of Schools)
 - e) Presentation: First Quarter Fiscal Accountability Report
(Secretary Treasurer Lisa Palmarin)
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- B.1 Board Faith Retreat
 - B.2 Rescinding of Bylaw 2013/02 Election Contributions and Campaign Expense Disclosure
 - B.3 Appointment of Returning Officers for 2021 School Board Elections

C. INFORMATION ITEMS

- C.1 Community Foundation Grants
- C.2 IMR Final Costs Report
- C.3 Early Registration
- C.4 Diploma Exams 2020/2021
- C.5 Director of Learning Update
- C.6 Director of Religious Education Update
- C.7 Director of Support Services Update
- C.8 First Nations, Métis and Inuit Education Update
- C.9 Holy Spirit Stars
- C.10 Enrolment Data Update

D. POLICY REVIEW

- D.1 Policy 7: Board Committees and Board Representation
 - a) Audit Committee Terms of Reference
- D.2 Policy 10: Board Delegation of Authority

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 TBAC Report

F. ADVOCACY

- F.1 Individual Trustee Advocacy

G. ADMINISTRATIVE REPORTS

- G.1 Superintendent's Report
- G.2 Acting Deputy Superintendent's Report

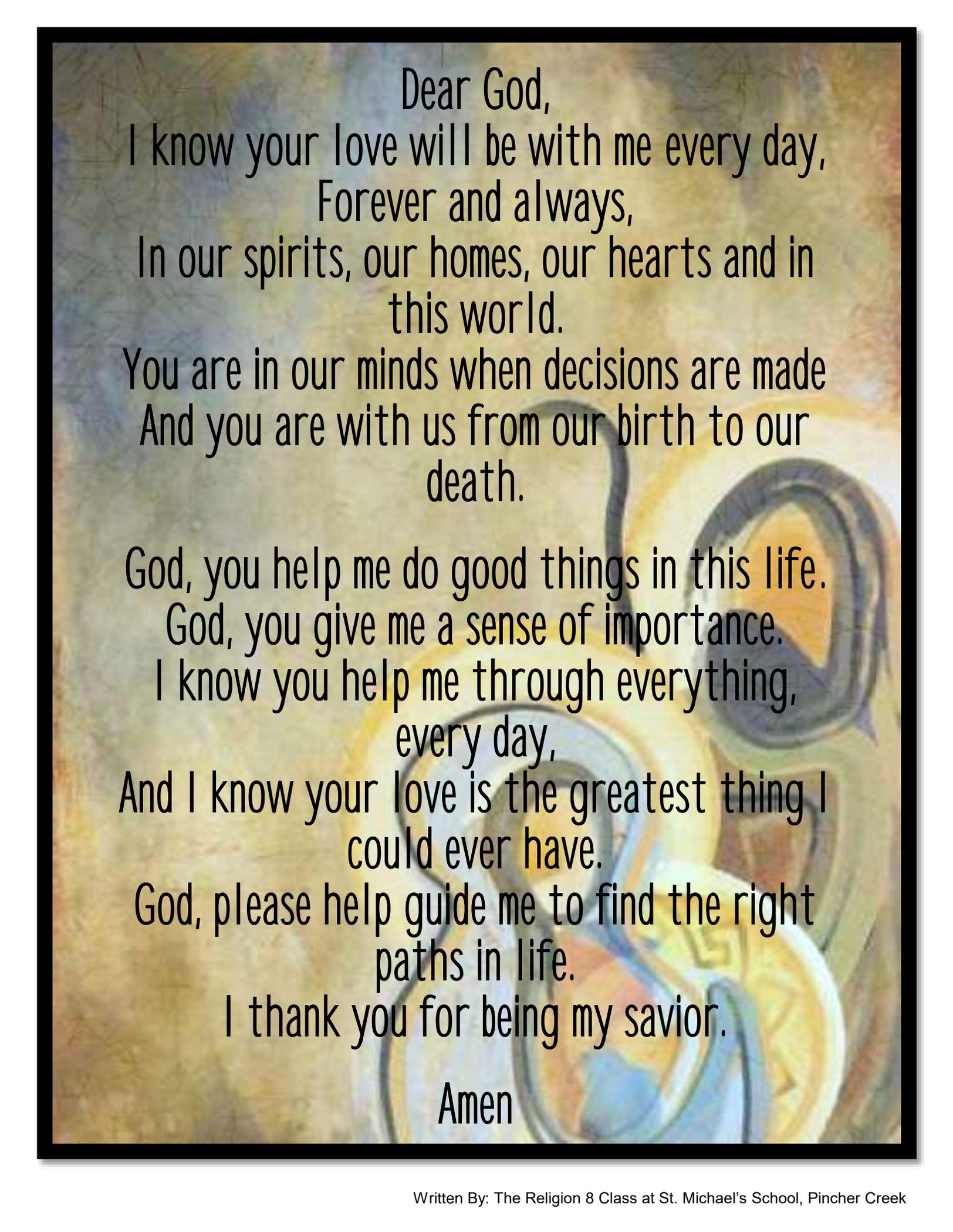
H. ADJOURNMENT

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| <p>CALL TO ORDER OPENING PRAYER</p> | <p>Present</p> | <p>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 AND VIA GOOGLE MEET ON WEDNESDAY, NOVEMBER 25, 2020, COMMENCING AT 6:00 P.M.</p> <p>BOARD Board Chair Bob Spitzig Vice Chair Frances Cote Trustee Pat Bremner Trustee Bryan Kranzler Trustee Judy Lane Trustee Philip Mack Trustee Keith McDonald Trustee Danny Ponjavic Trustee Ken Tratch</p> <p>ADMINISTRATION Superintendent of Schools Ken Sampson Acting Deputy Superintendent Michelle MacKinnon Secretary-Treasurer Lisa Palmarin Recording Secretary Rhonda Kawa</p> <p>Board Chair Bob Spitzig called the November 25, 2020 Regular Board Meeting to order at 6:00 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 Ken Tratch introduced the opening prayer provided by Our Lady of the Assumption School.</p> |
| | <p>Approval of Agenda</p> | <p>8002/1120 Ken Tratch</p> |
| <p>Previous Minutes</p> | <p>8003/1120 Bryan Kranzler</p> | <p>M/C That the minutes of the October 28, 2020 Organizational Meeting of the Board be approved, as presented.</p> |
| <p>Business Arising from the Minutes</p> | <p>8004/1120 Bryan Kranzler</p> | <p>M/C That the minutes of the October 28, 2020 Regular Meeting of the Board be approved, as presented.</p> |
| <p>ACTION ITEMS</p> <p>Transfers to Operating and Capital Reserves for the 2019/2020 Fiscal Year</p> | <p>8005/1120 Frances Cote</p> | <p>In preparation for the 2021 School Board Elections, an amendment to the electoral ward boundary bylaw must be made and requires three readings prior to approval. Bylaw 2017/01, must be updated to reflect both the legal name change of the division to The Holy Spirit Roman Catholic Separate School Division and replace all School Act references to the new Education Act. This must be completed before December 31, 2020, as per Section 76 of the Education Act. The third and final reading must be conducted at the November 25, 2020 Regular Meeting as indicated in motion #7982/1020 from the October 28, 2020 Regular Meeting.</p> <p>M/C That the Board of Trustees completes the third reading of amended Bylaw 2017/01 to Adjust Electoral Boundaries.</p> |
| | <p>8006/1120 Frances Cote</p> | <p>M/C That the Board of Trustees approves amended Bylaw 2017/01 to Adjust Electoral Boundaries.</p> |
| | <p>B.1</p> | <p>The following transfers were required before the 2019/2020 Audited Financial Statements could be approved.</p> |
| <p>8007/1120 Frances Cote</p> | <p>M/C</p> | <p>That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$69,440 from the Board's Operations and Maintenance operating reserve to fund Board funded capital additions.</p> |

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| <p>November 25/20: page 3</p> <p>Council of School Council Meeting Agenda</p> <p>International Student Tuition and Fees</p> <p>5 Year Classroom Technology Modernization Plan</p> <p>ATA Invitation to Advent Liturgy</p> <p>Donation of Buses</p> <p>Edwin Documentary</p> <p>Capital Maintenance and Renewal (CMR) Stimulus Report</p> | <p>B.4</p> <p>8019/1120 Judy Lane</p> <p>B.5</p> <p>8020/1120 Ken Tratch</p> <p>B.6</p> <p>8021/1120 Bryan Kranzler</p> <p>C.1</p> <p>C.2</p> <p>C.3</p> <p>C.4</p> | <p>AND FURTHER, that the Combined 2019/2020 Annual Education Results Report and 2020-2023 Three-Year Education Plan be submitted to Alberta Education by the November 30, 2020 deadline and posted on the division's website.</p> <p>The Board of Trustees first meeting for the 2020/2021 school year with the School Council Chairs is scheduled for November 30, 2020. The meeting will be held virtually due to the COVID pandemic. The Board discussed and set the following agenda items:</p> <ul style="list-style-type: none"> ✓ Busing Transition ✓ Enrolment Analysis ✓ At Home Learning ✓ Elections 2021 ✓ Accountability Pillar Survey ✓ ASCA Funding ✓ GrACE Update <p>M/C That the Board of Trustees set the agenda for the upcoming Council of School Council Chairs meeting on November 30, 2020.</p> <p>The Board reviewed the draft International Student Fee Schedule for the 2021/2022 school year information noting that there have been no changes made to the fees due to the circumstances surrounding international travel at this time during the global pandemic.</p> <p>M/C That the Board of Trustees approves the 2021/2022 International Student Fee Schedule, as presented.</p> <p>Secretary Treasurer Lisa Palmarin outlined for the Board of Trustees the new 5 Year Evergreen Plan for Holy Spirit Catholic School Division. The goal of this plan is to establish education, business and technology priorities designed to create consistencies between schools and classrooms. Updating and modernizing the technology in each of our schools' classrooms is set to begin in 2021 and completed by 2026.</p> <p>M/C That the Board of Trustees approves the use of capital reserves to a maximum of \$500,000,</p> <p>AND FURTHER, authorizes the required funds be drawn upon in the year in which each school's classroom technology is modernized.</p> <p>The ATA Local #5 has invited the Board to attend an Advent Liturgy on Tuesday, December 8, 2020. Mass is at 5:00 p.m. at Assumption Church. Those attending are required to follow AHS COVID protocols and wear a mask while also maintaining the recommended physical distances.</p> <p>It has been recommended that several of the buses that Holy Spirit Catholic School Division owns in partnership with Lethbridge School Division are no longer marketable due to the age of the buses but are still functional. Therefore, in conjunction with Lethbridge School Division, Holy Spirit Catholic School Division has donated three (3) buses to the Boys and Girls Club of Fort Saskatchewan and the Rotary Club of Lethbridge Sunrise for the Project Los Amigos in Mexico.</p> <p>Superintendent Ken Sampson provided a memorandum to update the Trustees on the status of the completed Edwin documentary that showcased the staff and students of St. Michael's School, Bow Island. The segment has been distributed to the networks and the documentary will be aired sometime prior to August 2021.</p> <p>The Board of Trustees reviewed a report detailing the status of the approved CMR Stimulus projects that are happening throughout the Division.</p> |
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| November 25/20: page 4 | | |
| <p>Canadian Conference of Catholic Bishops (CCCB) Statements on Bills C6 and C7</p> | <p>C.5</p> | <p>Trustees reviewed recently released documents opposing <i>Bill C-6: An Act to Amend the Criminal Code – Conversion Therapy</i> and <i>Bill C-7: An Act to Amend the Criminal Code (Medical Assistance in Dying)</i>. The documents included statements by the CCCB, inter-faith and ecumenical groups, disability advocates and physicians.</p> |
| <p>Administrative Procedure: 517: Employee Reimbursement</p> | <p>C.6</p> | <p>The Board received the recently updated <i>Administrative Procedures 517: Employee Reimbursement</i>. The revised version reflects current language, procedures and supports and has been placed on the division website.</p> |
| <p>Director of Learning Update</p> | <p>C.7</p> | <p>Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.</p> |
| <p>Director of Religious Education Update</p> | <p>C.8</p> | <p>Joann Bartley, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.</p> |
| <p>Director of Support Services Update</p> | <p>C.9</p> | <p>Michelle MacKinnon, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.</p> |
| <p>First Nations, Metis, and Inuit Education Update</p> | <p>C.10</p> | <p>Joann Bartley, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.</p> |
| <p>Holy Spirit Stars</p> | <p>C.11</p> | <p>The Board reviewed the activities and achievements of the division's students and staff over the past month.</p> |
| <p>Enrolment Data Update</p> | <p>C.12</p> | <p>The Board received the division enrolment report for October 2020.</p> |
| <p><u>POLICY REVIEW</u> Policy 8: Policy Making</p> | <p>D.1</p> | <p>The Board reviewed <i>Policy 8: Policy Making</i>, and determined that no changes were needed at this time.</p> |
| <p>8022/1120 Pat Bremner</p> | <p>M/C</p> | <p>That the Board of Trustees accepts <i>Policy 8: Policy Making</i>, as presented.</p> |
| <p>Policy 18: Board Governance and Operations</p> | <p>D.2</p> | <p>The Board reviewed <i>Policy 18: Board Governance and Operations</i> and all Appendixes and determined that the policy needed to be updated regarding the section referring to banking services.</p> |
| <p>8023/1120 Judy Lane</p> | <p>M/D</p> | <p>That the Board of Trustees accepts <i>Policy 18: Board Governance and Operations</i> as amended. Defeated 5 to 4</p> |
| <p>8024/1120 Danny Ponjavic</p> | <p>M/D</p> | <p>That the Board of Trustees accepts <i>Policy 18: Board Governance and Operations</i> as amended as follows:</p> |
| <p>8025/1120 Bryan Kranzler</p> | <p>M/C</p> | <p>That Section 7.1 reads: The Superintendent will recommend to the Board of Trustees a banking institution for Holy Spirit Catholic School Division to employ for services every 5 years. Defeated 5 to 4</p> |
| <p>8025/1120 Bryan Kranzler</p> | <p>M/C</p> | <p>That the Board of Trustees accepts <i>Policy 18: Board Governance and Operations</i> as amended as follows:</p> |
| <p>8025/1120 Bryan Kranzler</p> | <p>M/C</p> | <p>That Section 7: Banking Services be removed completely from the policy. Carried 5 to 4</p> |

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| November 25/20: page 5 | | |
| BOARD REPORTS Board Chair's Report ASBA Report GrACE Report | E.1 | The Board Chair provided a report about recent correspondence, planning and events, and activity. |
| | 8026/1120 Pat Bremner | M/C That the Board of Trustees receives and files the Board Chair's Report for November 25, 2020. |
| | E.2 | Trustee Ken Tratch, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities. |
| | 8027/1120 Ken Tratch | M/C That the Board of Trustees receives and files the ASBA Report for November 25, 2020. |
| | E.3 | Trustee Pat Bremner, Board representative to GrACE, provided a report to the Board regarding recent business, events, and activities. |
| | 8028/1120 Pat Bremner | M/C That the Board of Trustees receives and files the GrACE Report for November 25, 2020. |
| ADVOCACY Individual Trustee Advocacy | F.1 | Each Trustee provided a brief report detailing the activities they have been engaged in to advocate for the Board and school division over the past month. |
| | 8029/1120 Judy Lane | M/C That the Board of Trustees receives and files the Individual Trustee Advocacy Reports for November 25, 2020. |
| ADMINISTRATIVE REPORTS Superintendent's Report | G.1 | The Board reviewed the Superintendent's November 25, 2020 Report. |
| | 8030/1120 Bryan Kranzler | M/C That the Board of Trustees receives and files the Superintendent's Report for November 25, 2020. |
| ADJOURNMENT | 8031/1120 Ken Tratch | M/C That the Board of Trustees adjourns the Regular Board Meeting of November 25, 2020 at 7:58 p.m. |
| | | _____ Board Chair |
| | | _____ Secretary-Treasurer |



Dear God,
I know your love will be with me every day,
Forever and always,
In our spirits, our homes, our hearts and in
this world.

You are in our minds when decisions are made
And you are with us from our birth to our
death.

God, you help me do good things in this life.

God, you give me a sense of importance.

I know you help me through everything,
every day,

And I know your love is the greatest thing I
could ever have.

God, please help guide me to find the right
paths in life.

I thank you for being my savior.

Amen

ACTION NO: B.1

December 16, 2020

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Bob Spitzig, Board Chair

SUBJECT: Board Faith Retreat

ORIGINATOR: Bob Spitzig, Board Chair

BACKGROUND

1. As part of the Board's Work Plan, an annual Faith Retreat is scheduled in order to enhance Trustee faith formation.
2. The Director of Religious Education, Joann Bartley, will facilitate the retreat.

RECOMMENDATION

That the Board of Trustees schedules the Board Faith Retreat for Friday, January 29, 2021 from 1:00 p.m. to 3:30 p.m. via Google Meet.

ACTION NO: B.2

December 16, 2020

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Rescinding of Bylaw 2013/02 Election Contributions and Campaign Expense Disclosure

ORIGINATOR: Bob Spitzig, Board Chair

BACKGROUND

1. School Board Elections, which coincide with Municipal Elections, are scheduled to take place on October 18, 2021.
2. With recent Campaign Finance and Contribution Disclosure amendments made to the Local Authorities Election Act, 2018 and 2020 the bylaw is no longer necessary.

RECOMMENDATIONS

That the Board of Trustees rescinds Bylaw 2013/02 Election Contributions and Campaign Expense Disclosure.

HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO. 4

Bylaw 2013/02

Election Contributions and Campaign Expense Disclosure

Whereas pursuant to section 118(2) of the *Local Authorities Election Act*, R.S.A. 2000, c. L-21, a school board may require candidates to prepare and disclose to the public statements of all their campaign contributions and campaign expenses, and may prescribe how campaign contributions not used for campaign expenses must be used;

And whereas those statements of campaign contributions and campaign expenses are to be made available to persons eligible to vote in the election in accordance with section 118(2.2) of the *Local Authorities Election Act*;

And whereas, pursuant to section 118(4) of the *Local Authorities Election Act*, contravention of this bylaw is an offence under that Act, and conviction of an offence of that Act may affect the eligibility of a trustee under other legislation governing the Board;

NOW THEREFORE the Board of Trustees of the Holy Spirit Roman Catholic Separate Regional Division No. 4 enacts this Bylaw:

Purpose and Definitions

1. The purpose of this bylaw is to:
 - (a) require all candidates for school board trustee for the Board to prepare and file with the Board, for disclosure to the public, a campaign disclosure statement of campaign contributions received and campaign expenses made, during an election campaign for school board trustee; and
 - (b) prescribe how unused campaign contributions are to be utilized.
2. In this bylaw,
 - (a) "Board" means the Board of Trustees of the Holy Spirit Roman Catholic Separate Regional Division No. 4;
 - (b) "campaign contribution" means any money, personal property, real property or service that is provided to or for the benefit of a candidate or the candidate's election campaign without fair market value compensation from the candidate or the candidate's election campaign, but does not include services provided by a volunteer who voluntarily performs the services and receives no

compensation, directly or indirectly, in relation to the services or the time spent providing the services;

- (c) "campaign expense" means any expense incurred by the candidate or the candidate's election campaign referred to in section 118 of the *Local Authorities Election Act*;
- (d) "candidate" means an individual nominated as a candidate for election as school board trustee of the Board, or who intends to be nominated as a candidate for election as school board trustee of the Board and accepts campaign contributions or incurs campaign expenses;
- (e) "disclosure statement" means the disclosure statement required by section 3 of this bylaw;
- (f) the terms "election", "general election", and "by-election" have the definitions contained within the *Local Authorities Election Act*, as relates to elections for school board trustees of the Board.

Records

- 3. A candidate shall provide a receipt for all campaign contributions received, and obtain a receipt for all campaign expenses.
- 4. A candidate shall keep records of all campaign contributions, including the identity of the contributor and the contributor's name and address, and all campaign expenses. Those records shall be maintained by the candidate for no less than two years after the date of the election.

Campaign Contribution and Expense Disclosure

- 5. On or before March 1 immediately following a general election, or within 120 days after a by-election, a candidate shall file with the Secretary-Treasurer of the Board a disclosure statement in the form attached as Schedule "A" to this bylaw, which shall include:
 - (a) the total amount of all campaign contributions received that did not exceed \$100 in aggregate from any single contributor;
 - (b) the total amount received, together with the contributor's name and address, for each contributor whose contributions exceeded \$100 in aggregate;

- (c) the total amount of money paid by the candidate out of the candidate's own funds;
 - (d) the amount of any attempted anonymous donation, and how the attempted donation was disposed of;
 - (e) the amount of any campaign surplus; and
 - (f) a statement setting out the total amounts of campaign revenue and campaign expenses.
6. If a candidate's campaign is funded exclusively by money up to and including \$5,000 paid by the candidate out of the candidate's own funds, and only if the candidate has received no campaign contributions or anonymous attempted contributions from any other source:
- (a) those moneys paid by the candidate out of the candidate's own funds are not considered campaign contributions for the purpose of this bylaw; and
 - (b) the candidate is not required to comply with section 5 of this bylaw, except to file with the Secretary-Treasurer of the Board the disclosure statement in the form attached as Schedule "A" confirming that the conditions of section 6 were met.

Auditing

7. The Board may, from time to time, require that the disclosure statement of any or all candidates be audited in accordance with generally accepted auditing standards by an auditor appointed by the Board. The cost of such audit shall be covered by the Board. In the event of such audit being required, the candidate shall produce to the Board and its auditor the records retained in accordance with sections 3 and 4 of this bylaw.

Anonymous Contributions

8. Where the contributor information required to be recorded and disclosed for any campaign contribution is not provided by the contributor, or the contributor refuses to provide or permit that information to be disclosed, the candidate shall not accept the campaign contribution or utilize the campaign contribution for the benefit of a candidate or the candidate's election campaign, and
- (a) if the contributor is known, shall obtain the information or return the attempted contribution, or

- (b) if the contributor is not known, dispose of the attempted contribution in a manner which does not benefit the candidate or the candidate's election campaign, such as by donation of the attempted contribution to a registered charity within the meaning of the *Income Tax Act* (Canada), and shall maintain records of that disposition.

Campaign Surplus

9. On or before March 1 immediately following a general election, or within 120 days after a by-election, if the candidate's disclosure statement shows a surplus, the candidate must pay the surplus to the Board.
10. The Board shall pay all surplus monies received from candidates to a registered charity within the meaning of the *Income Tax Act* (Canada).

Late Filing or Payment

11. A candidate who fails to comply with sections 5, 6 and 9 within the deadlines set out in this bylaw shall be permitted to make a late filing of the disclosure statement, or late payment of the surplus, within 30 days of the missed deadline, and upon payment to the Board of a \$200 late filing fee.

Failure to Comply with Bylaw

12. The Secretary-Treasurer of the Board shall make a report to the Board of any candidate who has failed to comply with sections 5, 6 and 9, and has not made a late filing or payment in accordance with section 11.
13. Failure to comply with this bylaw is an offence under the *Local Authorities Election Act*, and penalties for failure to comply are set in accordance with that Act.

Miscellaneous

14. If a deadline contained within this bylaw falls on a weekend or holiday, then the deadline shall be the next working day.

GIVEN FIRST READING ON March 27, 2013

GIVEN SECOND READING ON March 27, 2013

GIVEN THIRD READING AND PASSED ON March 27, 2013

Original Signed By: Board Chair and Secretary-Treasurer

SCHEDULE "A"

CAMPAIGN CONTRIBUTION AND EXPENSE DISCLOSURE FORM

Name of Candidate: _____

Date of Election/By-election: _____

For Self-Funded Campaigns Under \$5,000:

My campaign was funded exclusively by my own money, my campaign expenses were no greater than \$5,000 paid from my own money, and neither I nor my campaign received any campaign contributions or anonymous attempted contributions from any other source.

Yes

If yes, please skip all other sections, and sign below.

SUMMARY OF CAMPAIGN CONTRIBUTIONS

| | |
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| Total of Cash Contributions (aggregate under \$100): | \$ |
| Total Value of Goods and Services Contributed (aggregate under \$100): | \$ |
| Total of Cash Contributions (aggregate over \$100): | \$ |
| Total Value of Goods and Services Contributed (aggregate over \$100): | \$ |
| Self Contribution: | \$ |
| Total of Anonymous Attempted Contributions: | \$ _____ |
| Revenue Subtotal: | \$ |
| Less Contributions or Attempted Contributions returned to Donor: | \$ |
| Less Attempted Anonymous Contributions otherwise disposed of: | \$ _____ |
| TOTAL CAMPAIGN CONTRIBUTIONS: | \$ |

SUMMARY OF CAMPIGN EXPENSES

| | |
|------------------------------|----|
| Advertising | \$ |
| Food/Beverage/Entertainment | \$ |
| Insurance | \$ |
| Office/Facility/Space Rental | \$ |
| Office Supplies/Equipment | \$ |
| Printing | \$ |
| Salaries | \$ |
| Signage | \$ |
| Transportation | \$ |
| Other (please describe) | \$ |
| TOTAL CAMPAIGN EXPENSES: | \$ |
| SURPLUS: | \$ |

CERTIFICATE of the CANDIDATE

This is to certify that to the best of my knowledge, this Campaign Contribution and Expenses Disclosure Form and the Attachments accurately reflect the financial transactions of my campaign. I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at _____,
Alberta, this ___ day of _____, 20__.

Commissioner for Oaths
In and for The Province of Alberta

Signature of Candidate

TO BE FILED WITH THE SECRETARY TREASURER ON OR BEFORE MARCH 1 AFTER A GENERAL ELECTION YEAR OR 120 DAYS AFTER A BY-ELECTION. The personal information requested on this form is being collected under the authority of s. 118 of the *Local Authorities Election Act*. The information will be used only to fulfill the requirements of Bylaw 2013/02, the Election Contributions and Expenses Disclosure Bylaw. Contact Lisa Palmarin, Secretary Treasurer, if you have questions about the use of information collected on this form.

Attachment "1"

Campaign Contributions (Aggregate Over \$100)

| Name | Amount | Address |
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Attachment "2"

Anonymous Attempted Contributions

| Amount | "Returned to Donor" or Description of how otherwise disposed of |
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ACTION NO: B.3

December 16, 2020

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Appointment of a Returning Officer, Deputy Returning Officer, Substitute Returning Officers for the 2021 School Board Elections

ORIGINATOR: Bob Spitzig, Board Chair

BACKGROUND

1. School Board Elections, which coincide with Municipal Elections, are scheduled to take place on October 18, 2021. In preparation, a returning officer must be appointed to organize and supervise the upcoming elections. Furthermore, it is recommended that a Deputy Returning Officer, and Substitute Returning Officer be appointed.
2. Secretary-Treasurer Lisa Palmarin has been in conversation with City of Lethbridge Clerk regarding the coordination of the 2021 School Board elections. We currently have an election agreement in place with the City of Lethbridge to conduct elections in Ward 2. The City of Lethbridge has also agreed to assist us in carrying out our duties in Wards 1, 3, 4, and 5.

RECOMMENDATIONS

That the Board of Trustees appoint Lisa Palmarin, Secretary Treasurer, as Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2021 School Board Trustee Elections.

AND FURTHER, that the Board of Trustees appoint Anisha Gatner, Communications Coordinator, as a Substitute Returning Officer for the Holy Spirit Roman Catholic Separate School Division 2021 School Board Trustee Elections.

AND FURTHER, that the Board of Trustees appoint Bonnie Hilford, City Clerk of the City of Lethbridge, as the Deputy Returning Officer, for the Holy Spirit Roman Catholic Separate School Division 2021 School Board Trustee Elections,

INFORMATION NO: C.1

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Community Foundation Grants

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. As noted in the attached correspondence, two (2) Holy Spirit Catholic School Division schools, St. Patrick Fine Arts Elementary School and Our Lady of the Assumption School, are successful recipients for their grant application to the Community Foundation of Lethbridge and Southwestern Alberta.
2. St. Patrick Fine Arts Elementary School will be receiving grant monies to fund the *St. Patrick Fine Arts Elementary School Musical Instrument Boost Project*.
3. Our Lady of the Assumption School will be receiving grant monies to fund the *Our Lady of the Assumption School Sensory Room Project*.



COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

November 27, 2020

Lisa Palmarin
Holy Spirit Catholic School Division
620 12B Street North
Lethbridge AB T1H 2L7

Dear Ms. Palmarin,

On behalf everyone at the Community Foundation of Lethbridge and Southwestern Alberta, I am delighted to inform you that your application to the Fall 2020 Community Priorities Fund was successful! Congratulations to you and your organization on receiving a \$5,000 grant (\$1,000 from the Lethbridge Auto Dealers Association) for the *Our Lady of the Assumption Sensory Room Project*.

A copy of the Grant Agreement is enclosed for signature by an authorized signing authority with your organization. **Please return one signed copy of the Grant Agreement to the Community Foundation** and keep a copy for your records. I encourage you to read the Grant Agreement carefully prior to signing. If you have any questions regarding the Grant Agreement, please do not hesitate to contact me or our Grants Coordinator, Caitlin Gajdostik.

A project final report of your project is due on or before December 15, 2021. Please note that the Grant Agreement includes a requirement to provide the Community Foundation with a story lead related to the project the grant supports.

All of us at the Community Foundation recognize that this has been an exceptionally challenging year, and we thank you for all that you do to ensure the health and well-being of the community. Thank you for the time and effort put into your submission, and for your interest in the Community Foundation.

In light of the COVID-19 restrictions on indoor gatherings in Alberta, the Community Foundation is not able to award grants through a Grants Celebration, Instead, we will be contacting you via email to coordinate a date and time for you to stop by our office to collect your grant and your plaque. Please note that we require all guests to wear masks while at the office. Please watch your email for updates on the arrangement details for your organization.

All best wishes,

Charleen Davidson
Executive Director

cc: Matthew New, Our Lady of the Assumption School



COMMUNITY FOUNDATION

LETHBRIDGE + SOUTHWESTERN ALBERTA

November 27, 2020

Lisa Palmarin
Holy Spirit Catholic Separate School Division
620 12B Street N
Lethbridge AB T1H 2L7

Dear Ms. Palmarin,

On behalf everyone at the Community Foundation of Lethbridge and Southwestern Alberta, I am delighted to inform you that your application to the Fall 2020 Community Priorities Fund was successful! Congratulations to you and your organization on receiving a \$5,100 grant for the *St. Patrick Fine Arts Elementary School Musical Instrument Boost Project*.

A copy of the Grant Agreement is enclosed for signature by an authorized signing authority with your organization. **Please return one signed copy of the Grant Agreement to the Community Foundation** and keep a copy for your records. I encourage you to read the Grant Agreement carefully prior to signing. If you have any questions regarding the Grant Agreement, please do not hesitate to contact me or our Grants Coordinator, Caitlin Gajdostik.

A project final report of your project is due on or before December 15, 2021. Please note that the Grant Agreement includes a requirement to provide the Community Foundation with a story lead related to the project the grant supports.

All of us at the Community Foundation recognize that this has been an exceptionally challenging year, and we thank you for all that you do to ensure the health and well-being of the community. Thank you for the time and effort put into your submission, and for your interest in the Community Foundation.

In light of the COVID-19 restrictions on indoor gatherings in Alberta, the Community Foundation is not able to award grants through a Grants Celebration, Instead, we will be contacting you via email to coordinate a date and time for you to stop by our office to collect your grant and your plaque. Please note that we require all guests to wear masks while at the office. Please watch your email for updates on the arrangement details for your organization.

All best wishes,

Charleen Davidson
Executive Director

cc: Kathy Jones Husch, St. Patrick Fine Arts Elementary School

INFORMATION NO: C.2

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Infrastructure Maintenance Renewal (IMR) Reporting

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Prepared for Board information is the "IMR Funding Final Costs Report," providing final costs for the 2019/2020 school year.
2. Secretary Treasurer Lisa Palmarin will speak to this item.

IMR FUNDING FINAL COSTS REPORT

JURISDICTION: The Holy Spirit Roman Catholic Separate School Division

SCHOOL YEAR: 2019-2020 School Year

| | |
|---------------------------|---------------------|
| Approved Allocation: | 1,601,833.00 |
| Previous years carryover: | 4,421,82.00 |
| Interest Earned: | 68,546.50 |
| Total Allocation: | 6,092,191.50 |

Expenditures:

Total cost* on attached VFA IMR Funding - Final Cost Report: \$1,580,510

All project expenditures are to be entered into the VFA system. Assets under evaluation are no longer locked and it is important that all expenditures are captured in VFA to accurately reflect all work completed.

If you are including any items here that have not been entered into VFA a clear explanation of the exceptional circumstance is required:

| Asset Name | BID | System | Description of expenditure | Category | Priority | Action Year | Budget Type | Date Completed | Actual Cost | Explanation of why this item has not been entered into VFA |
|--------------------------|-----|--------|--|----------|----------|-------------|-------------|----------------|-------------|--|
| N/A | N/A | N/A | Non-IMR Expenditures as approved by the Minister | N/A | N/A | N/A | N/A | N/A | 750000 | N/A |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total Events not in VFA: | | | | | | | | | 750,000.00 | |

Signature of Superintendent or Designate approving this submission

LISA Palmarin

Please Print Name of Superintendent or Designate approving this submission

Total Expenditures: 2,330,509.52

Dec 4, 2020

Date

Carryover to next program year: 3,761,681.98

* Costs include non-refundable G.S.T (1.6%) and exclude refundable GST (3.4%)

Queries: North Region - Travis Hovland @ (780) 643-0736 / Travis.Hovland@gov.ab.ca
 South Region - Glen Gamble @ (780) 644-5752 / glen.gamble@gov.ab.ca

Submission: After e-mailing a copy of the Excel file to your Education director, please email the signed PDF version and the Excel copy of this document to: edc.cpdata@gov.ab.ca

IMR Funding Final Cost Report

📌 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Sep 1, 2019 AND Date Completed To: Aug 31, 2020

Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--|--------|---|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|-------------|--|
| Catholic Central High School East Campus | B3667A | B1019 - Other Floor Construction* | | Complete - Add toe kicks on upper rails in Drama room | Building Code Mandatory | 1 - Due within 1 year of inspection | 2020 | Closed | A | Apr 01, 2020 | \$502.00 | Put a metal toe kick around the entire catwalk |
| | B3667A | C2023 - Stair Railings and Balustrades* | | Complete - install new guards on stairs | Building Code Mandatory | 0 - Due at time of Inspection | 2020 | Closed | A | May 01, 2020 | \$9,022.00 | Alta weld |
| | B3667A | D3041.02 - Fans (Remote from AHU)* | | Complete - Replace motors on AHU 4&5 | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Mar 30, 2020 | \$1,424.00 | |
| | B3667A | D4096 - Smoke Protection & Exhaust Fans | | Complete - Replace recalled smoke devices | Building Code Mandatory | 0 - Due at time of Inspection | 2020 | Closed | A | Jun 30, 2020 | \$424.00 | |
| | B3667A | Not applicable | | Complete - Annual Boiler inspection and replace motor-glycol, Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$614.00 | Liberty Boilers |
| | B3667A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3667A | Not applicable | | Complete - PM annual lift (s) inspection code upgrades | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$3,924.00 | |
| | B3667A | Not applicable | | Complete - Replace fire extinguishers | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$2,020.00 | |
| | B3667A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3667A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B3667A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$271.00 | |
| | B3667A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,803.00 | |
| | B3667A | Not applicable | | complete - Added second Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$218.00 | |
| | B3667A | Not applicable | | complete - Commercial Kitchen suppression inspection and clean | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jan 30, 2020 | \$276.00 | |
| | B3667A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |

IMR Funding Final Cost Report

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---|--------|-----------------------------|-----------|--|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|--------------------|--|
| Catholic Central High School East Campus | B3667A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$2,648.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3667A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3667A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B3667A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| Catholic Central High School East Campus | | | | | | | | | | | \$80,866.00 | |
| Catholic Central High West Campus | B5808A | D3012 - Gas Supply Systems* | | Complete - cooling tower /gas line | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Feb 19, 2020 | \$21,553.00 | Completed by city of Lethbridge |
| | B5808A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B5808A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B5808A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B5808A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B5808A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B5808A | Not applicable | | complete - Commercial Kitchen suppression inspection and clean | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jan 30, 2020 | \$688.00 | |
| | B5808A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B5808A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$5,457.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B5808A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |

IMR Funding Final Cost Report

📌 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Sep 1, 2019 AND Date Completed To: Aug 31, 2020

Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--|----------------|----------------|---------------------------|--|---------------------------------|-------------------------------------|-------------|--------|--------------|----------------|--------------------|--|
| Catholic Central High West Campus | B5808A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B5808A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B5808A | Not applicable | | complete- PM Annual Fire Suppresion/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$1,064.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| Catholic Central High West Campus | | | | | | | | | | | \$87,868.00 | |
| Children Of St. Martha School | B3668A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3668A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3668A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3668A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,508.00 | |
| | B3668A | Not applicable | | Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$5,042.00 | |
| | B3668A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B3668A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,122.00 | |
| | B3668A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3668A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,759.00 | IC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3668A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| B3668A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | | |

IMR Funding Final Cost Report

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--------------------------------------|--------|--|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|--------------------|---|
| Children Of St. Martha School | B3668A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B3668A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| Children Of St. Martha School | | | | | | | | | | | \$66,078.00 | |
| Ecole St. Mary School | B3705A | B2011.03 - Masonry Units: Ext. Wall Const.* | | complete - Seal and cover damaged masonry walls in gym | Reliability | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 29, 2020 | \$1,116.00 | A moisture seal was put on the blocks. Then covered with a bullnosed MDF and painted. Lower 2 feet max was covered. |
| | B3705A | C2023 - Stair Railings and Balustrades* | | complete - Stair guard rails | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jun 01, 2020 | \$1,569.00 | This was put up but has since been removed since new parking lot was completed |
| | B3705A | D4031 - Fire Extinguisher, Cabinets and Accessories* | | Complete - Replace fire extinguishers | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$2,815.00 | |
| | B3705A | E2013.01 - Blinds | | Complete - Power blinds for clearstory | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2017 | Closed | A | Apr 27, 2020 | \$21,303.00 | |
| | B3705A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3705A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3705A | Not applicable | | Complete - PM annual lift (s) inspection | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$820.00 | |
| | B3705A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3705A | Not applicable | | Complete - added to Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$16,716.00 | |
| | B3705A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$51,983.00 | |
| | B3705A | Not | | complete - Add | Reliability | 0 - Due at | 2020 | Closed | A | Jul 15, | \$271.00 | |

IMR Funding Final Cost Report

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| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|----------------------------------|--------|---|-----------|--|---------------------------------|---|-------------|--------|-------------|----------------|---------------------|--|
| Ecole St. Mary School | | applicable | | Eyepod eyewash station | | time of Inspection | | | | 2020 | | |
| | B3705A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B3705A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3705A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,964.00 | IC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3705A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3705A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B3705A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B3705A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| Ecole St. Mary School | | | | | | | | | | | \$108,039.00 | |
| Father Leonard Van Tighem School | B3673A | B3016 - Metal Gutters and Downspouts | | Completed - Replace portions of gutters and downspouts (approx. 1,000 m) | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2040 | Closed | A | Jan 27, 2020 | \$1,169.00 | |
| | B3673A | D5022.02 - Interior Fluorescent Fixtures | | Complete - Led lights in Artroom and CTS class | Lifecycle | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 31, 2020 | \$2,649.00 | |
| | S3673 | G2022.02 - Flexible Paving Parking Lots (Asphalt) | | Complete - Reconstruct Asphalt Parking Lot | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2014 | Closed | A | Aug 31, 2020 | \$0.00 | Completed with parking lot expansion with portables |
| | B3673A | G2025.02 - Parking Lot Signs* | | complete - add fire lane signage | Building Code Mandatory | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 14, 2020 | \$54.00 | |
| | B3673A | K3020.04 - Air Quality (Exhaust, | | complete - Install Ventilation System in CTS Wood Shop | Reliability | 1 - Due within 1 year of | 2019 | Closed | A | Aug 31, 2020 | \$0.00 | Completed with dust collector |

IMR Funding Final Cost Report

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| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|----------------------------------|--------|--------------------------|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|--------------|--|
| Father Leonard Van Tighem School | | Ventilation & Humidity)* | | | | inspection | | | | | | |
| | B3673A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3673A | Not applicable | | Complete - Install Exterior Dust Collection Unit | Reliability | 0 - Due at time of Inspection | 2011 | Closed | A | Aug 31, 2020 | \$122,741.00 | FAME # 1294.001 |
| | B3673A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3673A | Not applicable | | Complete - PM annual lift (s) inspection | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$410.00 | |
| | B3673A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3673A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B3673A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B3673A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,220.00 | |
| | B3673A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3673A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$2,945.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3673A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3673A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |

IMR Funding Final Cost Report

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| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---|--------|---|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|---------------------|--|
| Father Leonard Van Tighem School | B3673A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B3673A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| Father Leonard Van Tighem School | | | | | | | | | | | \$189,344.00 | |
| Our Lady Of The Assumption School | S3694 | G2031.05 - Rigid Pedestrian Pavement (Concrete) | | CANCELLED - Replace concrete pad in playfield | Reliability | 0 - Due at time of Inspection | 2016 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | S3694 | K1010 - Site Location & Access | | Site Readiness evaluation by consultant | _Study [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 15, 2020 | \$1,285.00 | |
| | B3694A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3694A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3694A | Not applicable | | Complete - PM annual lift (s) inspection | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$722.00 | |
| | B3694A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3694A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B3694A | Not applicable | | Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$4,580.00 | |
| | B3694A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B3694A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B3694A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3694A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,164.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of |

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🚩 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Sep 1, 2019 AND Date Completed To: Aug 31, 2020

Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--|----------------|--|---|--|---------------------------------|-------------------------------------|-------------|--------|--------------|----------------|--------------------|--|
| Our Lady Of The Assumption School | | | | | | | | | | | | division |
| | B3694A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3694A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| B3694A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | | |
| Our Lady Of The Assumption School | | | | | | | | | | | \$66,977.00 | |
| Our Lady Of The Assumption School B3694A - Portable Classroom No. 1 | T6028 | D3025.01 - Furnaces | | complete - Replace Flame sensors and motors on furnace | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Feb 20, 2020 | \$1,104.00 | Changed filter system, ignitors and serviced motors. |
| Our Lady Of The Assumption School B3694A - Portable Classroom No. 1 | | | | | | | | | | | \$1,104.00 | |
| Our Lady Of The Assumption School B3694A - Portable Classroom No. 2 | T6029 | Not applicable | | complete - Replace Flame sensors and motors on furnace | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Feb 20, 2020 | \$1,104.00 | Changed filter system, ignitors and serviced motors. |
| Our Lady Of The Assumption School B3694A - Portable Classroom No. 2 | | | | | | | | | | | \$1,104.00 | |
| St. Catherine's School | B3870A | D3021.11 - Heating Boilers and Accessories: H.W. | 2007 | complete - boiler replacement - failure | Reliability | 0 - Due at time of Inspection | 2019 | Closed | A | Apr 01, 2020 | \$29,993.00 | |
| | B3870A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3870A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3870A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3870A | Not applicable | | Complete - added to Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$12,978.00 | |
| | B3870A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B3870A | Not applicable | | complete - Add Eyepod eyewash | Reliability | 0 - Due at time of | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--------------------------------|--------|--|-----------|---|---------------------------------|-------------------------------|-------------|--------|-------------|----------------|---------------------|--|
| St. Catherine's School | | | | station | | Inspection | | | | | | |
| | B3870A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B3870A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3870A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,851.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3870A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3870A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B3870A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B3870A | Not applicable | | complete- PM Annual Fire Suppresion/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| St. Catherine's School | | | | | | | | | | | \$104,085.00 | |
| St. Francis Junior High School | B3704A | B2032.03 - Exterior Utility Doors | | complete - Replace Two Exterior Utility Doors - Basement | Reliability | 0 - Due at time of Inspection | 2015 | Closed | A | Jun 23, 2020 | \$1,787.00 | |
| | B3704A | C2023 - Stair Railings and Balustrades* | | Complete - install new guards on stairs | Building Code Mandatory | 0 - Due at time of Inspection | 2020 | Closed | A | May 01, 2020 | \$17,849.00 | Alta weld |
| | B3704A | D1011.02 - Hydraulic Passenger Elevators | | Complete - PM elevator (lift) inspection and service | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 15, 2020 | \$4,096.00 | |
| | B3704A | D3061 - Heating Generating Systems | | Complete - new controls on boiler 1 | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jan 31, 2020 | \$1,449.00 | |
| | B3704A | D4031 - Fire Extinguisher, Cabinets and Accessories* | | complete - Paint booth annual inspection and recerts of equipment | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 09, 2020 | \$2,568.00 | PM annual inspection |
| | B3704A | G2040 - Site Development | | Complete - site readiness study | _Study [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Apr 06, 2020 | \$1,142.00 | MPE engineering |
| | B3704A | K4030 - | | Complete - Haz | _Study [Non- | 0 - Due at | 2020 | Closed | A | Feb 04, | \$1,562.00 | |

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---------------------------------------|--------|----------------------|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|---------------------|--|
| St. Francis Junior High School | | Hazardous Components | | mat study | FCI] | time of Inspection | | | | 2020 | | |
| | B3704A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3704A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3704A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3704A | Not applicable | | Complete - Voip System, public address system, audio | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$16,716.00 | |
| | B3704A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$51,983.00 | |
| | B3704A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B3704A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$2,074.00 | |
| | B3704A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3704A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$2,859.00 | IC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3704A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3704A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B3704A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| St. Francis Junior High School | | | | | | | | | | | \$112,695.00 | |
| St. Josephs School | B2956A | E2013.01 - Blinds | 1976 | CANCELLED - 1976 Renewal | Lifecycle | 0 - Due at time of Inspection | 2015 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B2956A | K4030.01 - Asbestos* | | Complete - monitor asbestos tile abatement | Haz Mat Abatement | 0 - Due at time of Inspection | 2020 | Closed | A | Jun 01, 2020 | \$722.00 | Sherlock environmenta |
| | B2956A | Not applicable | | Complete - Annual Boiler | Reliability | 1 - Due within 1 | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |

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| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---------------------------|--------|-----------------------|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|--------------------|--|
| St. Josephs School | | | | inspection - Pressure valves | | year of inspection | | | | | | |
| | B2956A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B2956A | Not applicable | | Complete - Replace fire extinguishers | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$2,815.00 | |
| | B2956A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B2956A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B2956A | Not applicable | | Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$5,599.00 | |
| | B2956A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$271.00 | |
| | B2956A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B2956A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B2956A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,772.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B2956A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B2956A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B2956A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B2956A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| St. Josephs School | | | | | | | | | | | \$70,170.00 | |
| St. Mary's Roman | B4165A | G2015 - Painted Lines | | Complete - repaint parking lot | _Accessibility [Non-FCI] | 0 - Due at time of | 2020 | Closed | A | Aug 10, 2020 | \$1,295.00 | |

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|-----------------|--------|-----------------------|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|-------------|--|
| Catholic School | | | | lines | | Inspection | | | | | | |
| | S4165 | K4020.02 - Fire Code* | | Complete - annual Fire Hydrant inspection and testing | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Dec 12, 2019 | \$166.00 | |
| | B4165A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B4165A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B4165A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B4165A | Not applicable | | Complete - Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$12,978.00 | |
| | B4165A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,508.00 | |
| | B4165A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B4165A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B4165A | Not applicable | | complete - Install downspouts or mitigate water ponding (10 m downspout, 30 sq. m. landscaping) | _Operating Efficiency [Non-FCI] | 1 - Due within 1 year of inspection | 2013 | Closed | A | Sep 01, 2019 | \$0.00 | After further investigation this was completed or is not required |
| | B4165A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B4165A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$2,651.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B4165A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B4165A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---|--------|--|-----------------------|---|---------------------------------|---|-------------|--------|-------------|----------------|--------------------|---|
| St. Mary's Roman Catholic School | B4165A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B4165A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| St. Mary's Roman Catholic School | | | | | | | | | | | \$76,352.00 | |
| St. Michael's School | B2477A | C3032 - Acoustic Ceiling Treatment (Susp. T-Bar) | Acoustic T-Bar (1993) | Complete S and east classrooms Acoustic T-Bar (1993) Renewal | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2021 | Closed | A | May 26, 2020 | \$25,677.00 | Bauer |
| | B3879A | C3032 - Acoustic Ceiling Treatment (Susp. T-Bar) | | MODERNIZATION- C3032 - Acoustic Ceiling Treatment (Susp. T-Bar) Renewal | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2040 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B2477A | D1013 - Lifts | | Cancelled - Remove Lift | Abandoned | 1 - Due within 1 year of inspection | 2019 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B2477A | D2018 - Drinking Fountains/ Coolers | 1971 | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B3879A | D3041 - Air Distribution Systems | | Complete - Add snow shields to AHU (gym hall) | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Mar 13, 2020 | \$1,587.00 | Airtech |
| | B2477A | D5022.02 - Interior Fluorescent Fixtures | T12 | T12 Renewal | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2021 | Closed | A | Apr 27, 2020 | \$7,409.00 | Hallways were completed. Rooms to come later as time permits. Added LED trufers |
| | S3879 | G2012.01 - Aggregate Roadway (Gravel)* | | MODERNIZATION- Repair of gravel roadway (600 sq m) | Reliability | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1794.001 |
| | S3879 | G2012.02 - Flexible Pavement Roadway (Asphalt) | Northeast | MODERNIZATION- Replace the northeast asphalt roadway (315 sq m) | Lifecycle | 0 - Due at time of Inspection | 2010 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1795.001 |
| | S3879 | G2012.02 - Flexible Pavement Roadway (Asphalt) | West | MODERNIZATION- Replace the southwest asphalt roadway (1000 sq m) | Lifecycle | 1 - Due within 1 year of inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1796.001 |

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| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|----------------------|--------|---|-----------|---|---------------------------------|---|-------------|--------|-------------|----------------|-------------|--|
| St. Michael's School | S3879 | G2031.02 - Asphalt Pedestrian Pavement | | MODERNIZATION- Replace the Pedestrian Pavement (3100 sq m) | Lifecycle | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1798.001 |
| | S3879 | G2031.05 - Rigid Pedestrian Pavement (Concrete) | | Modernization - Replace concrete walkways and flatwork (240 sq m) | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2014 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B3879A | K4010.02 - Barrier Free Entrances* | | Complete - replace control board on N BF opener | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Feb 19, 2020 | \$1,465.00 | |
| | B2477A | K4010.04 - Barrier Free Washrooms* | | Complete - Add barrier free washroom - part 2 | Building Code Mandatory | 0 - Due at time of Inspection | 2018 | Closed | A | Nov 30, 2019 | \$93,878.00 | Rodermond Construction Med Hat |
| | B2477A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B2477A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B2477A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$5,331.00 | |
| | B2477A | Not applicable | | PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B2477A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$47,991.00 | |
| | B2477A | Not applicable | | Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$3,920.00 | |
| | B2477A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B2477A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B2477A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,992.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B2477A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |

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| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|----------------------|--------|----------------|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|-------------|--|
| St. Michael's School | B2477A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B3879A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3879A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3879A | Not applicable | | Complete - PM annual lift (s) inspection | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$2,098.00 | |
| | B3879A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3879A | Not applicable | | Roof completion | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2017 | Closed | A | Sep 01, 2019 | \$0.00 | Completed with modernization |
| | B3879A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,508.00 | |
| | B3879A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$271.00 | |
| | B3879A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B3879A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3879A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$1,863.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3879A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3879A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |

IMR Funding Final Cost Report

🚩 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Sep 1, 2019 AND Date Completed To: Aug 31, 2020

Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---|--------|---|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|---------------------|--|
| St. Michael's School | B3879A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B3879A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| St. Michael's School | | | | | | | | | | | \$257,057.00 | |
| St. Patrick Fine Arts Elementary School | S5413 | K1020.05 - Staff Parking Stalls (Number, Size, Layout)* | | Complete - repaint parking lot lines | _Operating Efficiency [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 12, 2020 | \$905.00 | |
| | B5413A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B5413A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B5413A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B5413A | Not applicable | | Complete - added to Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$16,765.00 | |
| | B5413A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$51,028.00 | |
| | B5413A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$271.00 | |
| | B5413A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B5413A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B5413A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$2,014.00 | IC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B5413A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B5413A | Not applicable | | complete - Safety Signage | _Operating Efficiency | 0 - Due at time of | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |

IMR Funding Final Cost Report

🚩 Status: Closed AND Budget Type: A AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Sep 1, 2019 AND Date Completed To: Aug 31, 2020

Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--|--------|---|-----------|---|---------------------------------|--------------------------------------|-------------|--------|-------------|----------------|--------------------|--|
| St. Patrick Fine Arts Elementary School | | | | | [Non-FCI] | Inspection | | | | | | |
| | B5413A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B5413A | Not applicable | | complete- PM Annual Fire Suppresion/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| St. Patrick Fine Arts Elementary School | | | | | | | | | | | \$80,465.00 | |
| St. Patrick Fine Arts Elementary School B5413A - Portable Classroom A | T5735 | D3062.02 - Refrigerant Condensing Units | | Complete - Replace condenser coil | Lifecycle | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 17, 2020 | \$1,821.00 | Airtech |
| St. Patrick Fine Arts Elementary School B5413A - Portable Classroom A | | | | | | | | | | | \$1,821.00 | |
| St. Patrick's Roman Catholic School | B4166A | B2017.02 - Brick Masonry: Ext. Wall Skin* | | MODERNIZATION- Repair cracks in cement blocks throughout wall and effervescence in gym area | Reliability | 3 - Due within 3 years of inspection | 2021 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B4166A | B2017.02 - Brick Masonry: Ext. Wall Skin* | | MODERNIZATION- Repair cracks in cement blocks throughout wall and effervescence in gym area | Reliability | 3 - Due within 3 years of inspection | 2031 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B4166A | B2017.02 - Brick Masonry: Ext. Wall Skin* | | MODERNIZATION- Repair cracks in cement blocks throughout wall and effervescence in gym area | Reliability | 3 - Due within 3 years of inspection | 2041 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B4166A | B2017.02 - Brick Masonry: Ext. Wall Skin* | | MODERNIZATION- Repair cracks in cement blocks throughout wall and effervescence in gym area | Reliability | 3 - Due within 3 years of inspection | 2051 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B4166A | B2017.02 - Brick Masonry: Ext. Wall Skin* | | MODERNIZATION- Repair cracks in cement blocks throughout wall and effervescence in gym area | Reliability | 3 - Due within 3 years of inspection | 2061 | Closed | A | Sep 01, 2019 | \$0.00 | |
| | B4166A | B2017.12 - | School | MODERNIZATION- | Lifecycle | 0 - Due at | 2011 | Closed | A | Sep 01, | \$0.00 | FAME # |

