

Holy Spirit Catholic School Division

Board Meeting
St. Basil Catholic Education Centre
Wednesday, February 28, 2024
6:00 p.m.

AGENDA

*The public is welcome to join the Board of Trustees Regular Meeting in person
at St. Basil Catholic Education Centre.*

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (Father Leonard Van Tighem School) – Trustee Linda Ellefson

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) January 24, 2024 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Excellence in Catholic Education Award Recipient
(Ken Sampson, Superintendent of Schools)
- e) Presentation: Early Learning Programming
(Crystal Lothian, Director of Support Services and Sheri Thomas,
Early Learning Supervisor)
- f) Presentation: Extra-Curricular Activities Policy
(Ken Sampson, Superintendent of Schools)

- B.1 Three Year Capital Plan (2025-2028) DRAFT
- B.2 Alberta School Councils' Association (ASCA) Conference Registration
- B.3 Commodity Purchasing Consortium – Jurassic Electricity Storage Contract
- B.4 Memorandum of Agreement with the Alberta Teachers' Association (ATA)
Local No. 5

.../2

C. POLICY REVIEW

- C.1 Policy 13: Hearings on Teacher Matters
- C.2 Policy 14: Appeals and Hearings on Student Matters
- C.3 Policy 18: Board Governance and Operations

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
 - First Quarter Fiscal Accountability Report
 - 2022/2023 IMR Final Costs Report

E. BOARD REPORTS

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

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy

G. INFORMATION ITEMS

- G.1 Enrolment Projections
- G.2 KidoodLED Update
- G.3 Administrative Procedure 305: Assessing and Evaluating Student Achievement
- G.4 Director of Learning Update
- G.5 Director of Religious Education Update
- G.6 Director of Support Services Update
- G.7 First Nations, Métis, and Inuit Education Update
- G.8 Holy Spirit Stars
- G.9 Enrolment Data Update

H. ADJOURNMENT

CALL TO ORDER OPENING PRAYER		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, JANUARY 24, 2024, COMMENCING AT 6:25 P.M. Present BOARD Board Chair Carmen Mombourquette Vice Chair Thomas Machacek Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Linda Ellefson Trustee Roisin Gibb Trustee Cheralan O'Donnell Trustee Bob Spitzig ADMINISTRATION Superintendent of Schools Ken Sampson Deputy Superintendent Anthea Boras Recording Secretary Rhonda Kawa Regrets Secretary-Treasurer Lisa Palmarin Board Chair Carmen Mombourquette called the January 24, 2024 Regular Board Meeting to order at 6:25 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 Frances Cote led a prayer provided by students at St. Joseph School, Coaldale in Coaldale.
Approval of Agenda	10488/0124 Bob Spitzig	M/C That the agenda for the January 24, 2024 Board Meeting be approved, as amended. The following item was added to the agenda:
Previous Minutes	10489/0124 Linda Ellefson	B.2 Holy Spirit Catholic School Division Properties Land Use M/C That the minutes of the December 20, 2023 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes		There was no business arising from the minutes.
<u>ACTION ITEMS</u> CUPE 1825 Negotiations Committee Representation Holy Spirit Catholic School Division Properties Land Usage <u>POLICY REVIEW</u> Policy 11: Staff Code of Conduct	B.1 10490/0124 Cheralan O'Donnell B.2 10491/0124 Bob Spitzig C.1	Due to a conflict of interest, Board Chair Carmen Mombourquette excused himself from the CUPE 1825 Negotiations Committee and requested that a new representative be appointed. M/C That the Board of Trustees appoints Trustee Thomas Machacek as a representative for the CUPE 1825 Negotiations Committee to serve along with Trustees Blake Dolan and Bob Spitzig. Holy Spirit Catholic School Division has a two (2) pieces of land that at this point are undeveloped and are in locations that would not be conducive for school locations. Therefore, the Board would like to investigate with the City of Lethbridge the possibility of a land trade. M/C That the Board of Trustees directs the Superintendent to explore the opportunity of a possible land trade with the City of Lethbridge and report back to the Board. The Board reviewed <i>Policy 11: Staff Code of Conduct</i> and determined that no changes were required at this time.

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Policy 12: Teaching Staff Reduction Policy 19: Conflict of Interest and Nepotism	10491/0124 Linda Ellefson	M/C	That the Board of Trustees approves <i>Policy 11: Staff Code of Conduct</i>, as presented.
	C.2	The Board reviewed <i>Policy 12: Teaching Staff Reduction</i> and determined that no changes were required at this time.	
	10492/0124 Frances Cote	M/C	That the Board of Trustees approves <i>Policy 12: Teaching Staff Reduction</i>, as presented.
	C.3	The Board reviewed <i>Policy 19: Conflict of Interest and Nepotism</i> and determined that some changes needed to be made. The Board redefined Clause 14 to say that family members not work in the same facility if one of the members is in a supervisory position but when deemed necessary, individual assessment may be warranted and approval by the Superintendent is required. Secondly, Clause 16 will now state that employees of the division may sit on the executive of school councils but will not be permitted to have signing authority over the school council's funds.	
ADMINISTRATIVE REPORTS Superintendent's Report	10493/0124 Tricia Doherty	M/D	That the Board of Trustees approves <i>Policy 19: Conflict of Interest and Nepotism</i>, as presented.
	10494/0124 Tom Machacek	M/C	That the Board of Trustees approves <i>Policy 19: Conflict of Interest and Nepotism</i>, as amended.
	D.1	The Board reviewed the Superintendent's January 24, 2024 Report. Following up with the question asked at the last Board meeting regarding Catholic Central High School's sound system, Superintendent Ken Sampson reported that they still are in the design phase and hoping to upgrade by the spring. IT is still looking at the upgrade for the CEC Board Room.	
	10495/0124 Tricia Doherty	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer Reports for January 24, 2024.
Deputy Superintendent's Report	D.2	The Board received the Deputy Superintendent's January 24, 2024 Report.	
Secretary Treasurer's Report	D.3	The Board received the Secretary Treasurer's January 24, 2024 Report.	
BOARD REPORTS Board Chair's Report	E.1	The Board of Trustees took a brief recess at 7:30 p.m. and reconvened at 7:40 p.m. Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activity.	
ACSTA Report	10496/0124 Linda Ellefson	M/C	That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA and GrACE Reports for January 24, 2024.
ASBA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.	
GrACE Report	E.3	Trustee Tricia Doherty, alternate Board representative to the ASBA, provided a verbal report to the Board regarding recent business, events, and activities. Next meeting is to be held virtually on February 14, 2024.	
	E.4	Trustees Tricia Doherty and Linda Ellefson, 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.	

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	10497/0124 Roisin Gibb	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for January 24, 2024.
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.
INFORMATION ITEMS		
Correspondence from the Minister of Education	G.1	The Board reviewed recent correspondence from Minister Nicolaidis, Minister of Education, which was in response to Holy Spirit Catholic School Division's letter regarding Alberta Education's Weighted Moving Average Funding Framework and the challenges this model presents for the division.
Alberta Education Assurance Surveys	G.2	The Alberta Education Assurance Survey gathers feedback on the quality of education provided by school authorities and their schools throughout the province of Alberta. The survey is sent to parents or guardians of students in Grades 4, 7 and 10 unless the school has fewer than 120 students. Teachers and students also complete the survey. This survey is scheduled to open in late January and will remain open until the beginning of March.
Blueprints and SPICE Conferences	G.3	Alberta Catholic School Trustees' Association (ACSTA) will be hosting the 2024 SPICE and Blueprints Retreats at the Pomeroy Kananaskis Mountain Lodge in Kananaskis. SPICE will be held April 25 – 28, 2024 and Blueprints will follow from April 30 – May 3, 2024.
Holy Spirit Social Media Analytics Report	G.4	The Board received the Holy Spirit Social Media Analytics Report from July 1, 2023 to December 31, 2023. The information provided detailed data and metrics regarding the division's social media activities and performance.
2022 Programme for International Student Assessment	G.5	Every three (3) years, Alberta Education conducts the Programme for International Student Assessments (PISA) and assesses the performance of 15-year-old students in reading, math and science. St. Michael's School, Pincher Creek participated in this international survey. The Board received the summary of the PISA 2022 Alberta results.
Secret Service / Lethbridge Police Threat Assessment Presentation	G.6	On March 20, 2024, from 9:00 a.m. – 1:00 p.m. at the Sterndale Bennett Theatre, the Lethbridge Police Service and United States Secret Service will be presenting research on the behaviours of those who commit acts of targeted violence, focusing on identification, assessment and prevention.
Director of Learning Update	G.7	Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.
Director of Religious Education Update	G.8	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.
Director of Support Services Update	G.9	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
First Nations, Métis and Inuit Education Update	G.10	Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.
Enrolment Data Update	G.11	The Board received the division enrolment report for December 2023.
ADJOURNMENT	10498/0124 Frances Cote	M/C That the Board of Trustees adjourns the Regular Board Meeting of January 24, 2024 at 8:16 p.m.
		Board Chair Secretary-Treasurer

