MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, SEPTEMBER 23, 2026, COMMENCING AT 1:01 P.M.

Present

BOARD

Board Chair	Linda Ellefson
Vice Chair	Roisin Gibb
Trustee	Tricia Doherty
Trustee	Blake Dolan
Trustee	Kevin Kinahan
Trustee	Thomas Machacek
Trustee	Carmen Mombourquette
Trustee	Cheralan O'Donnell
Trustee	Bob Spitzig

ADMINISTRATION

Superintendent of Schools	Chantel Axani
Deputy Superintendent	Anthea Boras
Associate Superintendent	Aaron Skretting
Secretary-Treasurer	Amanda Lindemann
Recording Secretary	Rhonda Kawa

CALL TO ORDER
OPENING PRAYER

Chair Linda Ellefson called the September 23, 2026 Regular Board Meeting to order at 1:01 p.m. Trustee Kevin Kinahan 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. Vice Chair Roisin Gibb led the Board in the opening prayer which was provided by The Children of St. Martha School.

Approval of Agenda

11018/0926
Cheralan O'Donnell

M/C **That the agenda for the September 23, 2026 Board Meeting be approved, as presented.**

Previous Minutes

11019/0926
Bob Spitzig

M/C **That the minutes of the June 24, 2026 Organizational Meeting of the Board be approved, as presented.**

11020/0926
Kevin Kinahan

M/C **That the minutes of the June 24, 2026 Regular Meeting of the Board be approved, as presented.**

Business Arising from the Minutes

Trustee Bob Spitzig indicated that St. Michael's Parish presently has a temporary priest until a new priest is assigned by the Diocese of Calgary.

PRESENTATIONS

Year 1: Love God

Aaron Skretting, Associate Superintendent presented to the Board Year 2 of the division's 3 Year Faith Plan 2025-2028 entitled "Open Wide The Doors! Sent to Share Christ's Love". The division is in the second year of the faith plan and the theme is "Love God". In the 2026-2027 school year, our call is to Love God, by encountering God in the Mass, in communion with one another, and the Sacred Heart of Jesus. Our focus for the year is Acts 2:42, "They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and the prayers."

ACTION ITEMS

Utility Right of Way for St. Kateri Elementary School

B.1

The City of Lethbridge requires a formal Utility Right of Way to service and maintain municipal utilities for Holy Spirit Catholic School Division's new school, St. Kateri Elementary. Under applicable provincial regulations, school divisions must obtain ministerial approval prior to registering land encumbrances or granting utility right of way on school site properties. A formal letter accompanied by a Board motion is required to initiate the process of approval.

11021/0926
Roisin Gibb

M/C **That the Board of Trustees approves the submission of a formal request to the Minister of Education and Childcare for authorization to register a Utility Right of Way with the City of Lethbridge to accommodate utility services for St. Kateri Elementary School;**

AND FURTHER, that the Secretary Treasurer drafts and signs the letter.

Board Strategic Priorities Engagement

B.2

The current Holy Spirit Catholic School Division Board Strategic Priorities will conclude at the end of the 2026/2027 school year, necessitating the development of new strategic priorities to guide the division moving forward.

11022/0926
Cheralan O'Donnell

M/C **That the Board of Trustees directs the Board Chair to initiate the development process for the new Board Strategic Priorities by engaging consultant Dr. Bryan Szumlas from the Alberta School Boards Association, as facilitator.**

Superintendent Evaluation

B.3

The Board reviewed its annual evaluation of the Superintendent, which was conducted on June 24, 2026 during the Committee of the Whole Board Meeting.

11023/0926
Tricia Doherty

M/C **That the Board of Trustees approves the Superintendent's Evaluation Report, as established in the evaluation meeting of June 24, 2026, as an accurate accounting of the Superintendent's performance for the period May 15, 2025 to June 23, 2026;**

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

Council of School Council Chairs / Board of Trustees Meeting

B.4

The development of the new Board Strategic Priorities will be informed by key stakeholder input and engagement. Therefore, an additional meeting of the Council of School Chairs / Board of Trustees is required to initiate the process of creating the 2027-2030 Board Strategic Priorities.

11024/0926
Blake Dolan

M/C **That the Board of Trustees approves the Council of School Council Chairs / Board of Trustees Meeting Schedule for the 2026/2027 school year, as amended.**

POLICY REVIEW

Policy 7: Board Committees and Board Representation

C.1

The Board's Policy Development and Review Committee have completed a thorough review of *Policy 7: Board Committees and Board Representation* and its appendices and presented the recommended changes to the Board of Trustees.

- *Policy 7: Appendix A: Negotiations Committee: Terms of Reference*
- *Policy 7: Appendix B: Audit Committee: Terms of Reference*
- *Policy 7: Appendix C: Finance Committee: Terms of Reference*
- *Policy 7: Appendix D: Share the Mission Committee: Terms of Reference*
- *Policy 7: Appendix E: Teacher Board Advisory Committee: Terms of Reference*
- *Policy 7: Appendix F: Policy Development and Review Committee: Terms of Reference*
- *Policy 7: Appendix G: GrACE: Terms of Reference*
- *Policy 7: Appendix H: Infrastructure and Capital Committee: Terms of Reference*

11025/0926
Kevin Kinahan

M/C **That the Board of Trustees accepts *Policy 7: Board Committees and Board Representation, and all its' associated appendices,* as amended;**

AND FURTHER, that any changes to committee composition or Board representation take effect for the 2027/2028 school year.

Policy 18: Board Governance and Operations

C.2

The Board's Policy Development and Review Committee have completed a thorough review of *Policy 18: Board Governance and Operations* and its appendix and presented the recommended changes to the Board of Trustees.