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|-------------------------------------|--------|---|----------------|---|--|---|-------------|--------|-------------|----------------|-------------|----------------------|
| St. Patrick's Roman Catholic School | | Joint Sealers (caulking): Ext. Wall | Perimeter | Replace exterior wall sealant (Approx 600 m) | | time of Inspection | | | | 2019 | | 1868.001 |
| | B4166A | B2021.02 - Aluminum Windows (Glass & Frame) | | MODERNIZATION- Replace window caulking - Remove window sills, spray foam under window, reinstall sills so they are sloped away and recaulk - See FAME # 855.001 | Reliability | 1 - Due within 1 year of inspection | 2013 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 2041.001 |
| | B4166A | C3012.05 - Tile Wall Finishes | North Washroom | MODERNIZATION- Replace North Washroom Wall Tile (approx. 60 m2) | Lifecycle | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1881.001 |
| | B4166A | C3012.10 - Interior Wall Painting* | | Modernization - Repaint interior walls throughout (Approx 1,850 m2) | Lifecycle | Lifecycle Planning (at least 4 years remaining at inspection) | 2016 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1883.001 |
| | B4166A | C3024.01 - Tile Floor Finishes | North Washroom | MODERNIZATION- Replace North Washroom Floor Tile (approx 100 m2) | Lifecycle | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1884.001 |
| | B4166A | C3024.03 - Wood Flooring | | Complete - replace gym hardwood floor | Lifecycle | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 12, 2020 | \$65,993.00 | |
| | B4166A | C3024.06 - Resilient Flooring | | MODERNIZATION- Repair Damaged Resilient Flooring (approx. 100 m2) | Reliability | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1887.001 |
| | B4166A | C3032 - Acoustic Ceiling Treatment (Susp. T-Bar) | | MODERNIZATION- Replace water stained ceiling tiles | Reliability | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1892.001 |
| | B4166A | D2023.01 - Domestic Water Heaters | 1985 | MODERNIZATION- Replace Domestic Water Heater | Lifecycle | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1899.001 |
| | B4166A | D2023.03 - Piping Specialties (Backflow Preventers) | | MODERNIZATION- Install backflow prevention. | _Building Code Grandfathered [Non-FCI] | 1 - Due within 1 year of inspection | 2013 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 869.001 |
| | B4166A | D3051.08 - Unit Ventilators | | MODERNIZATION- Repair Unit Ventilators (Dampers - 5) | Reliability | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1904.001 |
| | B4166A | E2013.01 - Blinds | | MODERNIZATION- Replace windows blinds (approx. | Lifecycle | 0 - Due at time of Inspection | 2011 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1918.001 |

IMR Funding Final Cost Report

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|-------------------------------------|--------|---|-----------|---|---------------------------------|--------------------------------------|-------------|--------|-------------|----------------|-------------|--|
| St. Patrick's Roman Catholic School | | | | 113 m2) | | | | | | | | |
| | S4166 | G3031 - Storm Water Collection* | | MODERNIZATION- Re-grade exterior landscaping (approx. 280 m2) | Reliability | 2 - Due within 2 years of inspection | 2013 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1924.001 |
| | B4166A | K4020.01 - Safety Code (Fall Prevention)* | | MODERNIZATION- Install Roof Anchors (approx. 12 anchors) THIS SHOULD BE DONE WHEN WORKING ON WO 1010.001 (New Roof) | Building Code Mandatory | 3 - Due within 3 years of inspection | 2014 | Closed | A | Sep 01, 2019 | \$0.00 | FAME # 1919.001 |
| | B4166A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B4166A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B4166A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B4166A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$47,991.00 | |
| | B4166A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$271.00 | |
| | B4166A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,951.00 | |
| | B4166A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B4166A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$2,741.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B4166A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B4166A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |
| | B4166A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B4166A | Not applicable | | complete- PM Annual Fire Suppression/ | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler |

IMR Funding Final Cost Report

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--|--------|-------------------------|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|---------------------|--|
| St. Patrick's Roman Catholic School | | | | extinguisher inspection | | | | | | | | systems are inspected by contractor annually |
| | S4166 | Not applicable | | Complete - annual Fire Hydrant inspection and testing | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Dec 12, 2019 | \$166.00 | |
| St. Patrick's Roman Catholic School | | | | | | | | | | | \$127,488.00 | |
| St. Paul School | B3707A | D3051.07 - Unit Heaters | | complete - replace furnace motor | Lifecycle | 0 - Due at time of Inspection | 2019 | Closed | A | Jan 30, 2020 | \$164.00 | |
| | B3707A | Not applicable | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B3707A | Not applicable | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B3707A | Not applicable | | Complete - Replace fire extinguishers | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$2,815.00 | |
| | B3707A | Not applicable | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B3707A | Not applicable | | Complete - added Voip System, paging | Lifecycle | 1 - Due within 1 year of inspection | 2020 | Closed | A | Aug 31, 2020 | \$3,738.00 | |
| | B3707A | Not applicable | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B3707A | Not applicable | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$271.00 | |
| | B3707A | Not applicable | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,165.00 | |
| | B3707A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B3707A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$6,907.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| | B3707A | Not applicable | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B3707A | Not applicable | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |

IMR Funding Final Cost Report

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|--|--------|---|-----------|---|---------------------------------|-------------------------------------|-------------|--------|-------------|----------------|--------------------|--|
| St. Paul School | B3707A | Not applicable | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B3707A | Not applicable | | complete- PM Annual Fire Suppression/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually |
| St. Paul School | | | | | | | | | | | \$72,944.00 | |
| St. Teresa Of Calcutta Elementary School | B7922A | C1037.08 - Toilet, Bath, and Laundry Accessories* | | complete - Paper towel and soap dispensers | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$2,175.00 | |
| | B7922A | D2018 - Drinking Fountains/ Coolers | | complete - Add fill stations | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 20, 2020 | \$1,107.00 | |
| | B7922A | D2019 - Other Plumbing Fixtures* | | complete - Add Eyepod eyewash station | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$272.00 | |
| | B7922A | D3021.11 - Heating Boilers and Accessories: H.W. | | Complete - Annual Boiler inspection - Pressure valves | Reliability | 1 - Due within 1 year of inspection | 2020 | Closed | A | Jan 30, 2020 | \$127.00 | Liberty Boilers |
| | B7922A | D3030 - Cooling Generating Systems | | Complete - AHU-1 New condenser Coil | Reliability | 0 - Due at time of Inspection | 2020 | Closed | A | May 25, 2020 | \$4,870.00 | Remaining refrigerant was recovered. Old coil cut out and new one brazed in. Recharged. Work carried out by Johnson controls |
| | B7922A | D5023 - Emergency Lighting | | Complete - PM Fire alarms and E Lighting inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$120.00 | |
| | B7922A | D5039 - Data Systems* | | Update network/server core infrastructure | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$49,509.00 | |
| | B7922A | F1033 - Special Security Systems* | | Complete - Upgrade security access control | _Accessibility [Non-FCI] | 1 - Due within 1 year of inspection | 2021 | Closed | A | Aug 25, 2020 | \$3,812.00 | |
| | B7922A | G2031.05 - Rigid Pedestrian Pavement (Concrete) | | complete - Repair sidewalk drainage, south face | _Accessibility [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Aug 29, 2020 | \$8,755.00 | |
| | B7922A | K2010.03 - Building Signage & Directory | | complete - Safety Signage | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 30, 2020 | \$216.00 | |

IMR Funding Final Cost Report

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Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. ▲

| Asset Name ▲ | BID | System ▲ | Extension | Brief Description | Category | Priority | Action Year | Status | Budget Type | Date Completed | Actual Cost | Implementation Notes |
|---|----------------|---|--|---|---------------------------------|-------------------------------|-------------|--------|--------------|----------------|--|--|
| St. Teresa Of Calcutta Elementary School | | (Clear, Current)* | | | | | | | | | | |
| | B7922A | K3050.02 - Cleanliness Challenges (Material Suitability, Space Layout)* | | complete - Sanitation Equipment - Electrostatic | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2020 | Closed | A | Jul 15, 2020 | \$1,604.00 | |
| | B7922A | Not applicable | | complete - PM backflow preventer test | _Operating Efficiency [Non-FCI] | 0 - Due at time of Inspection | 2019 | Closed | A | Jul 15, 2020 | \$284.00 | |
| | B7922A | Not applicable | | complete - PM for HVAC Equipment | Reliability | Not Time Critical | | Closed | A | Aug 01, 2020 | \$3,164.00 | JC does Quarterly PM inspections on equipment and sends reports to POC of division |
| B7922A | Not applicable | | complete- PM Annual Fire Suppresion/ extinguisher inspection | Building Code Mandatory | 0 - Due at time of Inspection | 2019 | Closed | A | Aug 31, 2020 | \$37.00 | All extinguishers and sprinkler systems are inspected by contractor annually | |
| St. Teresa Of Calcutta Elementary School | | | | | | | | | | | \$76,052.00 | |
| SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. | | | | | | | | | | | \$1,580,509.00 | |
| Summary | | | | | | | | | | | \$1,580,509.00 | |

INFORMATION NO: C.3

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Early Registration for 2021/2022

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. In order to prepare for the 2021/2022 school year, registrations will be accepted beginning in February 2021.
2. An advertising campaign will be launched in January 2021.
3. Superintendent Ken Sampson has provided a memorandum detailing the new timeline for the re-registration of current students as well as registration for new students.



HOLY SPIRIT CATHOLIC SCHOOL DIVISION

Superintendent of Schools
St. Basil Education Centre
620 – 12 B Street North
Lethbridge, Alberta T1H 2L7
Tel: (403) 331-4304 Fax: (403) 327-9595
email: sampsonk@holyspirit.ab.ca

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

DATE: December 16, 2020

RE: Early Registration Timelines

Traditionally in Holy Spirit Catholic Schools, the registration process for new students began in early January. As you will recall, last year we moved to online registrations. This being our second year for the online registration format, the individual student registration form needs to be assigned to each parent/family, which requires a significant amount of turnaround time, as indicated by our provider, *School Engage*.

With our schools providing online learning for the week of January 4-8, 2021, and returning to in-person learning not until January 11th, the timing was far from ideal. All factors considered, it is better to commence this process afresh at the beginning of a new month, hence the move to begin on **February 1, 2021** with the re-registration of current children and students taking place for a three week period. This will be followed by the registration of students new to our division on *February 22, 2021*.

INFORMATION NO: C.4

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Diploma Exams 2020/2021

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Attached for Board information is the information that was shared with Holy Spirit Catholic School Division students affected by the recent announcement by Alberta Education regarding the 2020/20221 Diploma Exams.
2. Also attached is a Question and Answer Sheet detailing specific concerns or inquiries that may result from the government announcement.

Re: Diploma Exam Option for Exemption

On November 24, 2020, the provincial government announced a change for the administration of the Diploma Examinations for the remainder of the 2020-2021 school year. The following was announced:

Diploma exams for 2020/21

For the 2020/21 school year, diploma exams are optional due to COVID-19.

There are circumstances where students may choose or need to write diploma exams, including, but not limited to:

- *home education students if required by a post-secondary institution*
- *adult students who can write an exam without taking a course*
- *students who do not have a passing mark from their teacher*
- *students who want to raise their mark, or want to have a diploma exam mark on their transcript*
- *students who are registered to rewrite a diploma exam and are not currently taking the course*

Exemptions

Students and their families decide if the student will write their diploma exam. Eligible students will get an exemption if they choose not to write their diploma exam.

To be eligible for an exemption, a student needs to:

- *be currently taking the course, and*
- *receive a mark from the school during the 2020/21 year*

Only students with a new mark, awarded in the 2020-2021 school year, are eligible for exemptions.

Students who choose to write a 2-part diploma exam, such as English Language Arts 30-1, must write both parts.

Students who choose to write a diploma exam but are dissatisfied with their mark are not eligible for an exemption.

Deadlines and rewrite fees

Students should let their school know if they will write their diploma exams as early as possible, but have up until the exam date.

If a student paid a fee to rewrite a diploma exam, is eligible and chooses to receive an exemption, they will receive a refund approximately 4 to 6 weeks after the exam period.

Marks

If a student chooses to write the exam, the exam mark will be blended with the student's school mark. The exam is worth 30% of the student's mark and the school mark is worth 70%.

If a student chooses not to write the diploma exam and is eligible for an exemption, their school mark will become the final course mark. Exemptions will appear on students' academic reports when diploma exam marks are released.

Applying to post-secondary

To find out whether a student needs to write a diploma exam to apply to a specific post-secondary institution, contact that institution.

<https://www.alberta.ca/diploma-exams.aspx>

We realize that this decision was made in the best interests of many of our students, however, there are some logistical challenges that are related to the announcement. Please note the following:

- It is incumbent upon students to check with their respective post-secondary institutions as to whether that institution will require an exam mark. Some post-secondary institutions require students to have a recorded exam mark as a prerequisite for entry, particularly those who are outside of Alberta.
- We are still responsible for ordering and administration of exams. We do require a sense of how many students are intending to still write their exams. If your student is scheduled to write one or more diploma exams in January, please indicate your choice by completing the attached form, and returning it to your student's teacher by January 6, 2021. *Your choice can be changed up until the day prior to the exam sitting for each exam by contacting the school office.*
- Please be aware that the cancellations of this diploma exam administration do not affect the regularly scheduled exams for non-diploma courses, nor does it affect any further assessments scheduled for diploma courses.
- A request from for exemption of to write diploma exams will be issued quarterly.

We realize that you may have questions around this change. You can access answers to some of these Frequently Asked Questions at

https://docs.google.com/document/d/1Mki_aiSqOleJiNWN1AUggUn36HeLUjurJk3scdREENM/edit?usp=sharing, and if you have further questions please contact the school office.



Diploma Exams 2020-2021- Questions and Answers

Q1. For the remainder of the 2020-2021, diploma exams have been made optional. Who determines who writes them? Students and parents determine if they write their diploma exam or not. If the choice is made not to write them, students will receive an exemption. To receive an exemption, students need to be currently taking the course and receive a passing school-awarded mark for each respective course.

Q2. I am registered for more than one diploma exam for the remainder of the school year. Can I choose to write those of my choosing and receive an exemption from the other ones?

Yes, for the remainder of the 2020-2021 school year, students may choose to write only the diploma exams that they want. However, for two-part diploma exams like English Language Arts 30-1, students are required to write both parts.

Q3. Is there a deadline for students to decide if they want to write diploma exams? A student can choose not to write the diploma exam right up until the exam is administered. For January 2021, please complete the form by January 6, 2021. Separate forms for request for exemption will be issued in quarters 3 and 4.

Q4. If a student chooses to write a diploma exam but is dissatisfied with the mark, can the student choose for it not to count?

No. If a student chooses to write the diploma exam, the mark from the exam will be combined with the school mark (70% school-awarded mark, 30% diploma exam mark).

Q5. I am registered to write diploma exams in quarter 3, quarter 4, and maybe even summer school. Will I have this same option to request an exemption for each course? Yes, the announcement made by Alberta Education extends into the remainder of the school year (including the April 2021, June 2021, and August 2021) diploma administrations.

Q6. If I choose not to write the diploma exams in, will I receive a zero? No. Your school mark will become the official final course mark. However, it does take Alberta Education time to process transcripts and the final mark will show up as INC (incomplete) until Alberta Education has processed all transcripts. This is usually a 4-6 week turnaround from the date of a diploma exam administration period.

Q7. I took a course in the past but did not write the diploma exam at that time. I am currently registered to write them in 2020-2021 and I am not currently re-taking the course. Do I have to write them?

Yes. Exemptions will only be provided for students who have a new school-awarded mark in the 2020-2021 school year and choose not to write the exam. Exemptions are administration specific and are not retroactive. Similarly, this will time period to request exemption of diploma exams will currently not be extended into the 2021-2022 school year.

Q8. I paid a re-write fee to write a diploma exam in, but I am choosing not to write it. Will I be provided with a refund?

Yes, a refund will be issued to you automatically by Alberta Education.

Q9. What happens when a student does not write a diploma exam and applies to attend a post secondary institution? Will this affect their application?

Students are encouraged to contact their prospective post-secondary institution to inquire about specific admission requirements. Government is working with post-secondary institutions to ensure admission decisions are sensitive to the unique circumstances for this school year.

INFORMATION NO: C.5

December 16, 2020

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 – December 2020**

Temporary Transition to Scenario 3

I would like to applaud all of our grades 7-12 teachers who were able to pivot seamlessly to learning from home on Monday, November 30th. Although we have been preparing for this eventuality since the start of the school year, I know that it is still unsettling to not have our students at school in front of us, where we know they learn best. Our elementary teachers are using these days before the Christmas break to help prepare their students for learning from home January 4-8th. The Learning Coaches have compiled literacy & numeracy resources (that align with the Holy Spirit scope & sequence) that teachers can use during that week of remote learning.

Teacher Assessment Cohort

We had a wonderful response to our Professional Inquiry - Assessment for Learning teacher collaboration group. We have 10 teachers representing all divisions in Holy Spirit that have prioritized improving both formative and summative assessment as part of their professional learning goals this year. We were set to have our first meeting on December 2nd, but with the announcement of a transition to Scenario 3, we felt that it was best to postpone our first session until late January to allow our grades 7-12 teacher participants to focus on their students during the first week of the transition. We have the afternoon of January 27th now set aside for our first session.

Dual Credit Opportunities

The registration window is now open for any high school students who are interested in exploring the dual credit offerings through our partnership with Olds College. Every year Holy Spirit has several students (particularly from our rural high schools) go on to attend Olds College for post-secondary education. This dual credit opportunity would be a wonderful way for our students to earn high school credits while earning credit towards their chosen post-secondary diploma program. All courses are offered online & asynchronously:

| Course | Credit Towards: |
|--|---|
| Veterinary Practice: The Team Connection | Animal Health Technology Diploma |
| Intro. To Veterinary Profession | |
| Applied Ecology | Land & Water Resources Diploma |
| Solving Technology Problems | Precision Agriculture Techgromony Diploma |
| Producing Horticulture Crops | Horticulture Technologist Diploma |

Course tuition & fees will be covered for Holy Spirit students on a first-come, first-served basis. Our Career Practitioner, Wendy Gurr, will be helping to facilitate registration for any students who are interested in this opportunity.