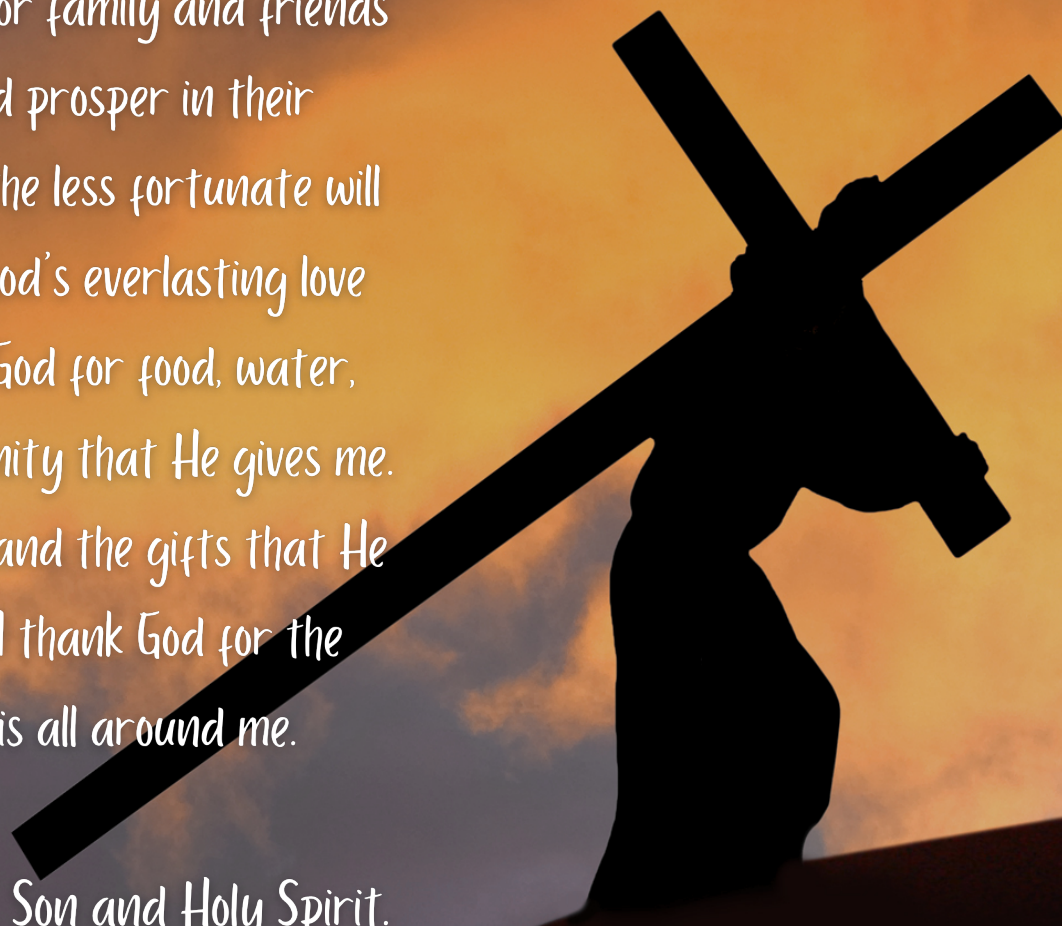
In the name of the Father, Son and Holy Spirit.

As we approach the Lenten season I pray that God will aid us in preparation, that He will help us with our goals and bring us closer to Him. I pray that anyone who is sick, tired or in pain that they can find the strength of God and push to keep going. I pray for anyone who is in a bad place that they may find the right path to continue on. I pray that anyone in war may find peace and safety. I pray for family and friends that they will grow and prosper in their environment. I pray that the less fortunate will find comfort. I pray for God's everlasting love and forgiveness. I thank God for food, water, shelter, and every opportunity that He gives me. I thank Him for my health and the gifts that He has gave me. Most of all I thank God for the support and love that is all around me.

In the name of the Father, Son and Holy Spirit.

Amen

By: Lily Ehler, Father Leonard Van Tighem



ACTION NO: B.1

February 28, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Three Year Capital Plan (2025 - 2028) DRAFT

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. A draft version of the Three Year Capital Plan for 2025-2028 has been prepared for Board review.
2. The final plan will be brought forward at the March 2024 Regular Meeting for Board approval.

RECOMMENDATION

That the Board of Trustees receives and files the draft Three Year Capital Plan for 2025-2028.

AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to finalize and present the Three Year Capital Plan for 2025-2028 at the March 2024 Regular Board Meeting.



Holy Spirit
CATHOLIC SCHOOL DIVISION

Capital Plan 2025 - 2028

DRAFT

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Executive Summary

In developing the Capital Plan, the Board of Trustees is guided by Board Policy No. 1 – *Board Mandate, Mission, Values and Goals* which states, “the Board is dedicated to serving the educational needs and aspirations of the Catholic parents and children in the communities of Coaldale, Lethbridge, Picture Butte, Pincher Creek, Taber, Bow Island and surrounding areas...”

Under Board Policy No. 2 – *Role of the Board*, as part of stewardship and under fiscal responsibility, the Board is required to “approve the Three-year Capital Plan and Infrastructure Maintenance and Renewal Plan (IMR) Plan.”

Administrative Procedure 126 – *Long Range Facility Planning*, outlines a process to “maximize utilization of all school facilities and enhance programming opportunities for students.” This ensures the development of a capital plan that meets the educational needs of our school communities.

At the regular meeting of February 25, 2015, the Board of Trustees approved its 10-Year Capital Plan for 2015-2025. Except for some minor adjustments, which will be detailed in this report, the Board remains committed to its capital plan for 2015-2025.

In January 2023, Senior Administration provided the Board of Trustees with enrolment and utilization projections to 2032. The enrolment projections confirm the need for an additional school in West Lethbridge. On March 1, 2023 the Minister of Education, The Honorable Adriana LaGrange, announced the construction approval for a new West Lethbridge elementary school. Planning is now underway.

With the announcement of the construction of a new elementary school, priorities will now be set that address enrolment pressure elsewhere in the school division, as well as the need for modernization or replacement of facilities that no longer meet the needs of our schools’ communities.

At the March 27, 2024 Regular Meeting of the Board of Trustees, the Board set the following priorities for its Three-Year Capital Plan:

- Modernization/Replacement of St. Francis Junior High School (value scoping, 2025, construction, 2026)
- Modernization of St. Michael’s School, Bow Island (value scoping, 2028)
- Modernization of Our Lady of the Assumption School (value scoping, 2028)

Articulating our Purpose

The Capital Plan will be aligned with the Mission, Vision, and Values of the School Division.



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.
EXCELLENCE IN LEARNING	• Our schools provide a welcoming, safe and accepting sanctuary. • We provide opportunities for all students to discover and become the persons God created them to be. • We will implement best practices in education to support the learning needs of all students. • We support and encourage the continued professional growth and reflective practice of all staff. • We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.
SACRAMENTALITY	• We see God and the wonder of His 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 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.

Partnering with our Community

Aligned with the belief that parents are the foremost educators of their children, the Holy Spirit Catholic School Division has fostered strong professional relationships with a wide array of support services, leveraging expertise from both internal and external partners. This collaborative approach, together with our commitment to creating an inclusive educational setting, ensures that children and students receive the most comprehensive education possible, enabling them to achieve their full potential. The Capital Plan is deeply informed by this philosophy, incorporating community partnerships aimed at addressing the diverse needs of our students and their families.

Creating Infrastructure Sustainability

The objective of long-range facility planning is to create an infrastructure that will sustain the Holy Spirit Catholic School Division's school communities for many years to come. Numerous factors influence the creation of a long-range facility plan. These include:

- Health and safety of students and staff
- Building conditions
- Utilization rates, both current and anticipated – influenced by population growth or decline
- Student transportation needs
- Student demographics
- Education program delivery
- Community relationships
- Capital funding constraints
- Ongoing operating costs

The Challenge

Holy Spirit Catholic School Division's primary challenge involves addressing the disparities in student enrolment across the school division, leading to either inefficient or inadequate utilization of our facilities. Predicting enrolment trends for the next decade poses significant difficulties, especially in light of the unpredictable impacts of the COVID-19 pandemic. Before 2020, we were on a trajectory of substantial enrolment growth, but the downturn during 2020 and 2021 disrupted our long-term forecasts, rendering them less reliable. Despite these challenges, enrolment has rebounded with the easing of the pandemic. The 2022-2023 academic year saw enrolment return to pre-pandemic figures, with a notable 4.4% increase in 2023-2024. Looking ahead, we are cautiously optimistic, projecting an enrolment surge of over 300 students (6%) over the coming decade.