11026/0926
Roisin Gibb

M/C **That the Board of Trustees accepts *Policy 18: Board Governance and Operations* and *Policy 18: Appendix A: Governance Budget: Trustee Compensation, Allowances, and Reimbursement Rates*, as amended.**

Policy 21: Public Interest Disclosure (Whistleblower Protection)	**C.3**	The Board's Policy Development and Review Committee have completed a thorough review of *Policy 21: Public Interest Disclosure (Whistleblower Protection)* and presented the recommended changes to the Board of Trustees.
	11027/0926 **Bob Spitzig**	**M/C** **That the Board of Trustees accepts *Policy 21: Public Interest Disclosure (Whistleblower Protection),* as amended.**
ADMINISTRATIVE REPORTS		
Superintendent's Report	**D.1**	The Board reviewed the Superintendent's September 23, 2026 Report.
	11028/0926 **Tricia Doherty**	**M/C** **That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Educational and Support Services, Facilities, and Technology Reports for September 23, 2026.**
Deputy Superintendent's Report	**D.2**	The Board reviewed the Deputy Superintendent's September 23, 2026 Report.
Secretary Treasurer's Report	**D.3**	The Board reviewed the Secretary-Treasurer's September 23, 2026 Report.
Associate Superintendent's Report	**D.4**	Aaron Skretting, Associate Superintendent, provided a report to the Board, apprising them of recent division activity related to Religious Education and First Nations, Métis and Inuit Education.
Director of Educational Services Report	**D.5**	Michelle Nevil, Director of Educational Services, provided a report to the Board, apprising them of recent division activity related to Educational Services.
Director of Support Services Report	**D.6**	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to Support Services.
Director of Technology Report	**D.7**	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the technology department.
Director of Facilities Report	**D.8**	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.
BOARD REPORTS		
Board Chair's Report	**E.1**	Board Chair Linda Ellefson provided a report about recent correspondence, planning and events, and activities.
	11029/0926 **Cheralan O'Donnell**	**M/C** **That the Board of Trustees receives and files the Board Chair, ASBA, ACSTA, and GrACE, Reports for September 23, 2026.**
ACSTA Report	**E.2**	Board Chair Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	**E.3**	Trustee Tricia Doherty, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE	**E.4**	Trustee Tricia Doherty and Board Chair Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
ADVOCACY		
Individual Trustee Advocacy	**F.1**	Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.

	11030/0926 **Roisin Gibb**	**M/C That the Board of Trustees receives and files individual Trustee Activities Reports for September 23, 2026.**
School Council Advocacy	**F.2**	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Vice Chair Roisin Gibb reminded trustees to inform school councils about Catholic Education Sunday.
Meeting with Ministers Long and Neudorf, Lethbridge School Division, and City of Lethbridge	**F.3**	Board Chair Linda Ellefson provided a report on the collaborative meeting held on August 31, 2026, which included representatives from the Holy Spirit Catholic School Division, Lethbridge School Division, and the City of Lethbridge. During the meeting, the Minister of Infrastructure and the Minister of Assisted Living and Social Services / MLA for Lethbridge East participated in a tour of St. Francis Junior High School and discussed the shared transportation corridor utilized by both school divisions and the city.
INFORMATION ITEMS **Administrative Procedures Update**	**G.1**	The Board of Trustees received the following updated / revised Administrative Procedures as information: • *AP 314: Safe and Caring Learning Environments* • *AP 113: Use of Personally Owned Electronic Devices* • *AP 113A: Digital Citizenship & Acceptable Use Agreement Grades K-4* • *AP 113B: Digital Citizenship & Acceptable Use Agreement Grades 5-12* • *AP 350: Student Transportation* • *AP 350A: Student Transportation Fee Schedule* • *AP 441: School Leaders: Principals and Associate Principals* These versions reflect current language, procedures and supports regarding learners and staff in Holy Spirit Catholic School Division. The information has been placed on the division website.
Catholic Education Week	**G.2**	Catholic Education Week will be celebrated from October 17-23, 2026. Catholic Education Sunday will be celebrated October 17/18, 2026 throughout the Diocese of Calgary.
Division Pow Wow	**G.3**	Children of St. Martha School will be hosting a division wide Piitawaani Traditional Pow Wow on Thursday, October 8, 2026. The Grand Entry will begin at 5:00 p.m.
Our Lady of the Assumption 70th Anniversary	**G.4**	Our Lady of the Assumption School celebrated the school's 70th Anniversary on September 22, 2026.
Minister of Education and Childcare Back to School Letter	**G.5**	The Minister of Education and Childcare, Demetrios Nicolaides, welcomed the students of Alberta back into the classroom with a letter to the parents and guardians throughout the province.
Correspondence from Board to Dr. Scott Morrison	**G.6**	The Board received correspondence penned by Board Chair Linda Ellefson extending sincere congratulations to Dr. Scott Morrison on his appointment as the 5th president of St. Mary's University in Calgary.
ADJOURNMENT	**11031/0926** **Bob Spitzig**	**M/C That the Board of Trustees convenes into the Committee of the Whole at 2:20 p.m.**
		The Board took a brief recess at 2:21 p.m. The Board reconvened at 2:25 p.m.
	11032/0926 **Bob Spitzig**	**M/C That the Board of Trustees reconvenes into the Regular Meeting at 3:01 p.m.**
	11033/0926 **Cheralan O'Donnell**	**M/C That the Board of Trustees adjourns the Regular Board Meeting of September 23, 2026, at 3:01 p.m.**
		_____ _____ **Board Chair** **Secretary-Treasurer**