INFORMATION NO: C.6

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Joann Bartley, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Joann Bartley, 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
December 2020**

**Board Strategic Priority: Staff and students will grow
in their faith and experience the richness of
Catholic Education.**

Transformed by the Journey

*"Advent is a journey towards Bethlehem. May we let ourselves be drawn by the
light of God made man."*

Pope Francis

Be grateful... Be gracious...

1. Catholic Program Support for Health Curriculum

- **Alberta Catholic Family Life Education Policy Document, Grades 1-8** - The goal is for the Council of Catholic School Superintendents of Alberta (CCSSA) to release this working document on January 1, 2021 for use in school divisions. The Bishops will be providing a letter to show their support of the Family Life Policy Document, as well as Fully Alive, which I expect in January.
- **Fully Alive**
 - In Alberta Catholic Schools, the resource endorsed by the Alberta Catholic Bishops for family life education in Grades 1-8 is Fully Alive. This resource is used to meet the outcomes of the Alberta Health and Life skills curriculum that are related to family life education. As part of our licensing agreement with Pearson, we have access to the digital version of the program on the Growing in Faith Growing in Christ (GIFGIC) website. The school districts connected to the Diocese of Calgary have agreed upon a common implementation plan for Fully Alive as follows:
 - Grades 1-2:
 - We will receive a pastoral letter from the Catholic Bishops of Alberta expressing support for the Fully Alive program. A letter will be shared which will introduce Fully Alive to parents.
 - I attended a session with my provincial colleagues on December 10, 2020 to review a proposed training session for Grades 1-2 Health and Religion teachers which will take place in January-February 2021. Training will include an introduction to the resource and review of program content. I am currently reviewing delivery options for this training for our teachers.
 - Teachers will be expected to begin using the Fully Alive resource to deliver Health outcomes by March 2021.

- Grades 3-5 – anticipate PD in September 2021 with implementation by October 2021. Subject to change.
- Grades 6-8 – anticipate PD in September 2022 with implementation by October 2022. Subject to change.

2. New Teacher Faith Formation Program

- On December 2, 2020, our new teachers met virtually for Session 3 of our Faith Formation Program. Our focus was on Mark 3 – *Faith Permeation* and Mark 5 – *Spirituality of Communion*. We did in depth work on how teachers are called to permeate both content and context in their work and were blessed to have our Director of Learning, Carmen Larsen, provide witness testimony about permeation during our session. For Mark 5, we explored the Catholic Social Teachings, Social Service, and Social Action. Teachers then explored how they ensure the work they do in their school in the area of charity and social justice is permeated with our faith.

3. COVID-19 Vaccine (attachment)

- The Catholic Bishops of Alberta and the Northwest Territories have provided direction to the faithful to address any concerns that Catholics might have about receiving the COVID-19 vaccine. Please see attachment.

4. Holy Spirit Sponsorship of Bench at Martha Retreat Centre

- I am hoping that by the new year, we can fulfill our commitment to provide the \$5000 cheque to Martha Retreat Centre for the Holy Spirit bench. As you know, we have been doing an appeal for donations during the first two weeks in December. People will receive a virtual ticket for each \$5.00 donation as a thank you for donating. Any donations made up to the end of the day on Tuesday, December 15 will be eligible to receive tickets for the draws. If each staff member and trustee was able to donate at least \$5.00, we would meet our goal and perhaps even have a little bit left over to donate to Martha Retreat Centre. The bonus is that some lucky folks will receive a lovely gift basket to enjoy over the holidays, along with doing a good deed. Here is a photo of the plaque that we have on our bench.



5. Provincial Connections

- **Fully Alive Training** – I participated in this training session for members of the Religious Education Network on December 10, 2020.
- **GrACE** – I enjoyed the virtual event, “An Evening of GrACE” on November 29, 2020 and I also participated in the GrACE Regional Fall meeting for the Calgary Diocese on December 3, 2020.

6. SALT/Principals Retreat

- I planned and facilitated a half day virtual Advent retreat for our SALT team and principals on December 8, 2020. The theme was “Start With Jesus” and the focus was on how we must personally connect with each movement of the Kerygma to become part of the Gospel story.

7. Year of St. Joseph

- With the Apostolic Letter *Patris corde* (“With a Father’s Heart”), Pope Francis recalls the 150th anniversary of the declaration of Saint Joseph as Patron of the Universal Church. To mark the occasion, the Holy Father has proclaimed a “Year of Saint Joseph” from Dec. 8, 2020, to Dec. 8, 2021. Read more [here](#).
- Read *Patris corde* (“With a Father's heart”) [here](#)



The **Catholic Bishops**
of **Alberta** and the
Northwest Territories

Les **évêques catholiques**
de l'**Alberta** et des
Territoires du Nord-Ouest

8421 - 101 Avenue, Edmonton, Alberta, Canada, T6A 0L1 | T 780.469.1010 F 780.465.3003

December 2, 2020

Dear Faithful in Christ,

Is it okay for a Catholic to be vaccinated against COVID-19? The short answer is: Yes, it is.

Reading this, many people might be surprised that the question is even being posed. What could be wrong about receiving a vaccine, when we know that vaccinations save lives? The Catholic Church does certainly support and encourage ethical scientific research into the development of vaccines that will mitigate or even end the harm caused by this terrible disease. The virus is linked with the death to date of more than one million people, and has caused great harm to millions more.

The moral issue arises from the fact that vaccine development and testing often make use of cell lines derived from either the tissue of aborted fetuses or destroyed human embryos. Therefore, reception of a vaccine developed and produced from this unethical research presents us with a dilemma that seriously engages our conscience. On the one hand, we know that widespread vaccination is a public health imperative to keep ourselves, our families and other citizens safe; on the other, we worry that receiving the vaccine would render us complicit in the moral evil of abortion, and thus unfaithful to the teaching of the Church on the sanctity of life.

Making use of abortion to create cell lines for research and development is an affront to human dignity and cannot be morally justified. Sadly, such cell lines are so widely used in the biopharmaceutical industry that a vaccine that has not been ethically compromised in its production and/or testing by their use may very well not be available for employment against COVID-19. Doctors and families should normally seek out ethically acceptable vaccines. When this is not possible, then there arises the specific question we address in this letter: in the midst of a pandemic that poses a serious threat to public health, is it morally permissible to receive a vaccine that has been produced unethically when an ethical alternative is not readily accessible?

In such a situation, we are guided by the Church's teaching, which directs us to differentiate among various degrees of cooperation in the evil of the act of abortion. Differentiation in degrees of the moral gravity of cooperation first pertains to the original abortion(s), then the derivation of cell lines, the process of vaccine development using these cell lines, the subsequent production and eventual sale, and finally the use of such a vaccine. With respect to someone simply receiving the vaccine, the degree of connection with the original evil act is so remote that, when there also exists a proportionately grave reason for vaccination, such as the current,

urgent need to halt the COVID-19 pandemic, then the Church assures us that it is morally permissible for Catholics to receive it for the good of personal and public health.¹

However, this judgement must not be allowed to obscure the seriousness of the evil act that is the source of cell lines used in some vaccines, nor the corresponding ethical issues arising for those who work in research and development on them, or profit from their sale. It remains imperative that Catholics make clear their moral objection to vaccine development derived from abortion, and to advocate with their governments for ethically produced vaccines.

We address a special appeal to our Catholic brothers and sisters in the biopharmaceutical industry. Allow respect for the sanctity of human life from conception onward to find expression in work that leads to the replacement of morally illicit cell lines with ethically sourced ones. Please be assured of our prayerful support of this good and necessary endeavour.

Let us all together entrust ourselves and our world to the intercession of the Blessed Mother. May the powerful intercession of the Mother of God bring full healing to the sick, deep consolation to those who mourn, holy inspiration to researchers, and a swift end to the pandemic.

Mary, Health of the Sick, pray for us.

Yours in Christ,

Catholic Bishops of Alberta and NWT



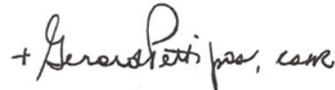
Most Reverend Richard W. Smith
Archbishop of Edmonton



Most Reverend William McGrattan
Bishop of Calgary



Most Reverend Paul Terrio
Bishop of St. Paul



Most Reverend Gerard Pettipas, CSsR
Archbishop of Grouard-McLennan



Most Reverend David Motiuk
Bishop of the Ukrainian Eparchy of
Edmonton



Most Reverend Jon Hansen, CSsR
Bishop of Mackenzie-Fort Smith

¹ Cf. Pontifical Academy for Life, *Moral Reflections on Vaccines Prepared from Cells Derived from Aborted Human Foetuses* (9 June 2005); Congregation for the Doctrine of the Faith, *Instruction Dignitas Personae: On Certain Bioethical Questions* (8 September 2008), 34-35.

For further information and study, see the following resources:

- Canadian Catholic Bioethics Institute, [Letter to the Prime Minister](#), 21 May 2020.
- Catholic Health Alliance of Canada, [Ethical Issues Concerning Vaccines Derived from the Tissues of Aborted Fetuses](#), July 2020.
- Congregation for the Doctrine of the Faith, [Instruction Dignitas Personae: On Certain Bioethical Questions](#), 8 September 2008.
- Pontifical Academy for Life, [Moral Reflections on Vaccines Prepared from Cells Derived from Aborted Human Foetuses](#), 9 June 2005.

INFORMATION NO: C.7

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Michelle MacKinnon, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Michelle MacKinnon, Director of Support Services, has prepared the attached report to apprise the Board of recent division activity related to the Support Services Department.



Director of Support Services
December, 2020

Students Eligible for Face to Face Instruction during Full School At Home Learning

Dr. Hinshaw has made an exception for students who, due to their learning needs, are unable to be successful in an at home learning scenario. These students will be allowed to receive their instruction face to face in school. Boards were to create criteria for exemptions that ensured that only a minimum number of students remained at school. Unfortunately, the communication on the GOA website communicated a much broader message.

- **Supporting students with disabilities and in outreach programs**
 - All students with disabilities who require support and services in any grade and students in [outreach programs](#) can continue to receive supports and services in-person at school, regardless of the shifts to at-home learning before and after the winter break.

The interpretation of this communication could be very broad. In speaking with representatives from Alberta Education it was confirmed that this was not the intention of the exemption. We have been advised to continue to adjudicate using our general criteria. The general criteria that I have shared with Inclusive Education Liaisons is in line with Lethbridge School Division.

Eligibility for In-School Learning During Additional Mandatory Restrictions

Students in mainstream classrooms working on adapted programming should be able to access learning at home with supports such as targeted and/or individualized learning strategies detailed on ISP, organizational tools and routines (e.g. visual schedule, first/then chart, daily checklist), self-regulation supports (e.g. movement breaks, fidget tools) and access to online support from an Educational Assistant when identified by teachers as necessary and supervised by the teacher.



Students who should be considered for in-school learning before and after Christmas break

- Students who are not currently accessing mainstream classrooms because of their individualized programming needs. These students are typically not able to meet the outcomes of the Alberta curriculum.
- Such students would not be able to successfully access learning online because their programming, as outlined on the ISP, requires substantial professional intervention (e.g. supported use of technology to communicate, support with motor function) from a multidisciplinary team.
- Students who are working on Alberta curriculum in mainstream classrooms but require very specialized supports to access learning that are not easily transferable to the online context (e.g. support with braille or American Sign Language)

It has been difficult to assess which students should remain at school as all students benefit from being face to face with teachers. However, we have been directed to accommodate our most complex learners. This is important for our mandatory At Home Learning time period. Dependent on the decisions made in mid December, we may revisit the criteria.

The criteria are what we use to determine overall which students should be offered the opportunity to continue in person learning. There are some students who may not fit the criteria but when examined on an individual basis, it is determined they are eligible. These exceptions to the exemption criteria will be very few with the reasoning not easily generalized to a greater population of students.

School Nutrition Program

The School Nutrition program was re-launched at the beginning of the school year at St. Paul, Ecole St. Mary, Children of St. Martha and St. Patrick in Taber. With the protocols for COVID19 there was much work required to ensure safety. Schools were creative in designing delivery modes that honored cohorts and was efficient. The initial offerings were pre-wrapped single servings that were served to students by staff.

Lunches for the full day Kindergarten programs were delivered family style that was served by the assistants in the class. This proved to be a time consuming and potentially not COVID safe.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Our caterer Cherry Castle Catering responded quickly to the concerns of the teachers and shifted to individually packaged lunches.

We are also fortunate to continue our partnership with Lethbridge Food Bank through their Mindful Munchies program. Many of our Lethbridge schools participate in this program which provides nutritious snacks and lunches for students. With the recent announcement of a return to at home learning for all our grade 7 to 12 students Maral Kiani Tari, Executive Director of the Food Bank, reached out to see how the Lethbridge Food Bank and My City Care could continue to deliver food to students who may be in need. Anita Lethbridge-Gross, Coordinator of Counselling and Wellness, connected with school administrators to determine who might benefit from this program.

INFORMATION NO: C.8

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Joann Bartley, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Joann Bartley, 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

**Submitted by Joann Bartley, Director of Religious Education
December 2020**

Board Strategic Priority: First Nations, Métis and Inuit education for all

Follow-up to Dr. Dustin Louie Presentation – Decolonizing and Indigenizing Approaches to Education

- On November 20, 2020, Dr. Dustin Louie presented to many Holy Spirit staff on the topic of *Decolonizing and Indigenizing Approaches to Education*. We have now received the link to the video of his presentation which we can access for the next 2 months so those who were not able to join us on the 20th can still enjoy the session.
- On December 9, 2020, I met with the Director of Learning, the Learning Coaches, and our Division Principal for First Nations, Métis and Inuit Education to discuss how we might work together to leverage the content presented by Dr. Louie. We will be collaborating over the next six months to encourage teachers to affirm their current practices which are reflective of Indigenous Ways of Knowing as a way to connect with, and complement, the work of Learning Services. We will be connecting that work to the methodologies shared by Dr. Louie as a way to continue to build capacity amongst our teachers.

LLT Professional Learning

Annette Bruised Head, Division Principal for First Nations, Métis and Inuit Education, is leading professional learning at each LLT meeting. In December, she began work with the principals to develop a tool for administrators to use when supervising teachers to help support them in assessing growth in three main areas – content permeation, pedagogy, and professional growth. This work will continue in future meetings.

Innovation in First Nations Education (IFNE) Grant

I submitted an interim report for the IFNE Grant on December 1, 2020. Primarily due to circumstances connected to the pandemic, we have not been able to complete many of our projects that were planned as part of the grant and so we still have considerable funds available to us. While the grant continues for this school year, we will unlikely be able to spend all of the monies and so I have requested an extension for the 2021-2022 school year.

Connecting with Principals

Annette has continued her meetings in December with principals to discuss their work on the Board Priority of First Nations, Métis and Inuit Education for all. She is having good conversations around the following questions:

1. Discuss what strategies have worked for your students to be successful.

2. What data is your school collecting this year to inform you about your First Nations, Métis and Inuit Learners?
3. For students who are not at grade level:
 - a) What interventions are in place to support the student?
 - b) Is there a designated team/staff that is assigned to record/report any updates for the student?
 - c) What does growth look like for the student? Where is the information contained/collected?
4. What further support (besides staffing) can central office provide?
5. How can your team leverage other systems?
6. What does your return to classroom/school transition look like for students who have sporadic or long absences?
7. How does your school view parent/family engagement? How is this communicated with classroom teachers?
8. What 'outside of the box' methods do you use to engage families?
9. What is the research you employ for the strategies you use at your site?

First Nations, Métis and Inuit Education Team Meetings

Annette's December team meeting was scheduled for December 11, 2020. The agenda included:

- Attendance - how are we collecting and using data
- Aligning the teams' work with the HSRCSD Board Priority.
- Book Study - What the Eagle Sees: Indigenous Stories of Rebellion and Renewal - Eldon YellowHorn and Kathy Lowinger

Peigan Board of Education Educational Services Agreement (ESA)

We resumed our discussions regarding the ESA with the Peigan Board of Education on December 9, 2020. Further meetings are anticipated in the new year to continue this work.