Based on current projections, the next decade will see a roughly 1% decrease in overall enrolment across our rural schools. This decline, however, is not uniformly distributed. For instance, St. Mary's School in Taber is expected to experience a 12% increase, contrasting with St. Catherine School in Picture Butte and St. Michael's School in Bow Island, which are both projected to undergo an 8% decrease. Moreover, St. Patrick School in Taber is anticipated to see a 10% reduction in enrolment over the same period.

The enrolment trends for schools in Lethbridge will vary depending on their location within the city and the presence of school-aged children in their respective neighborhoods. Specifically, schools located east of the Oldman River are projected to experience a 13% increase in enrolment. St. Teresa of Calcutta Elementary School, already operating at 111% capacity, is expected to maintain at least a 103% capacity. By 2033, St. Francis School is anticipated to reach 108% capacity.

On the other hand, schools in West Lethbridge are predicted to witness an overall enrolment growth of 4% over the next decade. The addition of a new elementary school, slated to open in September 2026, in West Lethbridge is intended to mitigate the current enrolment pressures.



The following enrolment and utilization projections do not include the addition of a new school in West Lethbridge, that is expected to open in 2026.

Enrolment and Utilization Projections														
School	Grades	Actual	Functional	Util.	Enrol				Enrol					
		Enrolment Sept 2023	Student Capacity	Rate	Enrol	2028	Growth 5 years (2028)	Util 2028	Spaces available	Enrol	2033	Growth 10 years (2033)	Util. 2033	Spaces available
Our Lady of The Assumption (S)	EL-6	184.00	352.00	52%	190.00		3%	54%	162.00	183.00		-1%	52%	169.00
Ecole St. Mary (E)	EL-6	395.00	489.00	81%	377.00		-5%	77%	112.00	356.00		-10%	73%	133.00
St. Paul (N)	EL-6	268.00	382.00	70%	256.00		-4%	67%	126.00	235.00		-12%	62%	147.00
St. Teresa of Calcutta (N)	EL-6	409.00	370.00	111%	402.00		-2%	109%	(32.00)	382.00		-7%	103%	(12.00)
St. Francis (E)	7-9	550.00	634.00	87%	711.00		29%	112%	(77.00)	685.00		25%	108%	(51.00)
CCH Campus East	10-12	516.00	984.00	52%	669.00		30%	68%	315.00	781.00		51%	79%	203.00
Trinity E-Learning	9-12	34.00	50.00	68%	35.00		3%	70%	15.00	35.00		3%	70%	15.00
CARE (Outreach)	7-9	5.00	12.00	42%	6.00		20%	50%	6.00	6.00		20%	50%	6.00
Total Lethbridge East		2,361.00	3,273.00	72%	2,646.00		12%	81%	627.00	2,663.00		13%	81%	589.00
St. Patrick Fine Arts	K-6	276.00	305.00	90%	268.00		-3%	88%	37.00	249.00		-10%	82%	56.00
Children of St. Martha	EL-6	233.00	310.00	75%	243.00		4%	78%	67.00	234.00		0%	75%	76.00
Father Leonard Van Tighem	EL-9	676.00	650.00	104%	689.00		2%	106%	(39.00)	690.00		2%	106%	(40.00)
CCH Campus West	10-12	412.00	489.00	84%	489.00		19%	100%	0.00	489.00		19%	100%	0.00
Total Lethbridge West		1,597.00	1,754.00	91%	1,689.00		6%	96%	65.00	1,662.00		4%	95%	92.00
Total Urban		3,958.00	5,027.00	79%	4,335.00		10%	86%	692.00	4,325.00		9%	86%	681.00
St. Joseph - Coaldale	EL-9	338.00	397.00	85%	365.00		8%	92%	32.00	336.00		-1%	85%	61.00
St. Catherine - Picture Butte	EL-9	198.00	287.00	69%	194.00		-2%	68%	93.00	183.00		-8%	64%	104.00
St. Patrick - Taber	EL-5	214.00	237.00	90%	201.00		-6%	85%	36.00	193.00		-10%	81%	44.00
St. Mary - Taber	6-12	181.00	399.00	45%	193.00		7%	48%	206.00	202.00		12%	51%	197.00
St. Michael - Bow Island	EL-12	60.00	270.00	22%	62.00		3%	23%	208.00	55.00		-8%	20%	215.00
St. Michael - Pincher Creek	EL-12	321.00	420.00	76%	301.00		-6%	72%	119.00	324.00		1%	77%	96.00
Total Rural		1,312.00	2,010.00	65%	1,316.00		0%	65%	694.00	1,293.00		-1%	64%	717.00
Total Holy Spirit		5,270.00	7,037.00	75%	5,651.00		7%	80%	1,386.00	5,618.00		7%	80%	1,398.00
Functional student capacity is less than official capacity as it takes into account additional space required for students with specialized learning needs														
Utilization rate = enrolment / functional student capacity														
Updated: February 15, 2024														

Board Priorities

In setting its priorities for capital construction, whether this is new construction, school preservation or school expansion, the Board considers the building conditions of existing facilities based on facility audit scores, and from ongoing inspection of the buildings for program maximization and utilization of space. Furthermore, the potential impact on the health and safety of staff and students is carefully considered.

The construction of new schools and the addition of modular classrooms are necessary to address enrolment pressures. School preservation projects involve expansions to existing schools, modernization and upgrading of existing schools, the re-sizing of existing schools, and possibly the replacement of schools.

Complete details of the Board's capital priorities are contained within the 10-year Capital Plan:

[2015 - 2025 Capital Plan](#)

Three Year Capital Plan Requests

The Board has used the following as its guide in preparing the 2025 - 2028 Capital Plan:

- A review of the Mission, Vision and Values of the school division
- Administrative Procedure 126 – Facility Planning
- A review of Facility Audit Scores
- Ongoing visits to schools
- 10 Year Capital Plan
- Enrolment and Utilization Projections
- 2023 City of Lethbridge Census Results

School	Year	Est. Cost
St. Francis Junior School, Lethbridge, value scoping	2025	\$ 100,000
St. Francis Junior High School, modernization	2026	undetermined
St. Michael School, Bow Island, value scoping	2028	\$ 100,000
Our Lady of the Assumption School, Lethbridge, value scoping	2028	\$ 100,000

It is important to recognize that the dependability of the enrolment forecast beyond five years becomes increasingly uncertain over time due to factors beyond our control. Nevertheless, with the use of dependable current statistical population information, and the application of methodical analysis of student population growth patterns in our jurisdiction over the past five years, it seems satisfying the need for student spaces over the next five years would likely also address them beyond five years, perhaps even for up to ten years, for most of our schools. Holy Spirit Catholic School Division's Capital Plan:

- Ensures adequate student spaces at the elementary and junior high levels;
- Addresses programming needs through the modernization of three existing facilities;
- Addresses student safety both within and outside of school buildings;
- Provides facility space to meet the provincial class size recommendations;
- Provides educational spaces that will meet the needs of 21st century learners; and
- Ensures that the Holy Spirit Catholic School Division's Board continues to serve its mandate to meet the needs of our Catholic communities.

Once fully implemented, our plan will provide our students with facilities that will meet projected needs for the next three years and beyond.



Modernization – St. Francis Junior High School – Lethbridge

PROJECT DRIVERS:

- HEALTH AND SAFETY
- BUILDING CONDITION
- ENROLMENT PRESSURE
- FUNCTIONALITY AND PROGRAMMING

Constructed in 1957 and subsequently updated through the 1960s, with its last significant renovation in the mid-1980s, St. Francis Junior High School in Lethbridge reflects the educational standards of the mid-20th century. Alberta Infrastructure's evaluation in November 2015 gave the school a Facility Condition Index (FCI) of 17%, indicating that while the building's components are aging and nearing the end of their lifecycle, it remains in acceptable condition for use. This assessment, now nearly a decade old, does not consider the building's suitability for modern educational programs or address pressing safety and security concerns due to its design.

Originally established as St. Francis Boys' School under the guidance of the Basilian Order of Priests, the design catered to the educational needs of active boys, without considering the requirements for co-educational settings or accommodating students with specialized learning needs. Many of the building's current deficiencies can be traced back to its initial design, highlighting how it has surpassed its original purpose as a conducive environment for adolescent education and development.

In light of these considerations and as part of a strategic planning exercise, the Board is exploring the possibility of replacing the school on its current site to better meet contemporary educational standards and safety requirements.

Safety and Security

The layout of the school poses a security challenge due to the administration office and reception desk being positioned without a direct line of sight to the front entrance. This arrangement hinders effective monitoring of the entrance, compromising the ability to ensure safety. Furthermore, the significant distance between the office and the classrooms and learning spaces limits opportunities for passive supervision, further detracting from the school's overall security and oversight.

Building Condition

The proposed modernization or replacement of the facility aims to resolve critical maintenance issues, including comprehensive upgrades to the mechanical and electrical systems. This initiative will significantly enhance the building's environmental conditions, primarily through the installation of advanced HVAC systems for improved air quality and climate control. Although a recent update to the information technology infrastructure in 2021 enhanced Wi-Fi and internet access, addressing some technological deficiencies, the physical layout of the building still restricts the full utilization of these advancements. Many of the educational spaces are outdated and require substantial updates to meet current standards if modernization is pursued.

Currently, St. Francis Junior High School stands as the oldest middle/junior high school in the area yet to undergo modernization. This status hampers the school's ability to offer a comprehensive range of learning opportunities that students need and deserve.

Enrolment Pressure

The school currently operates with a capacity to accommodate 634 students. As of September 2023, it enrolled 550 students, utilizing 87% of its capacity. Projections for the next five years suggest an expected increase in enrolment to 711 students, exceeding its capacity at 112%. By 2033, enrolment is anticipated to slightly decrease to 685 students, which still places the school at 108% of its capacity. To meet the demands of Lethbridge's expanding population, expanding the school's capacity will be an essential component of its modernization efforts.

Functionality and Programming

St. Francis Junior High School's design, characterized by compartmentalized spaces along double-loaded corridors, lacks essential areas such as a central gathering space, a learning commons, and collaboration zones, all crucial for implementing current educational best practices.

The facility's limitations impact several programs and services:

- Daily physical activity is compromised by safety concerns due to overcrowded physical education classes.
- The fitness center, located in a cramped basement below the gym, suffers from poor ventilation and noise issues.

- Fine arts programs are constrained by inadequate spaces, with no proper facilities for choral, drama, art (lacking a kiln and isolated from other arts), guitar, and band activities, including a lack of performance areas.
- Shared space for construction tech with Catholic Central High School.
- Religious Studies are hindered by a small chapel that cannot expand to accommodate larger groups.
- Outdated and insufficient science labs, with only two available for 18 classes.
- A shortage of office space for essential support services.
- The absence of break-out rooms and gender-neutral washrooms.

Facility constraints also prevent the offering of programs like a multimedia lab, robotics, and a comprehensive life skills program (due to the lack of a kitchen). The lack of flexible learning and gathering spaces limits leadership activities, community events, and fine arts performances, alongside missing amenities like meeting spaces and a sick room.

Some programs are currently hosted at Catholic Central High School, including Foods and Band, but logistical challenges and space limitations at the high school complicate these arrangements and divide junior high band activities. Additionally, increasing enrolment at the high school restricts access to shared resources, impacting co-curricular programs and practice schedules.



Modernization – **St. Michael's School** – Bow Island

PROJECT DRIVERS:

- SAFETY AND SECURITY
- BUILDING CONDITION
- FUNCTIONALITY AND PROGRAMMING
- ENROLMENT

St. Michael's School in Bow Island is an Early Learning to Grade 12 facility that was originally built in 1962 with a series of additions through the 1960s and 1970s. A CTS shop was added in 2000. This school was transferred to Holy Spirit Roman Catholic Separate School Division in September 2014 from Medicine Hat Catholic School Division. The school was last assessed by Alberta Infrastructure in February 2017 and was assigned a facility condition index of 19%. Facilities with an FCI that is equal to or greater than 15%, or equal to or less than 40%, indicate aging components that are nearing the end of their life cycle and require additional expenditures for renewal or refurbishing.

Safety and Security

The facility faces several safety and security challenges due to accumulated deferred maintenance. Although the most pressing concerns were mitigated when the school transitioned to The Holy Spirit Catholic School Division, significant improvements still need to be made through modernization. A primary security concern is the visibility of the front entrance from the front office, which requires urgent attention.

Building Condition

A modernization will address outstanding maintenance items, including a full mechanical/electrical system upgrade and remediation of existing building code and building envelope issues at the school.

Functionality and Programming

A modernization will allow for the construction of a Learning Commons and collaboration spaces to help improve educational programming in support of student learning.

Enrolment

The proposed modernization will entail resizing the facility to improve its currently low utilization rates, which are anticipated to persist. Currently, the school has a functional capacity for 270 students but is operating at a 22% utilization rate with an enrolment of 60 students. Projections for the next decade indicate minimal variation in these numbers, with an expected enrolment of 55 students by 2033, bringing the utilization rate to 20%.



Modernization – Our Lady of the Assumption School – Lethbridge

PROJECT DRIVERS:

- BUILDING CONDITION
- FUNCTIONALITY AND PROGRAMMING

Our Lady of the Assumption School is an Early Learning to Grade Six elementary school located in South Lethbridge. The facility was originally built in 1956 with a significant addition in 1960. A pair of modular classrooms were added in 2011. The facility's FCI index in 2015 was 7%. The school is in acceptable condition overall.

Building Condition

The school's modernization will address critical maintenance needs, featuring comprehensive upgrades to its mechanical and electrical systems. Upgrades to the HVAC system will align the school's heating and ventilation with contemporary standards, addressing the current issue where, during May, June, and September, excessive heat and insufficient airflow render many classrooms unsuitable for effective teaching and learning. This situation has, at times, compelled teachers and students to seek alternative learning areas outside or in hallways. Furthermore, enhancements to electrical systems and information technology infrastructure will not only improve lighting conditions for both students and staff but also enhance Wi-Fi and internet connectivity throughout the school.

Functionality and Programming

The current structure of the school, with its mix of double and single-loaded corridors flanked by traditional classroom spaces, is set for a transformation. The envisioned modernization aims to introduce a learning commons and a variety of collaborative learning environments, aligning the facility with the latest research-based educational practices.

Facility limitations currently affect several programs, including:

- Physical Education: The gym's size restricts activities and storage space for equipment.
- Early Learning Program and Early Childhood Services: The lack of nearby bathroom facilities.
- Religious Studies: The existing chapel space is too small.

- Support Services: There is insufficient office space for the School Counselor, First Nations Support Worker, Speech Language Pathologist, and other essential services.
- Administration: There is no designated office for the Associate Principal.
- Additional needs include a sensory room for students, the absence of bathroom facilities in modular classrooms, a lack of modern gender-neutral bathrooms, an outdated library that does not support a Learning Commons model, and very limited meeting or conference space.

The current facility's constraints also preclude offering several programs:

- There is no dedicated multi-purpose science (STEM) room.
- A shortage of breakout rooms.
- The gym's size is inadequate for hosting sporting events like basketball or volleyball.
- The absence of a proper commercial kitchen prevents the offering of food preparation programs.
- A lack of a sizable gathering space restricts drama and fine arts presentations, spiritual activities, parent meetings, and other community events.
- While there are wheelchair lifts, the overall layout falls short in accessibility for individuals with disabilities, including lack of wheelchair access to the playground exit.



ACTION NO: B.2

February 28, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Alberta School Councils' Association (ASCA)
Conference Registration

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As seen in the attached information, the Alberta School Councils' Association (ASCA) will be holding its Conference and Annual General Meeting in-person from April 26-28, 2024.
2. The ASCA 2024 Annual General Meeting held on Sunday, April 28, 2024 will have two attendance options: in-person and online.
3. For the past few years, to better support the organization and its conference, the Board of Trustees has agreed to pay the registration fee for school council members, or interested parents, to attend.

RECOMMENDATION

That the Board of Trustees pays the registration fee for up to 4 (four) school council members, or interested parents, to attend the upcoming Alberta School Councils' Association Conference and / or Annual General Meeting.



The 2024 event will mark ASCA's 95th anniversary ... celebrating *"the home and school connection focused on the wellbeing of the child"*.

One of the main objectives of ASCA, from its origin through to today, is that parents are seen as partners in education, and vital to student success.

Promoting effective school council practices and parent engagement in school improvement strategies, sessions will build capacity in purpose, procedure, and planning, to align with Alberta's Assurance Framework for provincial education.

The event is presented over three days, starting Friday afternoon, all day Saturday and Sunday, with options to purchase event passes or individual event tickets.

Saturday sessions, keynotes, and an evening banquet are presented prior to the Sunday business meeting and election of the ASCA Board of Directors.

Two pre-conference session workshops are offered on Friday starting at 12:00 pm for Fundraising Associations.

Attendees include parents, teachers, community members, students, trustees, principals, superintendents, government, and education organizations personnel.

Vendors with products, services and resources relevant to schools, communities and fundraising associations will be exhibiting. The Trade Fair operates Friday from 4 pm to 7 pm, as well as Saturday until 4 pm. Prizes are available to be won, by entering draws and contest activities.

Delta Marriott Edmonton South Conference Centre

4404 Gateway Boulevard

Edmonton AB T6H 5C2

Conference room rate is \$154 + tax for Standard single/double occupancy. (\$184 Deluxe)

Reserve before April 3, 2024. Book early. Rate is subject to availability.

Contact the hotel directly for reservations in the [Alberta School Councils Group Rate Booking](#).

Phone 780.434.6415 or toll free 1.800.268.1133 [Website](#)

Visit www.albertaschoolcouncils.ca for schedule details and registration information.