INFORMATION NO: C.9

December 16, 2020

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

November 2020

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

| NAME | SCHOOL | ACHIEVEMENT |
|--------------------------|---------------------------------------|---|
| Zachary Boulay | St. Patrick School, Taber | Participated in Random Acts of Kindness Day and delivered hand written messages to staff and students. He submitted his act of kindness online and won a \$500 grant which he then donated to St. Patrick School for their Natural Playground. |
| Cassidy Heidinger | St. Francis Junior High School | Participated in a nation-wide baking competition. Her recipe "Tutti Fruti Vacation Balls" was then published in the Kid Food Nation recipe book. |

INFORMATION NO: C.10

December 16, 2020

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Attached for Board information is the November 2020 enrolment report.

| SCHOOL | Gr 1 | Gr 2 | Gr 3 | SUB Total | Gr 4 | Gr 5 | Gr 6 | SUB Total | Gr 7 | Gr 8 | Gr 9 | SUB Total | Gr 10 | Gr 11 | Gr 12 | SUB Total | 1-12 TOTAL | Coded Pre K | Kinder-garten | Total ECS | Total Enrolled | Total FTEs | Total FTEs Sept 30 2019 | Difference in FTEs |
|-----------------|------|------|------|-----------|------|------|------|-----------|------|------|------|-----------|-------|-------|-------|-----------|------------|-------------|---------------|-----------|----------------|------------|-------------------------|--------------------|
| ASSUMPTION | 18 | 25 | 21 | 64 | 33 | 27 | 30 | 90 | | | | 0 | | | | 0 | 154 | 7 | 16 | 23 | 177 | 165.5 | 170 | -4.5 |
| CCHS ENG | | | | 0 | | | | 0 | | | | 0 | 300 | 278 | 302 | 880 | 880 | | | 0 | 880 | 880 | 873 | 7 |
| CCHS FI | | | | 0 | | | | 0 | | | | 0 | 23 | 19 | 30 | 72 | 72 | | | 0 | 72 | 72 | 72 | 0 |
| TRINITY | | | | 0 | | | | 0 | | | | 0 | | | 1 | 1 | 1 | | | 0 | 1 | 1 | 0 | 1 |
| ESM ENG | 24 | 17 | 21 | 62 | 24 | 17 | 28 | 69 | | | | 0 | | | | 0 | 131 | 5 | 4 | 9 | 140 | 135.5 | 136.5 | -1 |
| ESM FI | 33 | 27 | 34 | 94 | 32 | 18 | 37 | 87 | | | | 0 | | | | 0 | 181 | 6 | 34 | 40 | 221 | 201 | 199 | 2 |
| FLVT | 43 | 46 | 49 | 138 | 50 | 49 | 62 | 161 | 99 | 86 | 94 | 279 | | | | 0 | 578 | 15 | 37 | 52 | 630 | 604 | 602.5 | 1.5 |
| ST FRANCIS ENG | | | | 0 | | | | 0 | 167 | 146 | 154 | 467 | | | | 0 | 467 | | | 0 | 467 | 467 | 466 | 1 |
| ST FRANCIS FI | | | | 0 | | | | 0 | 26 | 24 | 23 | 73 | | | | 0 | 73 | | | 0 | 73 | 73 | 73 | 0 |
| CARE | | | | 0 | | | | 0 | 1 | 2 | 4 | 7 | | | | 0 | 7 | | | 0 | 7 | 7 | 7 | 0 |
| ST MARTHA | 31 | 34 | 23 | 88 | 25 | 27 | 28 | 80 | | | | 0 | | | | 0 | 168 | 11 | 41 | 52 | 220 | 194 | 196 | -2 |
| ST PATRICK FA | 35 | 47 | 46 | 128 | 47 | 49 | 34 | 130 | | | | 0 | | | | 0 | 258 | | 24 | 24 | 282 | 270 | 270 | 0 |
| ST PAUL | 29 | 31 | 26 | 86 | 30 | 26 | 30 | 86 | | | | 0 | | | | 0 | 172 | 8 | 41 | 49 | 221 | 196.5 | 197 | -0.5 |
| ST TERESA | 52 | 58 | 48 | 158 | 53 | 39 | 45 | 137 | | | | 0 | | | | 0 | 295 | 17 | 51 | 68 | 363 | 329 | 328 | 1 |
| Sub Total City | 265 | 285 | 268 | 818 | 294 | 252 | 294 | 840 | 293 | 258 | 275 | 826 | 323 | 297 | 333 | 953 | 3437 | 69 | 248 | 317 | 3754 | 3595.5 | 3590 | 5.5 |
| ST JOSEPH | 31 | 35 | 26 | 92 | 20 | 28 | 22 | 70 | 16 | 25 | 18 | 59 | | | | 0 | 221 | 22 | 31 | 53 | 274 | 247.5 | 245.5 | 2 |
| ST CATHERINE | 20 | 22 | 13 | 55 | 18 | 17 | 25 | 60 | 13 | 12 | 10 | 35 | | | | 0 | 150 | 12 | 25 | 37 | 187 | 168.5 | 168 | 0.5 |
| ST PATRICK (T) | 28 | 32 | 21 | 81 | 33 | 38 | | 71 | | | | 0 | | | | 0 | 152 | 14 | 41 | 55 | 207 | 179.5 | 184 | -4.5 |
| ST MARY(T) | | | | 0 | | | 25 | 25 | 34 | 37 | 33 | 104 | 21 | 25 | 48 | 94 | 223 | | | 0 | 223 | 223 | 221 | 2 |
| ST MICHAEL ENG | 14 | 6 | 15 | 35 | 13 | 18 | 12 | 43 | 20 | 26 | 20 | 66 | 20 | 15 | 23 | 58 | 202 | 13 | 19 | 32 | 234 | 218 | 220 | -2 |
| ST MICHAEL FI | 11 | 7 | 7 | 25 | 7 | 9 | 5 | 21 | | | | 0 | | | | 0 | 46 | | | 0 | 46 | 46 | 46 | 0 |
| ST MICHAEL BI | 4 | 10 | 6 | 20 | 7 | 6 | 10 | 23 | 3 | 10 | 2 | 15 | 4 | 6 | 6 | 16 | 74 | | 8 | 8 | 82 | 78 | 78 | 0 |
| Sub Total Rural | 108 | 112 | 88 | 308 | 98 | 116 | 99 | 313 | 86 | 110 | 83 | 279 | 45 | 46 | 77 | 168 | 1068 | 61 | 124 | 185 | 1253 | 1160.5 | 1162.5 | -2 |
| TOTALS | 373 | 397 | 356 | 1126 | 392 | 368 | 393 | 1153 | 379 | 368 | 358 | 1105 | 368 | 343 | 410 | 1121 | 4505 | 130 | 372 | 502 | 5007 | 4756 | 4752.5 | 3.5 |

| PreK FEE PAYING | |
|-----------------|-----|
| ASSUMPTION | 4 |
| ESM ENG | 1 |
| ESM FI | 8 |
| FLVT | 19 |
| ST PAUL | 5 |
| ST MARTHA | 13 |
| ST TERESA | 12 |
| Sub Total City | 62 |
| ST CATHERINE | 6 |
| ST JOSEPH | 23 |
| ST PATRICK(T) | 24 |
| ST MICHAEL | 26 |
| ST MICHAEL BI | 0 |
| Sub Total Rural | 79 |
| Total Pre K | 141 |

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

| FUNDED | | | | NON FUNDED | | | ENROLLED |
|--------|-----|--------|-------|------------|------------|-------|----------|
| PreK | ECS | 1 - 12 | TOTAL | PreK NF | Tuition NF | TOTAL | TOTAL |
| 130 | 372 | 4505 | 5007 | 141 | 4 | 145 | 5152 |

PR NO: D.1

December 16, 2020

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 7: Board Committees and Board Representation

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 7: Board Committees and Board Representation* is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 7: Board Committees and Board Representation*, as amended.

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 each and every student to discover and become the person God created him/her 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 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.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 7: Board Committees and Board Representation*

Date: December 16, 2020

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

The policy needs to be updated to reflect recent changes made to the Education Act so that the policy is aligned to Section 142 regarding the composition and responsibilities of the Audit Committee.

Other implications or considerations?

An Appendix A was created which outlines the Terms of Reference for the Audit Committee.

BOARD COMMITTEES AND BOARD REPRESENTATION

Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

Committees have no legal power unless they are empowered by the Board to act on its behalf

Specifically

1. Guidelines for the operation of committees are as follows:
 - 1.1 The Board Chair shall be an ex-officio member of every Board committee and may actively participate and vote.
 - 1.2 Notwithstanding 2.2.6, the Superintendent will attend all committee meetings and activities as the chief executive officer of the Board.
 - 1.3 Committees will have a policy preparation and review function to fulfill in cooperation with the Superintendent.
 - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
 - 1.5 A record of the proceedings of committee meetings shall be taken and maintained.
 - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
 - 1.7 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.
 - 1.8 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.
 - 1.9 If a member cannot attend a meeting, that member is responsible for having an alternate attend on his/her behalf, where applicable.
2. The standing committees of the Board, their responsibilities, and procedures are as follows:
 - 2.1 Negotiations Committees
 - 2.1.1 Each negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment as follows:
 - 2.1.1.1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals.

- 2.1.1.2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
- 2.1.1.3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
- 2.1.1.4 Bargain in good faith on all terms and conditions of employment related to new agreements.
- 2.1.1.5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board; subject to final review, ratification or rejection by the Board.
- 2.1.2 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.
- 2.1.3 Three trustee representatives will be appointed to each of the following negotiations committees (A.T.A., C.U.P.E. 1825, C.U.P.E. 290)

2.2 Audit Committee

- 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) trustees, a member of the business community who is not a trustee, and a member of the adult learning community who is not a trustee.
- 2.2.2 The audit committee will recommend external auditors to the Board.
- 2.2.3 The audit committee will review the audited financial statements and report to the Board.
- 2.2.4 The function of the audit committee is to help the auditors to remain independent of management.
- 2.2.5 The committee shall meet with the audit firm to discuss the progress and findings of the audit, and assist in resolving issues and conflicts with management.
- 2.2.6 The committee shall also review with the auditors the audit plan, the evaluation of the system of internal accounting controls, the audit report on the financial statement, and review the assistance given by administration.
- 2.2.7 The Superintendent of Schools, Secretary Treasurer and other members of senior administration may attend Audit Committee meetings at the Board's discretion.

2.2 Share the Mission Award Committee

- 2.3.1 The committee will consist of two trustees and either the Board Chair or Vice Chair.
- 2.3.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and provide input to the Board regarding potential award recipients.

3 Representatives to External Committees/Organizations:

- 3.1 Trustee representatives to external committees shall provide such information and recommendations to the Board as they deem advisable or make such decisions duly delegated to them by the Board.
- 3.2 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and the Superintendent.

- 3.3 Wisdom and Visioning Circle
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.4 ACSTA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.5 ASBA Representation
One trustee shall be named as the representative and one shall be designated as the alternate.
- 3.6 Business & Education Committee (Chamber of Commerce)
One trustee will be appointed to attend regular monthly meetings of the Chamber of Commerce to provide input on educational matters and to receive information and report back to the Board.
- 3.7 Joint City/School Boards' Liaison Committee
Two trustees will be appointed to this committee in addition to the Superintendent and the Secretary-Treasurer.
- 3.8 Health & Wellness Committee
One trustee shall be named as the representative.
- 3.9 Ad Hoc Committees
From time to time, trustees may be requested to represent the Board on other committees. When a request is made by an external committee, the Board Chair will bring the request to the next public Board Meeting so that a representative may be appointed.

4 Committee Required by Contract

- 4.1 Teacher Board Advisory Committee
The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
 - 4.1.1 Discuss matters of common interest.
 - 4.1.2 Discuss issues and concerns related to education and / or teaching.
 - 4.1.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.1.4 Enhance the level of communication, trust and morale within the division.
- 4.2 Teacher Employers' Bargaining Authority
One trustee will be selected to serve as the division's representative to this provincial body, which is intended to consult about provincial teacher contracts and employment negotiations.

Legal References: *Sections 51, 52, 53, 141, 142, Education Act*

BOARD COMMITTEES AND BOARD REPRESENTATION

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 - 1.3 Committees will have a policy preparation and review function to fulfill in cooperation with the Superintendent.
 - 1.4 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
 - 1.5 A record of the proceedings of committee meetings shall be taken and maintained.
 - 1.6 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
 - 1.7 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.
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 - 2.1.1 Each negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment as follows:
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- 2.1.1.2 Submit and receive proposals during the negotiation process, discuss and modify proposals.
- 2.1.1.3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.
- 2.1.1.4 Bargain in good faith on all terms and conditions of employment related to new agreements.
- 2.1.1.5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board; subject to final review, ratification or rejection by the Board.
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- 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) trustees, ~~a member of the business community who is not a trustee, and a member of the adult learning community who is not a trustee~~ and two (2) public members who are not employees.
- 2.2.2 ~~The audit committee will recommend external auditors to the Board.~~
- 2.2.3 ~~The audit committee will review the audited financial statements and report to the Board.~~
- 2.2.4 ~~The function of the audit committee is to help the auditors to remain independent of management.~~
- 2.2.5 ~~The committee shall meet with the audit firm to discuss the progress and findings of the audit, and assist in resolving issues and conflicts with management.~~
- 2.2.6 ~~The committee shall also review with the auditors the audit plan, the evaluation of the system of internal accounting controls, the audit report on the financial statement, and review the assistance given by administration.~~
- 2.2.7 ~~The Superintendent of Schools, Secretary Treasurer and other members of senior administration may attend Audit Committee meetings at the Board's discretion.~~
- 2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to Policy 7 - Appendix A: Audit Committee: Terms of Reference

2.2 Share the Mission Award Committee

- 2.3.1 The committee will consist of two trustees and either the Board Chair or Vice Chair.
- 2.3.2 The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted, and provide input to the Board regarding potential award recipients.

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recommendations to the Board as they deem advisable or make such decisions duly delegated to them by the Board.

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The committee will consist of three trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate. In keeping with the terms of references, the purpose of this committee shall be to:
 - 4.1.1 Discuss matters of common interest.
 - 4.1.2 Discuss issues and concerns related to education and / or teaching.
 - 4.1.3 Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
 - 4.1.4 Enhance the level of communication, trust and morale within the division.
- 4.2 Teacher Employers' Bargaining Authority
One trustee will be selected to serve as the division's representative to this provincial body, which is intended to consult about provincial teacher contracts and employment negotiations.

Legal References: ***Sections 51, 52, 53, 141, 142, Education Act***

AUDIT COMMITTEE: TERMS OF REFERENCE

Role:

The role of the Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, and the audit process (including Public Sector Accounting Standards (PSAS) compliance).

Authority:

The audit committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties; and
3. Meet with Division officers, external auditors or outside counsel, as necessary.

Composition:

The audit committee will consist of the following members:

1. Vice Chair of the Board;
2. Two Trustees of the Board;
3. Two public members who are not employees:

The Vice Chair of the Board shall be the Chair of the Audit Committee.

The two public members must not be Trustees of the Board, must be independent to the Division, must be financially literate and have no relationship to the audit firm. This appointment would be for a two-year term and may be reappointed once by the Board of Trustees (total four years) without advertisement.

Meetings:

The audit committee will meet at least two times per year, with authority to convene additional meetings, as circumstances require. All audit committee members are expected to attend each meeting. The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It shall hold private meetings with auditors and management.

Minutes of meetings will be prepared. Audit committee reports shall be provided at a meeting of the Board of Trustees.

The Superintendent, Secretary Treasurer, and other members of senior administration may attend Audit Committee meetings at the committee's discretion.

Compensation:

The audit committee members shall be compensated as follows:

| | |
|-------------------------|---|
| Elected School Trustees | See Policy 18, Appendix A |
| Public member | Amount equal to Trustee per diem in Policy 18, Appendix A |

Responsibility:

The function of the audit committee is to help the auditors to remain independent of management. The audit committee will carry out the following responsibilities:

Financial Statements and Annual Audit:

- a) Recommend external auditors to the Board;
- b) Review the auditor's proposed audit scope and approach;
- c) Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- d) Review with management and the auditors all matters required to be communicated to the Board of Trustees;
- e) Review with management and the auditors the results of the audit, including any difficulties encountered, including internal and external school audits;
- f) Review the performance of the auditors, and provide a recommendation to the Board of Trustees the final approval on the appointment or discharge of the auditors;
- g) Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School Division, including non-audit services, and discussing the relationship with the auditors; and,
- h) Meet separately from management, with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately.

Internal Control:

1. Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and,
2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Reference: Section 142, *Education Act*

PR NO: D.2

December 16, 2020

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: Policy 10: Board Delegation of Authority
ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 10: Board Delegation of Authority* 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 10: Board Delegation of Authority*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 10: Board Delegation of Authority*

Date: December 16, 2020

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

Other implications or considerations?

BOARD DELEGATION OF AUTHORITY

The *Education Act* allows for the Board to delegate certain responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- Any authority or responsibility set out in the *Education Act* and Regulations as well as authority or responsibility set out in other legislation or regulations;
- The ability to enact Administrative Procedures, practices or regulations in alignment with Board policies required to carry out this authority; and also
- The ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

The Superintendent of Schools is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the *Education Act*.

In addition:

1. The Superintendent is authorized to suspend from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *Education Act*, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with the *Education Act*, Regulations and Alberta Education policies and procedures regarding the following areas:
 - 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses, and to advise the Board accordingly
 - 3.2 French as a Second Language and French Immersion
 - 3.3 Inclusive Education
 - 3.4 Services for Students and Children

- 3.5 Home Education
 - 3.6 Early Childhood Services
 - 3.7 Outreach Programs
 - 3.8 Knowledge and Employability Programs
 - 3.9 Off-Campus Education
 - 3.10 English as a Second Language
 - 3.11 Guidance and Counselling
 - 3.12 Student Evaluation
 - 3.13 Teacher Growth, Supervision and Evaluation
- 4. The Superintendent is delegated the authority to act in the absence of Board policy in cases where an emergency action must be taken in accordance with the following:
 - 4.1 The action must be taken with regard to the tenor of the Board's philosophy.
 - 4.2 The Superintendent must inform the Board promptly of such emergency action.
 - 4.3 The Superintendent shall inform the Board of the need of a policy in the event of future occurrences.
 - 5. The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
 - 6. The Superintendent is delegated the authority to deal with appeals under Section 42 of the *Education Act*.
 - 7. Without restricting, in any way, the general authority of the Board of Trustees, the Superintendent has been delegated the management of the school division.
 - 8. Notwithstanding, the Superintendent may be delegated other duties, as assigned by the Board of Trustees.

Legal References: Sections 33, 42, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222 *Education Act*

REPORT NO: E.1

December 16, 2020

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

1. Board Chair Bob Spitzig 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's Report for December 16, 2020.

BOARD CHAIR REPORT

December 16, 2020

Events and Activities:

November 30 School Council Chairs / Board of Trustees Meeting
December 1 Meeting with the Superintendent of Schools
December 3 GrACE Regional Meeting
December 4 Pincher Creek School Visit
December 7 Agenda Setting Meeting
December 8 Meeting with Superintendent
December 8 Alberta Teachers' Association / Board of Trustees Liturgy
December 14 School Council Meeting St. Teresa of Calcutta School

Reviewed: School newsletters

Correspondence:

November Received a thank you card from the family of Frances Slemko expressing their gratitude for the Prayers In Loving Memory Card sent from the Board of Trustees

Submitted by: Bob Spitzig, Board Chair

REPORT NO: E.2

December 16, 2020

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Pat Bremner, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

1. Pat Bremner, Board representative to the ACSTA, will provide a report to the Board regarding recent ACSTA business, events, and activities.

RECOMMENDATION

That the Board of Trustees receives and files the ACSTA Report for December 16, 2020.

TO: BOARD OF TRUSTEES, HOLY SPIRIT CATHOLIC SCHOOL DIVISION
RE: RECAP OF ACSTA BOARD MEETING,
NOVEMBER 26, 2020

HIGHLIGHTS:

Governance:

- ACSTA is the process of reviewing its governance structure. The Board will meet with Joan Hertz, who sits on the Board of both Covenant Health and the ATB. She is a lawyer, and highly respected in the corporate environment. Ms. Hertz will advise the Board on best practices in the never ceasing, existential threats facing publicly funded Catholic education in Alberta. Decisive action will occur at the February and May meetings.