ACTION NO: B.3

February 28, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Commodity Purchasing Consortium – Jurassic Electricity Storage Contract

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Attached for Board information is a memorandum from Secretary Treasurer Lisa Palmarin detailing an opportunity for the division to incorporate energy storage solutions for the division's electricity procurement.
2. The shift toward incorporating battery storage with the Jurassic agreement offers the division the ability to safeguard against possible market volatility and the benefit of environmental stewardship.

RECOMMENDATION

That the Board of Trustees authorizes the Secretary Treasurer, as the division's representative on the Commodity Purchasing Consortium, to sign the 15-year agreement pertaining to electricity storage with Jurassic Solar LP.



Memo from the Secretary-Treasurer
St. Basil Education Centre
620 – 12 St. "B" North
Lethbridge, Alberta T1H 2L7
Tel: (403) 327-9555 Fax: (403) 327-9595
email: palmarinl@holyspirit.ab.ca

TO: Ken Sampson, Superintendent

FROM: Lisa Palmarin, CPA, CGA, CSBO, SFO
Secretary-Treasurer

DATE: February 21, 2024

RE: Jurassic Electricity Storage Contract

In 2016, our commodity purchasing consortium (CPC) of 25 Alberta school divisions entered into a 25-year Power Purchase Agreement (PPA) with Bull Creek Wind Farm, committing to a fixed annual payment structure for electricity procurement. This agreement includes a mechanism for managing both underproduction and overproduction relative to our consumption needs, necessitating spot market transactions for any discrepancies.

Recent trends and market dynamics have presented financial challenges under this arrangement. The escalation of wind energy capacity, catalyzed by federal carbon policy initiatives, has significantly increased supply competition. This surge from 1,500 MW in 2016 to 6,000 MW by the end of 2024 has exacerbated financial returns due to market saturation during peak production periods and high costs during low production periods, a phenomenon known as self-cannibalization.

In response to these evolving market conditions and the financial implications for our electricity procurement strategy, we are considering a strategic pivot to incorporate energy storage solutions. Specifically, we have identified an opportunity to enter a 15-year agreement with Jurassic Battery Storage Facility. This initiative represents a proactive approach to mitigate the financial risks associated with our current PPA structure. Jurassic's dispatchable energy storage capability offers a hedge against high spot market prices during periods of low wind production, enhancing our financial resilience by capturing economic value during these critical periods.

Furthermore, the Jurassic facility provides an additional revenue stream during periods of adequate Bull Creek production, through participation in Alberta's energy and ancillary services market. This not only diversifies our energy management strategy but also aligns with broader sustainability goals by leveraging emission reduction technologies.

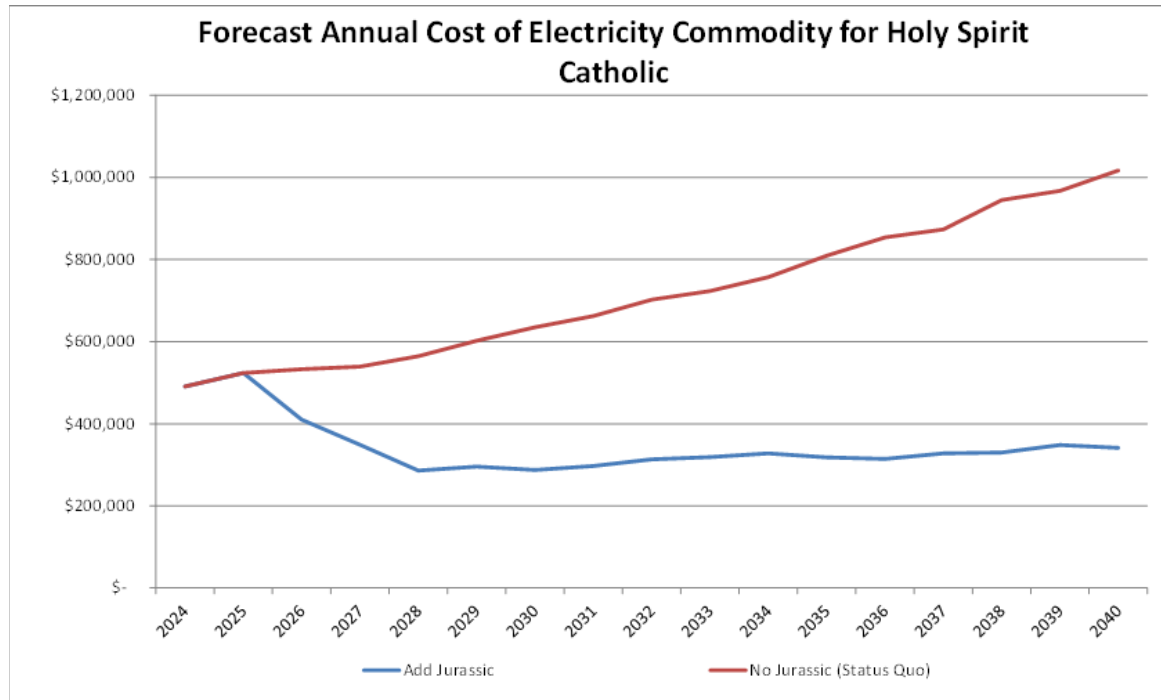
EDC Associates Ltd, the CPC's market advisory firm, has provided a comparative analysis indicating potential savings. Maintaining our current electricity procurement strategy could result in commodity purchase costs of \$12.2 million through 2040, exclusive of delivery charges. Conversely, transitioning to the Jurassic storage contract is projected to reduce these costs to \$5.9 million.

This strategic shift towards incorporating battery storage with the Jurassic agreement is poised to offer a dual advantage: safeguarding against market volatility and enhancing our consortium's economic and

environmental stewardship.

EDC Associates Ltd. is optimistic about the potential to secure provincial and federal grants ranging from \$10 to \$30 million, thanks to the pioneering attributes of the Jurassic project. As Alberta's largest battery storage facility, its commitment to emissions reduction, and representing a \$400 million investment into the Alberta electricity sector, Jurassic stands out as a prime candidate for such funding. These prospective grants, which were not included in our initial analysis, could yield significant financial benefits for Holy Spirit, approximately between \$500,000 and \$1.6 million. This opportunity further enhances the financial attractiveness of our engagement with the Jurassic facility.

I recommend that Holy Spirit Catholic School Division sign the Jurassic Electricity Storage Contract (Jurassic Solar LP).



Lisa Palmair

CPC Jurassic Battery Storage Project Supplemental Q&A

Q1. What is included in the monthly cost paid to Northland Power?

Northland Power is responsible for all the costs associated with building the project (e.g. permits, environmental studies, land acquisition/rental, facility cost, connection to the grid, the cost of the batteries and all other associated equipment plus the financing cost for the project). They are also responsible for the ongoing maintenance of the equipment which must be available and perform to the benefit of the CPC school boards based on the minimum standards listed in the agreement.

Northland Power calculated the total cost of the project and amortized it over the 15 years of operation. Although the amount may appear to be high, it is representative of the actual cost to build this type of facility and the CPC is benefiting from this project being tied to the larger Ontario battery storage project. To put the economies of scale into perspective that the CPC is benefiting from by indirectly being part of the Ontario project, EDCA queried other battery storage developers and received preliminary quotes of monthly rental fees that were 1.5-2x of what Northland is offering.

Ultimately a core piece of Jurassic's value proposition is how low its contract price is relative to other assets, achieved by leveraging the economics of a much larger project in tandem with the CPC's provincial government credit backing.

It is worth noting that due to Jurassic's "first of its kind" status (largest Alberta battery storage facility) and ability to reduce emissions while contributing to system reliability, EDCA is very confident in the ability to secure provincial/federal grant funding. Any monies received will be returned directly to the CPC school boards, either as a single lump sum credit or held in some form of interest bearing account and returned monthly as a credit on the power invoice offsetting Jurassic's monthly rental fee.

Q2. How confident are we that the project will reduce the net cost of electricity for School Divisions and will not incur a loss?

Very confident given **a)** the financial performance of other battery storage projects in Alberta **b)** the nature of Alberta's electricity market **c)** how Bull Creek's output and the CPC's electric load interact **d)** the project was reviewed by an independent third party, and **e)** annual guaranteed availability and penalties for sellers included in the agreement.

- a)** Battery storage has been in service in Alberta since 2020. Over the last 4 years battery storage has shown the highest operating margin of any form of domestic power generation.

Battery storage is one of the fastest growing technologies across North America due to its profitability. For example, Texas, which utilizes a market design similar to the Alberta (energy-only), saw its installed battery storage capacity double in 2023 (from 2,800 MW to 5,600 MW).

- b) i)** Alberta's power market is setup as an oligopoly. The top 5 market participants (TransAlta, Capital Power, Heartland (formerly ATCO), ENMAX and Suncor) control almost 60% of the

market. With this degree of market power, these entities can ensure the power market works for them – i.e., they can recover all short-run operating costs, all fixed costs, and earn a reasonable return of/on their investments – keeping market prices well about short-run marginal costs.

The levelized cost of TransAlta, Capital Power, Heartland and ENMAX's operating portfolios is around \$65-70/MWh today (becoming more expensive over time due to natural gas and carbon pricing).