GrACE

- A six-point questionnaire will be sent to each division through the ACSTA Board representative.
- The Executive Director of GrACE will attend the February 2021 ACSTA Directors meeting as a non-voting member.

CCSSA Report

- Met with the Deputy Minister of Education to discuss COVID, budget, curriculum, etc.
- The Fully Alive resource was also discussed with Ministry officials.
- The Bishops' land treaty acknowledgement was presented and discussed.

Legal Consultation Policy and Process

- The Board directed the Executive Director to draft a policy and process for ACSTA on when to seek legal advice on behalf of member boards.
- This draft will be presented at the February meeting

Submitted by: Pat Bremner

REPORT NO: E.3

November 16, 2020

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Ken Tratch, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the ASBA Report for December 16, 2020.

REPORT NO: E.4

December 16, 2020

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Pat Bremner, Board Representative

SUBJECT: GrACE Report

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the GrACE Report for December 16, 2020.

GrACE Regional
December 3, 2020

Present:

- Members from:
 - Christ the Redeemer
 - Ron Schreiber
 - Lindsay Fagan
 - Andrea Keenan
 - Calgary Catholic
 - Pamela Rath
 - Lori Iovinelli
 - Bryan Szumlas
 - Cristina Marcil
 - John Wasch
 - Medicine Hat Catholic
 - Sandra Richard
 - Holy Spirit
 - Ken Samspon
 - Bob Spitzig
 - Joann Bartley
 - Pat Bremner
 - Erica Hughes
 - Francosud
 - Genevieve Poulin
 - GrACE Executive Director: Bonnie Annicchiarico
 - Bishop Liaison (Bishop of St Mary's Diocese) Bishop McGrattan

Highlights

- Theme: "Those who hope in the Lord will renew their strength" Is 40:31
- Available resources:
 - Monthly GrACE newsletter
 - Advocacy Took Kit...Top Advocacy Ideas
 - Set up an intentional plan for prayer
 - Develop a process for sharing Catholic education, tidbits and facts
 - Share existing Catholic education videos with stakeholders
 - Public Education, The Catholic Way (Holy Spirit)
 - Catholic Schools, Call to Love (Christ the Redeemer)
 - Testimonials (video)
 - Host a panel
 - Power Point of the 5 Marks of a Catholic School
 - PP with embedded video
 - GrACE presentation created by 5 Catholic School Districts

- Tell your district's story; when did Catholic education arrive and how did it progress
- Advocacy planning template
- Celebrate
 - contests, etc
- If you have a GrACE group, go on a retreat (a Zoom one at present)
- Interview and post responses about why people chose Catholic education
- Share Stores
- Use social media
- Upcoming presentation
 - The Demise and the Challenge: Catholic Education in Newfoundland and Labrador
 - January 2021
- Review of a Night of GrACE, November 20, 2020
- Discussion on the question: Where do you see hope with respect to Catholic Education
- Discussion on each division's two top goals of the year
- Bishop's Report
 - His staff is developing a report on conditions pre-COVID, during COVID and post-COVID as it related to the diocese. Essentially, the core is to learn from the pandemic and find practices, especially technology, to help us in the future.
- Take away points:
 - Holy Spirit does a great deal in this area but we do not share all of our accomplishments. I think particularly of Joann Bartley's work with teachers.
 - We must remember to use the hashtag
- Upcoming dates:
 - GrACE Summit: April 19, 2021

Submitted by: Pat Bremner

Will you say “Yes”?

I recently had an experience that reminded me of the power of “yes”. At our recent GrACE Board meeting, in the last 5 minutes of a three hour agenda, the conversation circled around the need for hope in this time of COVID. An idea was suggested: “Let’s host an evening of hope bringing messages of faith to our Catholic educators.” “Yes,” someone answered and let’s add worship music, maybe someone like Steve Angrisano could do that.” “And don’t forget to have some humor,” said another. There’s nothing like laughter to lighten our hearts.”

Within the span of no more than 10 minutes, multiple ideas were shared, a draft plan, location and date were selected, and a few of us were charged with taking care of the details. Within less than a week, a Night of GrACE: A Message of Hope was launched! Every idea shared was manifest. The Holy Spirit was at work!

We are often reminded of Mary’s “Yes” to God. Mary’s yes allowed the Holy Spirit to move within her. We pray to have the same faith and to say yes to God when the time arises. We pray to have the humility and trust that Mary had when she was asked to be the mother of the son of God.

Often those opportunities are right before us. God is right here, right now. A wise Catholic principal once told me, “I believe that every day I have the opportunity to be a page in the New Testament that God is writing right now. “Don’t we all have that same opportunity?”

Will you say, “Yes”?



**AN EVENING OF GRACE:
A MESSAGE OF HOPE**

WHEN
November 29, 2020
7pm – 8pm

Be renewed as Alberta’s Bishops reflect on the Advent message of HOPE

WHERE ZOOM IN...
<https://tinyurl.com/NightOfGrace2020>

REFLECT, RENEW AND REST IN THE LORD

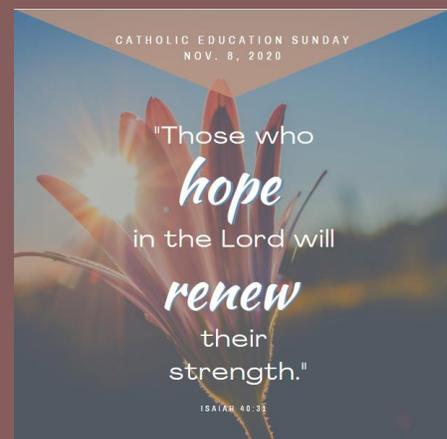
Featuring music and stories from Steve Angrisano

Young and old alike embrace the passionate message of faith, hope and love woven throughout his music and storytelling. Always rooted in a spirit of humility and faithfulness, Steve’s easy, honest style of ministry is born from who he is: a committed witness to the life and love of Jesus Christ.

Those who hope in the LORD will renew their strength.
Isaiah 40:31

When we say “yes”, God is most often inviting us to what is already within our capacity---inviting us to see our ordinary roles as sacred. Like Mary, can we accept the deepening of the lives that we have already been given? Can we say “Yes” and let life be sacred?

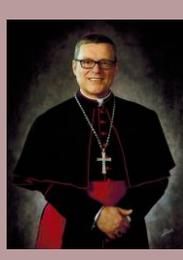
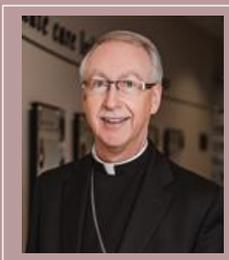
Catherine Wiecher Brunell
[Saying Yes to God: Mary's Yes](#)



CATHOLIC EDUCATION SUNDAY
NOV. 8, 2020

"Those who hope in the Lord will renew their strength."
ISAIAH 40:31

Meet Alberta's GrACE Board



Chair

Pat Bremner ACSTA

Vice Chair

Paul Corrigan- CCSSA

Members at Large

Archbishop Smith

Bishop Terrio

Lory Iovinelli- ACSTA

Bryan Szumlas- CCSSA



GrACE Director
Bonnie Annicchiarico

Grateful Advocates for Catholic Education (GrACE) is supported by:

- † Alberta Bishops
- † Alberta Catholic School Trustees' Association (ACSTA)
- † Council of Catholic School Superintendents of Alberta (CCSSA)

Catholic Education Prayers of the Faithful for December

For Catholic Education:

- for protection and graces during this time of Pandemic, we pray to the Lord.
- for our educators and school staff called to live a life of love and sacrifice during COVID- 19, we pray to the Lord.
- for Catholic Education: That our Catholic schools may reveal the glory of God in all that they do, we pray to the Lord.
- for Catholic Education: That the teachers in our Catholic schools may be strengthened for their important task in our world, we pray to the Lord.

GrACE Top Toolkit Tips

RENEW- give fresh life and strength to

- your GrACE group
- the regional conversations with the Bishops
- your commitment to take one step forward

HOPE with confidence that you are not alone as you

- Access the many resources available to you
- Share your ideas and updates with other GrACE
- Pray for Catholic education



GrACE Around the Province

STAR Catholic Division GrACE met for the first time in October to talk about ideas for GrACE 2020-21. We know we will have to rely on social media to spread our good news due to the current situation.

- We prepared a video with some of our parish priests for Catholic Education Sunday Nov. 8th. Our priests are so critical to the success of Catholic Education and we appreciate their thoughtful reflection.
- Our advent campaign includes requesting pictures of advent wreaths and nativity scenes from home/parish/school.
- We are working to create an infographic of Alberta & STAR Catholic statistics on Catholic Education.
- We include the GrACE Newsletter at School Council meetings and invite each school council to submit a story and picture about their support of Catholic education.
- Parishes are invited to post the GrACE Newsletter on their parish website.
- Schools are invited to post GrACE Newsletter on their website.
- We will use #ShareYourGrace, #IBelieveinCatholiEd on social media for an event
- Catholic Ed prayers of the faithful have been shared and are being used at Sunday parish masses and school mass/liturgies.
- We plan to hi-light Year 1 of STAR Faith Plan - Disciples of the Word
- We plan to hi-light the 5 Marks of Catholic Education and call out to all schools for pictures/stories to submit to the GrACE newsletter and/or Calgary Diocese Faithfully newsletter.

Elk Island Catholic Schools

This month, St. Theresa participated in the 'Grins for Grands' program, and created over 300 letters and cards for seniors living in centers affected by the pandemic. We can't wait to spread some joy to our community, we are all in this together!

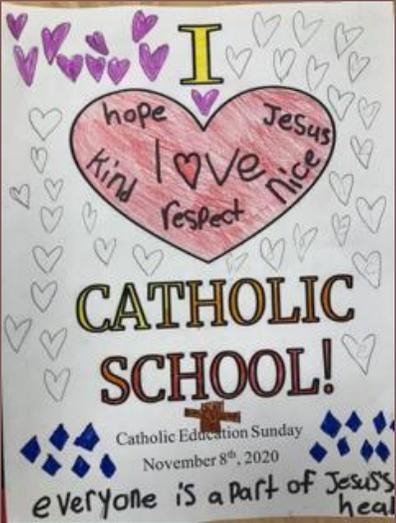


Elk Island Catholic Schools' Grace Group created a video for Catholic Education Sunday. It can be found [here](#)

Christ the Redeemer Catholic Schools

Members of the GrACE CTR Committee planned and delivered a GrACE Teacher Workshop on Friday, November 6th in advance of Catholic Education Sunday for all staff at Christ the Redeemer Catholic School Division. The goal of this workshop was to reignite the fire for advocacy in Catholic Education by reviewing a history of Catholic education, and reflecting on the personal call to the vocation of a Catholic teacher. At the end, teachers were challenged to consider one way they will go deeper into serving as WITNESS. Have a look at some of their submissions!

St Kateri Catholic School, Grande Prairie



“

"You've got to believe that God is in control of your life. It may be a tough time but you've got to believe that God has a reason for it and he's going to make everything good."
-Joel Osteen

Being home with my children from March until June, trying my best to homeschool and navigate in our changing world, was a struggle for me. I enjoyed my time that I had with my children but the learning from home made me realize how much dedication and patience a teacher has to have to get through a day. I found a new appreciation for our teachers. Moving forward, when it was time for my children to head back to school, I was not hesitant at all. The information shared with parents from our Division and from our school made me feel comfortable, trusting and hopeful. When we trust in the Lord, all things are possible. Being part of a Catholic school has made this transition easy for me and my family as it calls on our faith and hope in God, inviting us to rely on His peace and calming presence.

KATHY
Parent from CTR Catholic



A beautiful testimony from a parent with Christ the Redeemer Catholic School Division.

Thank you for sharing how being a part of a Catholic school during these trying times has restored your faith and given you hope.

The Body of Christ: Reimagined

Many of us at Edmonton Catholic Schools remember vividly the day we last all gathered together as a faith community. It was Tuesday, February 4, 2020, and the temperature that morning measured a brisk -16 degrees Celsius. While the weather was cold outside, our hearts and minds were alight inside as we prayed, listened, and learned; a day deeply rooted in our faith and uniting us together in the Body of Christ.

It is difficult to comprehend the months since that time. Soon after that gathering, information spread quickly about the Coronavirus. The world around us, in many cases, had already begun to experience the affects of the pandemic, and country after country felt the impacts of the virus.

As we moved forward, we welcomed a new school year and with that brought a deepened sense of faith in our Father and hope in our journey. We pressed forward, and on Thursday, October the 29 our Division was able to gather again with renewed faith. And although the world, and even our school Division, was a very different place, our hearts and minds were still alight with love.

Unable to gather in large groups, Faith Development Day 2020-2021 was reimagined as a virtual experience that included a Eucharistic Liturgy featuring our Division Chaplains, Father Glenn and Father Julian, keynote addresses by acclaimed speaker David Wells, musical interludes by famed musician Jesse Manibusan, and opportunities to pray, listen, learn, and share. The day was a welcome distraction and a much needed reprieve.

The Edmonton Catholic Schools virtual Faith Day is a beautiful example of how faith communities are coming together in unique ways. Although we were not able to be together physically, we were all able to share in our love of our Father together as one and we welcomed all with opened hearts and minds to begin anew.

As time passes, we are learning our need for one another in ways we may not have expected. While the Faith Development Days celebrated at the Edmonton Convention Centre remain happy memories, we are on this journey together. The online world may never be a perfect substitute for real-life communities, but we can still unite as the Body of Christ through technology.



Some beautiful iconography of the Blessed Virgin Mary at Edmonton Catholic Schools Lumen Christi Centre [#ecsdfaithinspires](https://www.edmontoncatholic.ca/faith-development)

Calgary Catholic School District celebrates 21 years of Faith Days

For the past 21 years, Calgary Catholic School District has been celebrating the gift of publicly funded Catholic education with annual Faith Day celebrations for all staff. These days begin with a liturgical celebration and then enhance and build our knowledge and appreciation of our Catholic faith with engaging speakers, reflections, activities and music. This year, due to physical distancing requirements, our Faith Days turned virtual and were celebrated simultaneously in each of our schools and worksites on October 29 and 30 – 121 locations in all!

Wondering what it looks like when 5000 staff gather to celebrate our faith together? Check out this video montage of the previous 20 years of Faith Day celebrations created by CCSD teacher/chaplain MT Vecchio Romano [here](#).



Fort McMurray Catholic Schools

COVID-19 has changed many things in our daily lives, but we can still share our faith! Grace 4 sacramental prep is being done in schools.

Come Lord Jesus



Introducing...

Stacey MacNeil, the Alberta Catholic Education Curriculum Resource Coordinator



Hello, My name is Stacey MacNeil, and I am the Alberta Catholic Education Curriculum Resource Coordinator (ACE CRC) with the Council of Catholic Superintendents of Alberta (CCSSA) and a Religion Specialist with Christ the Redeemer Catholic Schools. My origins began with strong Catholic roots from Cape Breton, Nova Scotia, before moving to Alberta 16 years ago to teach in the Catholic school system. My educational journey includes a Bachelor of Arts, a Bachelor of Education specializing in Indigenous Education, a Graduate Certificate in Catholic School Administration and an expected convocation in October 2021 with a Masters in Religious Education from Newman Theological College.

The ACE CRC is responsible for coordinating the Catholic Curriculum in Alberta's province, working with all Catholic stakeholders, including the Catholic Curriculum Advisory Committee. The committee comprises the Bishop Liaisons of Alberta/Northwest Territories, CCSSA (Council of Catholic School Superintendents), and ACSTA (Alberts Catholic School Trustees). The ACE CRC works closely with CCSSA Executive Director ensuring effective Catholic leadership, coordination of curriculum, and working with REN (Religious Education Network) to ensure that teachers and students have an authentic Catholic curriculum to grow in faith and relationship with Jesus.

The tasks for the ACE CRC include supporting the implementation of the Fully Alive resource, the Grade Nine Religion Pilot, Health and Wellness Outcome, and identifying areas in the curriculum needing support for teachers. The tasks on the horizon for the ACE CRC include developing and maintaining a Religion Curriculum and Resource repository, supporting Pearson's work Catholic Kindergarten Curriculum, and any recommendations brought forth from the Catholic Curriculum Advisory Committee.

My Catholic faith is central to my life outside of work in developing my faith life and parish life. My parish life involves Eucharistic ministry, adoration, volunteering with St. Vincent de Paul, and facilitating sacramental preparation. The advent season brings the Backpack Campaign in my school community, which I co-ordinate with Jennifer Quinlan and becoming a head-Christmas elf for the Magic of Christmas Foothills. In my downtime, I enjoy reading, watching films, Christian Yoga, and spending time with my Godchildren, who call me G-MO for Godmother.

GrACE Regional Fall 2020 Meetings

- Nov.24- Grouard-McLennan Archdiocese
- Nov. 26-Edmonton Archdiocese B
- Dec. 3- Calgary Diocese
- Dec. 8- St Paul Diocese
- Dec. 17- Edmonton Archdiocese A

ADVENT PRAYER

Father in heaven, our hearts desire the warmth of your love and our minds are searching for the light of your Word. Increase our longing for Christ our Savior and give us the strength to grow in love, that the dawn of his coming may find us rejoicing in his presence and welcoming the light of his truth. We ask this in the name of Jesus the Lord.
Amen



A Story of Advent and Catholic Education

By Adrian Textor
Calgary Catholic School District

Leap of Faith

Advent is a choice. When thinking of Advent, I think of all the amazing individuals I have worked with in three different schools in the Northwest part of Calgary and the choice I made six years ago to make a major change in my career.

Hope – I had decided I had had enough. I was ready to leave my teaching job at a school here in Calgary and move to our Catholic system – a “leap of faith,” if you will (pun intended). I was hoping to gain back the passion I had lost in being overworked, feeling underappreciated and sensing that nothing was going to get better.

Peace – I thought I would never work with a staff as good as the one I had left, but every staff I have worked within our district has been welcoming and understanding. Every day there is peace in my heart when I see the people I get to work with, both adults and children. The level of professionalism and care for our students humbles me.

Joy – Every day I work in our district is a gift. I can teach my faith openly. I have a better work/life balance. I have administrators who put me and my well-being first. I have students and parents who say “thank you” and care about me as a person and as their teacher.