The CPC's effective cost of Jurassic is ~\$30/MWh. As such, the project has a much lower economic hurdle to clear than Alberta's incumbent generators have, so whenever they are profitable this project will be profitable.

The power market is volatile so there can be months when the rental fee exceeds net operating revenues. However, in these months the incumbents will also be taking losses that will have to be recovered in the future to remain solvent over the long term. This lost margin recovery is typically done during periods of low renewable output, which the CPC will now be able to capture revenue instead of incurring high costs because Jurassic's operations are not at the mercy of sunlight/water/wind speeds.

- b) ii) There are 2 electricity markets in Alberta. The most well-known one is the power market in which suppliers physically generate electricity to keep the lights on. The second, and lesser known, is the ancillary services market, where suppliers provide system support by promising availability in order to keep the power market functional during intermittent short term supply outages or shortages. Both markets operate 24x7 and both function the same way (competitive bidding dynamics). The difference is the former is creating electricity and the second is promising to be available to produce electric when needed by the Alberta Electric System Operator ("AESO"). This latter service is required to support the system reliability, to avoid rotating brown outs, other outages or a full scale black out of the larger power grid.

Both products (physical generation and promise of availability) are equally valuable and carry monetary value in all hours of the day. The need for availability is growing exponentially due to the intermittency of renewables, hence the AESO's push to introduce new ancillary service products, especially those that benefit storage. Storage is favoured because it has the fastest ramp time of any supply resource - milliseconds vs 10 minutes up to 10 hours - and providing system support is really about ramp rate or response time.

The battery can operate around-the-clock by promising availability to the AESO and so revenues are earned across most hours. As such, the battery's revenues are **not** restricted to just when physical electricity is being generated.

- c) When Bull Creek generates electricity, a fixed fee is paid for whatever is generated. In some hours this may be 0 MW, and in other hours 29 MW (Bull Creek's full farm size). However, every hour Bull Creek's output is compared to the CPC's electric load. If load exceeds wind farm output the difference is bought on the spot market. If wind farm output exceeds load, the excess is sold on the spot market.

Over the last decade, installed wind capacity has increased exponentially, from around 1,500 MW when Bull Creek commissioned to almost 5,000 MW at the end of 2023, and is expected to continue to grow to at least 6,000 MW by early 2025.

The rapid growth of wind has increased power market volatility, which means the CPC is becoming more-and-more exposed to periods of high spot power prices and no wind output.

The Jurassic storage project will provide the CPC a means to directly offset this open market exposure, as well as have additional capacity to send to the market to generate incremental revenues, thus earning market revenues across most hours of the year, irrespective of what Bull Creek's hourly energy production is.

- d) The economics of the project were reviewed and supported by an independent expert (see November 2023 report by URICA Energy Management Corporation). The report concluded that the structure of the project was sound and based on informed intellect and experienced market knowledge. Furthermore, it stated that:

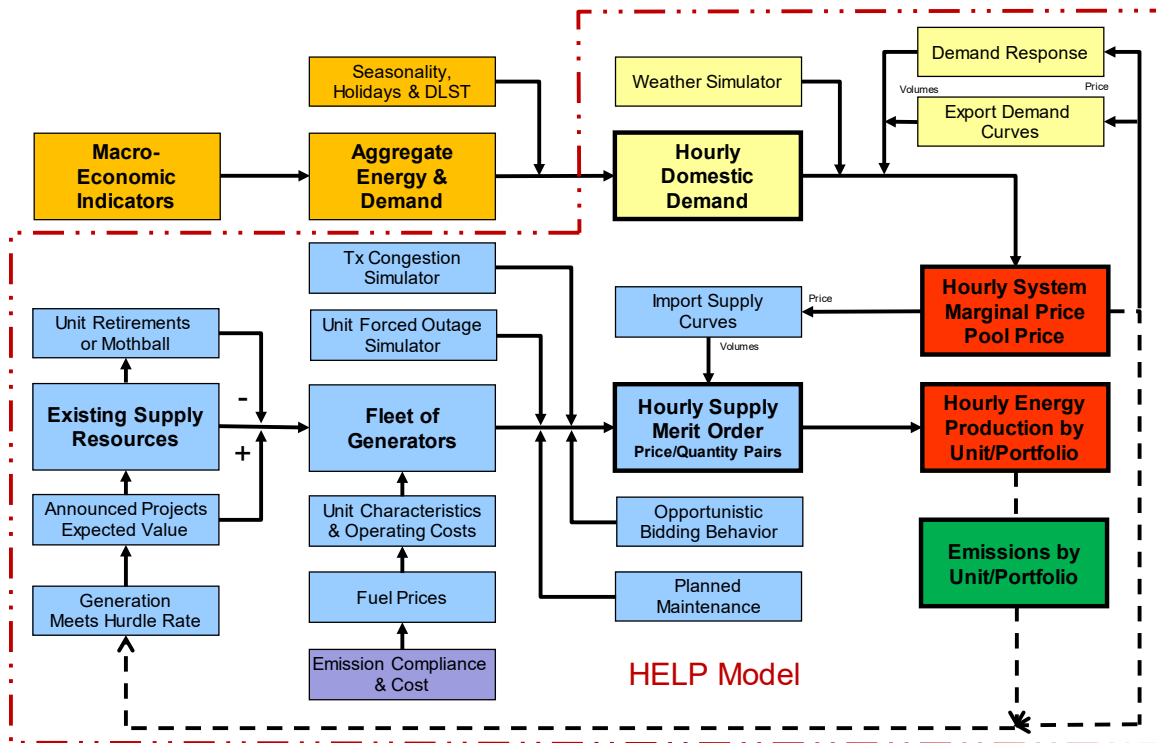
“The addition of a BESS to the CPC Portfolio provides a physical hedge solution that has optionality. Primarily, its purpose is to provide volumetric coverage for exposed volumes at high priced intervals. This will deliver the required firming support for a cost-conscious entity that is subject to intermittency through renewable-based PPA. Supplementary, the BESS can also deliver additional financial benefits through its participation in other revenue generation categories, such as Fast Frequency Response when appropriate. This will deliver incremental revenue gains to offset some of the losses that would be expected to occur during some interval through the life of the PPA....

- e) The CPC negotiated several terms in the agreement to ensure the project is built on time, performs in accordance with the specifications and is available during the duration of the contract. Details are provided in the letter from the CPC's legal counsel.

Q3. What confidence do you have with the modeling used in the graphs and tables projecting the net cost of power over the next 15 years?

Very confident – the modeling results were prepared by EDC Associates Ltd, which is Alberta's oldest energy transition market advisory firm (established 1992).

EDCA's forecast results are derived from a robust Monte-Carlo simulation toolset (“HELP Model”) of Alberta's electric energy sector, which builds power prices up from the fundamentals-based intersection of all key supply (blue boxes) and demand metrics (orange & yellow boxes) that drive power prices and output (red boxes).



EDCA's forecasts are used in most of the project finance, due diligence and audit/attestation processes undertaken in Alberta. EDCA has provided similar independent economic and financial due diligence work to 92,000 MW's of power generation project capacity since the beginning of 2018 through 262 engagements. EDCA's toolset is actively sold to and supported for various market participants within their risk/trading/commercial groups.

Ultimately the confidence in the results comes from the confidence in the inputs:

- Natural gas – Domestic gas has been trapped in the province since the beginning of time. The completion of LNG Canada (~12-15 months) will provide egress to new, higher priced market prices.
- Load – In spite of hostile federal policies Alberta's load has increased, on average, 1.5%/yr over the last decade. A combination of resource development, growing electrification and continued population growth will keep Alberta's electric load steadily growing.
- Carbon Policy – Industrial carbon policy has been in force in Alberta since 2007. There is no question of if carbon policy will continue to impact Alberta's electricity sector, rather just the speed of its implementation (i.e., Net-Zero by 2035 vs Net-Zero by 2050).
- Supply Retirements – In order to optimize portfolio economics incumbents are incented to retire supply when it is no longer profitable to operate in the market.
- Economic Withholding – Economic withholding is a core tenant of an energy-only market design. Without this electricity producers cannot remain going concerns as they would be unable to recover fixed costs or earn a return of/on investment.

- Market Design – Alberta’s energy-only market design has incented strong reliability (minimal load shed events) and substantial investment (> \$30 billion) since inception (1996). Any future changes would be driven by growing system volatility, which ultimately would provide favour for reliable/dispatchable resources such as storage.
- System volatility – Over the last decade total installed renewable capacity has grown from around 2,500 MW to almost 8,000 MW. Large industrial/commercial users continue to express a preference for renewable electricity to meet ESG goals or to satisfy mandatory carbon reductions, and so sustained growth is anticipated. Renewables are intermittent and so system volatility is only expected to worsen.
- System Inertia – Increased renewable capacity has forced the retirement of several large thermal plants due to their inability to remain profitable. The loss of “iron in the ground” negatively impairs system inertia, so new fast frequency response ancillary service products – which batteries are best suited to provide – are quickly becoming a critical requirement for Alberta. This would be a new revenue stream option for batteries and other storage technologies.