Love – Love is the gift I am trying to give back daily. Since coming to our Catholic education community, I forgive more easily, listen better and am more patient, kind and understanding. I once heard a report that brain research indicates that we learn how to be kind to others through experiencing kindness ourselves. Jesus has called me to a higher set of morals and values, to a higher level of kindness. I am choosing love.



GrACE Facebook address is

www.facebook.com/GrACE4cathed

Grace email is gracedirector7@gmail.com

GrACE Twitter address is [@GrACE4cathed](https://twitter.com/GrACE4cathed)

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Thank you to *Faithfully* for publishing two Catholic Education stories in the upcoming December issue.

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REPORT NO: E.5

December 16, 2020

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Frances Cote, Bryan Kranzler, and Pat Bremner,
Board Representatives

SUBJECT: Teacher/Board Advisory Committee (TBAC) Report

BACKGROUND

1. TBAC held the first meeting of the year on Monday, November 23, 2020 at 4:30 p.m. virtually via Google Meet.
2. Trustee Frances Cote, Trustee Bryan Kranzler, and Trustee Pat Bremner, the Board's representatives to the Teacher/Board Advisory Committee, will provide a report to the Board regarding recent business, events, and activities.

RECOMMENDATION

That the Board of Trustees receives and files the Teacher/Board Advisory Committee Report for December 16, 2020.

Teacher Board Advisory Committee Meeting Notes
Monday, November 23, 2020 4:30 – 5:30 p.m.
Via Google Meet

In attendance: Ken Sampson, John Templin, Ken Mack, Frances Cote, Kevin Kinahan, Bryan Kranzler, Denise Kobza, Pat Bremner, Michelle MacKinnon, Gay Lagler

Opening Prayer - ATA (John Templin)

Discussion Items

1. COVID Update (Board)

- a. At the time of the meeting Holy Spirit Catholic School Division has had 28 positive cases of COVID 19 connected to our schools since September 1, 2020
 1. None of these have been considered as in-school transmission
 2. Adherence to our cohorts and super vigilant cleaning protocols are certainly mitigating the risk of spreading the disease
 3. No new cases since November 12, 2020
- b. The Process:
 1. If a school is informed of a positive case, they immediately inform the Superintendent's Office who will confirm with AHS
 2. AHS determines the date of onset as well as the dates of infectiousness
 3. The school gathers contact tracing lists which include:
 - a. List of staff and students who are deemed close contact during identified dates
 - b. Telephone and email addresses for each person on the lists
 - c. Seating plan for cohort
 4. AHS will provide isolation letters to us for distribution
 5. Attendance of daily touchdown meetings with AHS to review cases and any questions that may arise

2. Scenario Changes (ATA)

- a. There is an announcement scheduled from the Premier tomorrow to put additional health measures and restrictions in place
- b. Holy Spirit Catholic School Division continues to follow the guidelines set by Alberta Education and the government

3. Transportation Update (Board)

- a. Phase 1 of the transition to Southland Bussing will begin after the Christmas Break starting with the west side routes
- b. The remaining routes will be transitioned after the February Family Day week
- c. Southland has already started with one route

4. At Home Learning Update (Board)

- a. We continue to support up to 550 students
- b. We anticipate that this number will continue to fluctuate throughout the year
- c. Currently we have the following allotment of teachers at various grade levels:
 1. Elementary – 12 / 11 FTE
 2. Junior High – 11 / 2.2 FTE
 3. Senior High – Approximately 10 courses offered through CCH
- d. We have 2 job postings for AHL Junior High teachers as our waitlists continue to grow

5. Personnel Update (Board)

- a. Currently only hiring for temporary positions or replacing employees who have left or are on leave

6. International Border Pilot Project (Board)

- a. International travel is not recommended at this time
- b. Educators and students do not qualify

7. Process for Deputy Superintendent Position (ATA)

- a. AP 401: Recruitment and Selection of School Administrators and Supervisory Staff
 - 1. The interview committee will consist of 2 Trustees, Superintendent, Secretary Treasurer or designate, 1 division principal, 1 teacher representative and 1 parent representative
- b. Advertisement will go out in the next few days

8. Teacher Quarantine (ATA)

- a. We have articulated to school administrators that all teachers need to have their Google Classrooms up to date and ready to pivot at any given moment
- b. Cohorts
 - 1. Trying to be as tight as possible with cohorts
 - 2. If there is exposure, then all staff and students who have had close contact need to go into quarantine
 - 3. Limiting staff who teach a cohort is good practice

Closing Prayer- Board (Pat Bremner)

ADVOCACY NO: F.1

December 16, 2020

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 December 16, 2020.

Individual Trustee Monthly Advocacy Report

Trustee: Frances Cote

Board Meeting Date: Dec 16, 2020

| School Council Meetings | | |
|---|-------------|------------------------|
| Name of School | Date | Key Discussions |
| Nothing to report due to COVID 19 cancellations | | |
| | | |
| | | |

| Parish Commitments | | |
|---------------------------|--------------|---|
| Name of Parish | Dates | Activity |
| St.Ambrose Parish | December | Consistent presence at weekly Sunday Mass |
| | Dec 7/20 | CWL weekly Rosary |
| | | |

| Provincial Meetings | | |
|-----------------------------|-------------|------------------------|
| Name of Organization | Date | Key Discussions |
| | | |
| | | |
| | | |

| Other Advocacy | | |
|------------------------|-------------|-------------------------------------|
| Name of Event | Date | Key Discussions |
| Agenda Setting Mtg | Dec 7 | Setting agenda for December meeting |
| ASBA Governance Series | Dec 7 | Risk Management Course Online |
| | Dec 7 | Strategic Planning Course Online |
| ATA/Board | Dec 8 | Christmas Liturgy |
| School Board Meeting | Dec 16 | |

Individual Trustee Monthly Advocacy Report

Trustee: Pat Bremner

Board Meeting Date: Dec 16, 2020

| |
|--|
| School Council Meetings |
| <ul style="list-style-type: none"> • No meeting held this month to date |

| Parish Commitments | | |
|---|---------|--|
| Name of Parish / Site | Dates | Activity |
| 1. Television | Daily | Watch / participate in televised Mass |
| 2. Committee Work (Evaluation and Planning) | ongoing | Continue to work on the plan. Developing a St Augustine theme, an idea proposed by the Bishop. Submitted contact list to parish council chair. Efforts curtailed by COVID. |

| Provincial Meetings | | |
|----------------------------|--------|---|
| Name of Organization | Date | Key Discussions |
| GrACE Regional | Dec 3 | Advocacy Sharing ideas with regional representatives |
| ACSTA | Nov 26 | Regular Board meeting; report submitted |

| Board Commitments | | |
|--------------------------|------------------------|---|
| Name of Parish / Site | Dates | Activity |
| TBAC | Nov 23: Google Meet | Schools following COVID protocols - excellent work Contact tracing Quarantine procedures Google classroom is up to date |
| Council of Chairs | Nov 30: Google Meet | Transportation update #s of students who are learning from home Recruiting staff (both permanent and temporary) Money spent on safe return to school Schools received extra support - COVID cleaning Temporary Deputy Superintendent Deputy Superintendent recruiting Accountability pillars |
| Board and ATA Executive | Assumption Church | Annual Advent Mass |
| Board | Dec 16 Google Meet | Board meeting |

| Community Commitments (related to Holy Spirit School Division) | | |
|---|-------|-----------------------------|
| Name of Parish / Site | Dates | Activity |
| Eagle's Nest | Nov 3 | Submitted "grant wish list" |

Individual Trustee Monthly Advocacy Report

Trustee: BRYAN KRANZLER

Board Meeting Date: December 16, 2020

| School Council Meetings | | |
|-------------------------------------|---------------|------------------------------|
| Name of School | Date | Key Discussions |
| 1. St. Patrick Fine Arts | Dec. 7, 2020 | Technology/ Elections/Busing |
| 2. St. Paul | Dec. 8, 2020 | |
| 3. Council of School Council Chairs | Nov. 30, 2020 | As per agenda |

| Parish Commitments | | |
|---------------------------|--------------|-----------------|
| Name of Parish | Dates | Activity |
| 1. Virtual Mass | Daily | |
| 2. Virtual Rosary | Daily | |
| 3. | | |

| Provincial Meetings | | |
|-----------------------------|-------------|------------------------|
| Name of Organization | Date | Key Discussions |
| 1. | | |
| 2. | | |
| 3. | | |

| Other Advocacy | | |
|-----------------------|---------------|------------------------|
| Name of Event | Date | Key Discussions |
| 1. Board Meeting | Dec. 16, 2020 | As per agendas |
| 2. | | |
| 3. | | |

Individual Trustee Monthly Advocacy Report

Name: Judy Lane

Board Meeting Date: Dec 16, 2020

| School Council Meetings | | |
|--|--------------|---|
| Name of School | Date | Key Discussions |
| 1. St. Michael's School Pincher Creek | Nov 2, 2020 | Election of new School Council Executive |
| 2. | Nov 20, 2020 | Meeting with SMPC Chair to plan |
| 3. | Nov 30, 2020 | Meeting with District School Council Chairs |

| Parish Commitments | | |
|-------------------------------|--------------|------------------------------------|
| Name of Parish | Dates | Activity |
| 1. St. Michael's Church PC | November | Attended weekly Mass at the church |
| 2. | Nov 15, 2020 | Lector at Mass |
| 3. | | |

| Provincial Meetings | | |
|----------------------|--------------|---|
| Name of Organization | Date | Key Discussions |
| 1. PC PAC (Police) | Nov 18, 2020 | Policing and our schools |
| 2. PCCELC Mtg | Nov 19, 2020 | PCCELC (Sage) - discussion on operation of new Centre |
| 3. Monthly Board Mtg | Nov 25, 2020 | Items on Agenda |

Individual Trustee Monthly Advocacy Report

Trustee: Philip Mack

Board Meeting Date:

Dec.16/20

| School Council Meetings | | |
|---|-----------|-----------------|
| Name of School | Date | Key Discussions |
| 1. Meeting of Parents Council of Chairs / Board | Nov.30/20 | As per agenda |

| Parish Commitments | | |
|--------------------|-----------|----------|
| Name of Parish | Dates | Activity |
| 1. St.Catherine | Nov.29/20 | Mass |
| | | |
| | | |

| Provincial Meetings | | |
|----------------------|------|-----------------|
| Name of Organization | Date | Key Discussions |
| | | |
| | | |
| | | |

| Other Advocacy | | |
|---|-----------|-----------------|
| Name of Event | Date | Key Discussions |
| 1. Serving on Boards and Committees as a Catholic | Nov.30/20 | Webinar |
| 2. COW and Regular Board Meeting | Dec.16/20 | As per agendas |

Individual Trustee Monthly Advocacy Report

Trustee: Danny Ponjavic

Board Meeting Date Dec, 16,2020

| School Council Meetings | | |
|-------------------------|---------------|--|
| Name of School | Date | Key Discussions |
| 1. FLVT | Dec 15, 2020 | School council executive only in attendance. |
| 2. CCHS | Dec, 15, 2020 | School council meeting. I will attend |
| 3. | | |

| Parish Commitments | | |
|--------------------|-------|----------|
| Name of Parish | Dates | Activity |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

| Provincial Meetings | | |
|----------------------|------|-----------------|
| Name of Organization | Date | Key Discussions |
| 1. | | |
| 2. | | |
| 3. | | |

| Other Advocacy | | |
|--|---------------|--|
| Name of Event | Date | Key Discussions |
| Monthly board meeting of the Holy Spirit School Division | Nov. 25, 2020 | Meeting was held virtually. Audit Committee report for fiscal year 2019-2020 was presented. A small surplus of approximately \$800,000 was incurred and allocated to reserves. |
| Meeting of School Council Chairpersons and Board of Trustees | Nov. 30. 2020 | Meeting was held virtually. Items discussed were transportation transition, enrolment, accountability pillar survey, evergreen plan(5 year),trustee elections 2021 and MLA engagement. |
| | | |

Individual Trustee Monthly Advocacy Report

Trustee: Ken Tratch

Board Meeting Date: Dec. 16, 2020

| School Council Meetings | | |
|----------------------------------|---------|-----------------|
| Name of School | Date | Key Discussions |
| Council of School Council Chairs | Nov. 30 | Zoom Meeting |
| | | |

| Parish Commitments | | |
|--------------------|-------|----------|
| Name of Parish | Dates | Activity |
| | | |
| | | |

| Provincial Meetings | | |
|----------------------|--------|-----------------|
| Name of Organization | Date | Key Discussions |
| ASBA Zone 6 EXEC | Dec 16 | Zoom Meeting |
| | | |

| Other Advocacy | | |
|--------------------------|---------|-------------------------------------|
| Name of Event | Date | Key Discussions |
| Board Meeting & COW | Dec. 16 | See Website for Agenda |
| Knights of Columbus 5726 | Dec. 9 | Officers and General Meeting online |

REPORT NO: G.1

December 16, 2020

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 December 16, 2020.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent's Report for December 16, 2020.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Superintendent Report

December 16, 2020

1. Embodying Catholic Leadership

- Participation in and leading morning prayer at St. Basil's CEC
- Regular and ongoing discussions with Fr. Kevin Tumback; the last scheduled breakfast meeting in my office was cancelled as a result of the recently added COVID-related restrictions
- Regular meetings with Bishop McGrattan, Diocesan Catholic Superintendents, Directors of Religious Education
- Participation in a Book Study, [*The Flowing Grace of Now*](#)
- Regular attendance at weekend Masses at All Saints Parish; Exposition of the Blessed Sacrament at Assumption Church (Drive In)
- Attended the first week of Advent presentation: An Evening of GrACE
- Attendance and Lector at the Annual ATA Local / Board Advent Mass - December 8th
- Participation in the SALT / Principal Advent Retreat facilitated by our Director of Religious Education

2. Building Effective Relationships

- Ongoing work with Alberta Health Services as direct contact relating to all divisional COVID-19 matters
- Ongoing individual meetings with our principals
- Continued ongoing monthly connections and discussions with ATA Local President
- Writing and sending e-Birthday cards to all employees and trustees
- Continuing to maintain regular contact with the Chair of the Board
- Regular meetings with Alberta Health Services and Alberta Education
- Recognizing dedicated and hard-working students in our division by sending individual letters to them once their circumstance has been identified by school principals
- Attended the first of three GrACE Regional meetings with Bishop McGrattan, Diocesan Superintendents and Directors of Religious Education

3. Modeling Commitment to Professional Learning

- Member of the provincial Superintendent Leadership Quality Standard / Professional Learning Community Committee where we discuss ongoing professional development opportunities for our CASS membership
- Participation in divisional professional development sessions during LLT meetings - Creating Cultures of Thinking facilitated by our Director of Learning
- Review of education and research publications in a myriad of educational and Catholic leadership journals and news articles



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4. Visionary Leadership

- Continuing to ensure that our LLT meeting items embody the Division's key priorities and goals; ensuring that CIPs are aligned with Board's Strategic Priorities
- Ongoing meetings with Executive and SALT to ensure our visionary work is congruent with sound research pedagogies and practices
- Ensured that schools have submitted their Annual Education Results Reports (AERR) and Continuous Improvement Plans (CIP) and posted same on their respective websites.

5. Leading Learning

- Facilitated a couple of emergency principal meetings around learning for our students in response to the government's move to add additional health restrictions/measures.
- Facilitating and leading our monthly principal meetings - most recently our topics included professional learning based on Dr. Ron Ritchhart's book, *Creating Cultures of Thinking*; FNMI Goals and Data Folders; Draft calendar logistics; At-Home / In-School Learning

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

- Re-engaging discussions with the administration from the Piikani Board of Education around Education Service Agreements (ESA)
- Participation in various professional learning sessions offered by our First Nations Metis & Inuit Divisional Principal

7. School Authority Operations and Resources

- Evaluation processes involving central office staff as well as school principals under probationary contracts
- Ongoing analysis of divisional resources to ensure that our students are well supported in their schools
- Active involvement in the process of filling the vacancy of Deputy Superintendent

8. Supporting Effective Governance

- Ongoing review of Board Policies and the Division Administrative Procedures
- Board Agenda Setting Meeting with Chair, Vice-Chair and Executive Team
- Continued monitoring of addresses and information from the Chief Medical Officer of Health / Alberta Health Services and the Ministry of Education relating to the management of our division in the context of the global COVID-19 Pandemic
- Ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

REPORT NO: G.2

December 16, 2020

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Michelle MacKinnon, Acting Deputy Superintendent

SUBJECT: Acting Deputy Superintendent's Report

BACKGROUND

1. Attached is the Acting Deputy Superintendent's Report for December 16, 2020.

RECOMMENDATION

That the Board of Trustees receives and files the Acting Deputy Superintendent's Report for December 16, 2020.



Holy Spirit Catholic School Division

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Acting Deputy Superintendent Board Report December 16, 2020

Embodying Catholic Leadership

- Leading Prayer at St. Basil Catholic Education Centre
- Gave personal witness to Mark One of an Excellent Catholic Teacher - Human Dignity; Created in the Image and Likeness of God to the New Teacher Faith Formation Group
- Attended the ATA / Board Mass
- Participated in the Advent Retreat for Principals and Senior Administration

Building Effective Relationships

- Attended the Council of School Council Chairs meeting

Modeling Commitment to Professional Learning

- Continued professional reading in a variety of disciplines
- Attended CASSIX meetings, including the collaborative Human Resources Professional Learning Network.
- Participation in LLT book study, *Creating Cultures of Thinking* by Dr. Ron Ritchhart

Supporting Visionary Leadership

- Attended the St. Mary University Virtual Education Job Fair
- Exploring attendance at job fairs throughout Canada particularly for hard to fill teaching positions

Supporting First Nations, Métis & Inuit Education for All

- Participate in First Nations, Métis & Inuit Professional Learning in the LLT meeting
- Participated in Division Professional Development Day with Dr. Dustin Louie, Decolonization and Indigenization
- Met with Piikani Board of Education to discuss Education Service Agreements

Effective Instructional Leadership

- Conducted observations of junior and senior high probationary teachers through their virtual platform

Supporting School Authority Operations & Resources

- Ongoing interviewing of substitute teachers and casual education assistants
- Recruit, build out of scope contracts, and orient to positions of Family School Liaison Counsellor, Family First Facilitator and Family First Mental Health Capacity Building Facilitator
- Labour Management Meetings with both CUPE 290 and CUPE 1825