ACTION NO: B.4

February 28, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Bob Spitzig, Chair of the ATA Negotiations Committee

SUBJECT: Memorandum of Agreement with the ATA Local No. 5

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Local negotiations between the Holy Spirit Catholic School Division and the Alberta Teachers' Association (ATA) Local No. 5 have come to a conclusion. As a result, a Memorandum of Agreement has been developed and requires Board ratification.

RECOMMENDATION

That the Board of Trustees ratifies the Memorandum of Agreement, effective September 1, 2020 to August 31, 2024, between the Holy Spirit Roman Catholic Separate School Division and ATA Local No. 5;

AND FURTHER, that the members of both negotiating committees be thanked for their efforts and hard work in reaching this agreement.

PR NO: C.1

February 28, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 13: Hearings on Teacher Matters

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 13: Hearings on Teacher Matters* and all associated appendices, are 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 13: Hearings on Teacher Matters*, as presented.

ARTICULATING OUR PURPOSE



"Creativity" by the Staff and Students of St. Patrick Fine Arts Elementary – 2009/2010

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

The mission or purpose represents the fundamental reason for the organization's existence.

"What are we here to do together?"

It includes all of the elements of our purpose so we can ensure that our vision and goals clearly reflect our mission.

We are a Catholic Faith Community,
dedicated to providing each student entrusted to our care,
with an education rooted in the
Good News of Jesus Christ.

Guided by the Holy Spirit,
in partnership with home, parish and society,
our schools foster the growth of responsible citizens
who will live, celebrate and proclaim their faith

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

A vision is a picture of the future you seek to create, described in the present tense, as it were happening now.

It shows where we want to go, and what we will be like when we get there.

*A vision gives shape and direction to the organization's future
and it helps people set goals to take the organization closer to it.*

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

VALUES AND CORE COMMITMENTS

Values are the beliefs that reflect our mission and guide our actions on our progress to our vision.

Core commitments are not goals; they are the actions we are committed to performing in every aspect of our organizational life.

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools.
- We honour diversity.
- Our schools provide a welcoming safe and accepting sanctuary.

EXCELLENCE IN
LEARNING

- We provide opportunities for all students to discover and become the persons God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

SACRAMENTALITY

- We see God and the wonder of God's work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.

OUR
COLLABORATIVE
COMMUNITY

- We share the responsibility of education with our students, staff, parents, parish and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.

MINISTRY

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.

STEWARDSHIP

- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 13: Hearings on Teacher Matters*

Date: February 28, 2024

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

Nature of/reason for amendment?

Other implications or considerations?

HEARINGS ON TEACHER MATTERS

The *Education Act*, Section 212, provides a teacher who wishes to object to a transfer with the right to request a meeting before the Board.

The Superintendent will provide teachers whose contracts of employment or administrative designations are being considered for termination an opportunity to be heard by the Superintendent prior to making a decision in accordance with this policy.

The Superintendent may suspend a teacher from the performance of a teacher's duties in accordance with subsection 213 of the *Education Act*. The power to suspend the services of a teacher may not be further delegated. The teachers may appeal such suspension to a Board of Reference.

Specifically

1. Transfer:
 - 1.1 A teacher who wishes to object to a notice of transfer given by the Superintendent may request in writing a meeting before the Board within seven days of receipt of the notice.
 - 1.2 The request for a meeting before the Board shall be submitted by the teacher to the Superintendent.
 - 1.3 The Board may set a date for the meeting that is not earlier than 14 days after the teacher received the notice of transfer, unless the teacher agrees in writing to an earlier date.
 - 1.4 The Superintendent shall advise the teacher in writing of the date, time and location of the meeting.
 - 1.5 Where the teacher has requested a meeting, the teacher shall not be transferred until after the meeting before the Board has been held.
2. Suspension of Teaching Contract or Designation
 - 2.1 Where the Deputy Superintendent will be recommending a decision on the suspension of a teaching contract or designation to the Superintendent, the Deputy Superintendent will provide the following to the teacher:
 - 2.1.1 The recommendation to suspend the contract of employment and the reason for the recommendation.
 - 2.1.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 2.1.3 The right of the teacher to attend the meeting referenced in 2.1.2 and make representations to the Superintendent.
 - 2.1.4 The right to seek representation from the Alberta Teachers' Association and legal counsel.

- 2.2 Should the teacher wish to have an opportunity to be heard by the Superintendent at the meeting referred to in 2.1.2 above to object to the suspension, a written request for such shall be submitted to the Superintendent not less than two business days prior to the meeting scheduled pursuant to section 2.1.2 above. The teacher shall also state whether or not he/she will be represented by council, provide the names of any other representatives and any relevant written material that the teacher wishes to have considered by the Superintendent.
3. Termination of Teaching Contract or Designation
 - 3.1 Where the Superintendent will be making a decision on the termination of a teaching contract or designation, the Superintendent, or designate, will provide the following to the teacher:
 - 3.1.1 The recommendation to terminate the contract of employment and the reason for the recommendation.
 - 3.1.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 3.1.3 The right of the teacher to attend the meeting referenced in 3.1.2 and make representations to the Superintendent.
 - 3.1.4 The right to seek representation from the Alberta Teachers' Association and legal counsel.
 - 3.2 Should the teacher wish to have an opportunity to be heard by the Superintendent at the meeting referred to in 3.1.2 above to object to the termination, a written request for such shall be submitted to the Superintendent not less than two business days prior to the meeting scheduled pursuant to section 3.1.2 above. The teacher shall also state whether or not he/she will be represented by council, provide the names of any other representatives and any relevant written material that the teacher wishes to have considered by the Superintendent.
4. Notwithstanding the foregoing, in the event that the Superintendent determines that a recommendation for termination of a teacher's contract of employment or designation, in light all the circumstances (which relevant circumstances shall be determined at the Superintendent's sole discretion), be made by the Board rather than the Superintendent, the Superintendent shall advise the Board Chair, in writing, that the Superintendent will be referring a recommendation for termination of a teacher's contract of employment or designation to the Board for the Board's consideration. The Board shall, on a case by case basis, as recommended by the Superintendent, retain jurisdiction to hear and decide all such recommendations for termination of a teacher's contract of employment or designation. In such a case, the Board shall follow the process as outlined below in Section 5.
5. Procedure to be followed at Board Hearing on Transfer Pursuant to Section 1
 - 5.1 The Board Chair will call the meeting to order and explain that the meeting will be held in-camera and will provide:
 - 5.1.1 An opportunity for the Superintendent and the teacher to make representation in support of their respective positions, and to provide relevant evidence they feel may impact upon the dispute.
 - 5.1.2 The Board with an opportunity to receive relevant information and to review the facts of the dispute.

- 5.1.3 A process through which a decision is considered and reached in a fair and impartial manner.
- 5.2 Minutes of the meeting will be taken by the recording secretary and kept for the Board's record.
- 5.3 The Superintendent shall present evidence on behalf of the recommendation and have any witnesses appear that the Superintendent considers necessary.
- 5.4 The teacher will then be given the opportunity to make a presentation to the Board and to respond to any information provided to the Board by the Superintendent or any witnesses that may have been called.
- 5.5 Board members may ask questions of clarification through the Board Chair, of the Superintendent or any witness that has been called by the Superintendent or of the teacher and any representative that the teacher may have called, after hearing from both parties.
- 5.6 Cross-examination by either the Superintendent or the teacher will not be permitted.
- 5.7 The teacher, and then the Superintendent, will be provided with the opportunity to make a brief closing statement to the Board.
- 5.8 The Board shall meet without those involved directly in the dispute in order to arrive at a decision. The Board has the right to call upon legal advisors to assist them on points of law or the drafting of a resolution.
- 5.9 The Board shall identify those individuals it wishes to have in attendance during its deliberations.
- 5.10 If the Board requires additional information or clarification, those involved in the dispute will be requested to return and provide the necessary information.
- 5.11 The Board Chair shall thank the teacher and the Superintendent for their presentations and advise them that the meeting has been adjourned and the decision of the Board will be communicated to them.
- 5.12 The Board decision and the reasons for the decision will be communicated to the teacher by telephone following the meeting and confirmed in writing.
- 5.13 The Board Chair shall advise the Superintendent of the decision of the Board.

Legal References: **Sections 33, 52, 53, 119, 212, 213, 214, 215 *Education Act*
Teaching Quality Standards**

PR NO: C.2

February 28, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 14: Appeals and Hearings on Student Matters

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 14: Appeals and Hearings on Student Matters*, 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 14: Appeals and Hearings on Student Matters*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 14: Appeals and Hearings on Student Matters*

Date: February 28, 2024

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

Nature of/reason for amendment?

Other implications or considerations?

APPEALS AND HEARINGS ON STUDENT MATTERS

The principles of natural justice support the provision of a mechanism for parents, students, and members of the public and staff to appeal decisions made, or not made, by employees of the Board. The legislation also requires the Board to establish an appeal process.

Under Section 43 and 44 of the *Education Act*, the only matters on which the Minister of Education will consider appeals are:

- Specialized supports and services to a student in accordance with Section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program;
 - Student expulsion;
 - Access to, or the accuracy of completeness of student records; or
 - Board responsibility for a specific student.
1. The Board will hear appeals on administrative decisions on all matters, which are submitted in accordance with Section 42 of the *Education Act*. Prior to a decision being appealed to the Board, it must be appealed to the Superintendent.
 2. The expulsion of a student will be dealt with in accordance with *Administrative Procedure 319: Suspension and Expulsion of Students*.
 3. Parents of students, and students sixteen (16) years of age or older, have the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise parents and students of this right to appeal.
 4. The appeal to the Board must be made within ten (10) days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand and the reason for the appeal.
 5. Parents of students, as above, when appealing a decision to a Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students. The names of such individuals who will be in attendance and the role of the resource person(s) must be provided to the Board at the time of filing the appeal.
 6. The Board may arrange to have legal counsel present for any matter being appealed.
 7. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Superintendent or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
 8. The appeal will be heard in-camera, with specified individuals in attendance.
 9. The appeal hearing will be conducted in accordance with the following guidelines:
 - 9.1 The Board Chair will outline the purpose of the hearing, which is to provide:

- 9.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 9.1.2 The Board with the means to receive information and to review the facts of the dispute;
 - 9.1.3 A process through which the Board can reach a fair and impartial decision.
- 9.2 Notes of the proceedings will be recorded for the purpose of the Board's records. No external electronic recordings will be permitted.
- 9.3 The Superintendent and/or staff will explain the decision and give reasons for the decision.
- 9.4 The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Superintendent and/or staff.
- 9.5 The Superintendent and/or staff will have an opportunity to respond to information presented by the appellant.
- 9.6 Committee members will have the opportunity to ask questions or clarification from both parties.
- 9.7 No cross-examination of the parties shall be allowed.
- 9.8 The Board will meet without the respective parties in attendance to discuss the appeal and reach a decision.
- 9.9 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return in order to provide its information.
- 9.10 The Board decision and the reasons for that decision will be communicated to the appellant once a decision has been reached and confirmed in writing following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Minister if the appellant is dissatisfied with the decision of the Board and if the matter under appeal is a matter described in Sections 43 and 44 of the *Education Act*.

Legal References: Sections 3, 4, 11, 14, 31, 33, 36, 37, 40, 42, 43, 44, 52, 53 *Education Act*

PR NO: C.3

February 28, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 18: Board Governance and Operations

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 18: Board Governance and Operations*, 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 18: Board Governance and Operations* and its appendices, as amended.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 18: Board Governance and Operations*

Date: February 28, 2024

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

Nature of/reason for amendment?

That Clause 1.6 in Policy 18A: Appendix – Trustee Compensation, Allowances and Reimbursement Rates be changed from base instruction grants to system and administration grants

Other implications or considerations?

Annual compensation for trustees will adjust accordingly with an increase in system and administration grant funding.

BOARD GOVERNANCE AND OPERATIONS

Purpose

These Board governance and operations procedures have been prepared and accepted by the Board in order that the business of the Board can be conducted in an orderly and efficient manner.

Application

1. The Board shall conduct itself in accordance with the Education Act, provincial and federal legislation and regulations, and the procedures outlined in this policy.
2. These procedures shall apply to:
 - 2.1 All regular and special meetings of the Board.
 - 2.2 All activities and actions of the Board.

Definitions

Board, or, the Board	the Board of Trustees of the Holy Spirit Roman Catholic Separate School Division Chair, or,
Board Chair	the Chairperson of the Division
Chairperson	the Chair of a Board committee
Division, or, the division	the Holy Spirit Roman Catholic Separate School Division
Holy Spirit Catholic Schools	the popular, or common, name of the division
In private	term used in the act to describe a closed or Committee of the Whole meeting.
Quorum	a majority of the number of trustees specified by the minister to be elected to the Board.
Education Act, or, the Act	the Education Act, Statutes of Alberta, Chapter E-0.3, of the province of Alberta.
Superintendent	the Superintendent of Schools

1. Board Meetings

1.1 Organizational Meeting

- 1.1.1 The organizational meeting shall be held in either June or September in non-election years and in October in the year of an election in accordance with Alberta Regulation 82/2019.
- 1.1.2 The Secretary-Treasurer will call the meeting to order and preside as chair until a Board Chair is elected, at which time the meeting will be turned over to the newly elected Board Chair.
- 1.1.3 The agenda for the organizational meeting shall include, but not be restricted to, the following:
 - 1.1.3.1 Election of Board Chair.
 - 1.1.3.2 Election of Vice Chair.
 - 1.1.3.3 Review and / or create standing or ad hoc committees of the Board, as deemed appropriate.
 - 1.1.3.4. Appoint Board representatives to the various committees.
 - 1.1.3.5 Review the schedule for regular meetings, and any additional meetings.
 - 1.1.3.6 Review Board members conflict of interest stipulations and determine any disclosure information requirements.
 - 1.1.3.7 Other organizational items as required.
- 1.1.4 All votes for the position of Board Chair and Vice Chair shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands.

1.2 Regular Meetings of the Board

- 1.2.1 All regular meetings will be held in accordance with Alberta Regulation 82/2019.
- 1.2.2 The regular meetings of the Board shall normally be held on the fourth Wednesday of each month. Alternate dates may be established in months that experience holidays or other potential conflicts. Meetings will be held in July and August as required.
- 1.2.3 The regular meetings may only be extended past 9:00 p.m. with a resolution passed by a simple majority of trustees in attendance.
- 1.2.4 The date of a regular meeting can only be changed at a regular or special meeting by a resolution passed by a simple majority of trustees in attendance.
- 1.2.5 Unless explicitly stated by the Education Act, meeting procedures will be held in accordance with Roberts' Rules of Order.
- 1.2.6 Any trustee may submit a Notice of Motion to be presented at the next regular meeting of the Board. The Notice of Motion shall include in writing the wording of the motion, or the intent of the motion, and any supporting documentation. The actual wording of the motion must appear in the agenda package of the next regular meeting.
- 1.2.7 All meetings of the Board shall be held in public unless a majority of the trustees present are of the opinion that it is in the public interest to hold the meeting, or part of the meeting, in private.

1.3 Special Meetings of the Board

- 1.3.1 Occasionally, unanticipated or emergent issues require the immediate attention of the Board. In such cases a special meeting of the Board will be held to deal with emergent issues in accordance with Alberta Regulation 82/2019.
- 1.3.2 Special meetings will normally be held with the Superintendent and Secretary-Treasurer in attendance.
- 1.3.3 The Secretary-Treasurer or the Board Chair will ensure that the appropriate notice is given or alternatively ensure that every trustee waives the requirement of notice.

1.4 In-Private Meetings of the Board (Committee of the Whole)

- 1.4.1 The Board may hold a meeting, or part of a meeting in private, to discuss sensitive issues where a majority of the trustees are of the opinion that it is best to do so. An in-private meeting will be held in accordance with Alberta Regulation 82/2019.
- 1.4.2 The Board does not have authority to pass by-laws or resolutions while in private with the exception to return to the public meeting. The resolution shall be recorded in the minutes of the Board.
- 1.4.3 Meetings held in private will generally be held to discuss sensitive matters pertaining to:
 - 1.4.3.1 Individual students.
 - 1.4.3.2 Individual Board employees.
 - 1.4.3.3 Collective bargaining/contract negotiations.
 - 1.4.3.4 Acquisition or disposal of real property.
 - 1.4.3.5 Litigation brought before or against the Board.
 - 1.4.3.6 To review and consider legal advice, client — solicitor privilege.
 - 1.4.3.7 Other matters that the majority of the trustees feel would be best discussed in private.
- 1.4.4 Trustees and other persons attending a private meeting of the Board shall not discuss the details of the meeting. All discussion is, and shall be, confidential.
- 1.4.5 The Board may invite staff members or any other to attend an in private meeting at its discretion.

1.5 Delegations to Board Meetings

- 1.5.1 The Board will receive representation and delegations from parents, staff or other interested persons provided that the item has been placed on the agenda or has received the approval of the Board. Such presentations will normally be held at a regular public meeting unless there is a reason to hold a portion in private. If the Board is of the view that an emergency situation exists, the following procedures may be modified by means of a board motion.
- 1.5.2 Individuals or groups wishing to make a presentation to the Board shall be advised that a maximum of fifteen minutes will be provided.

1.6 Members of the Public

- 1.6.1 Individuals or groups wishing to make a formal presentation to the Board must provide a written request along with supporting documentation to the Superintendent not later than eight calendar days prior to the meeting at which the presentation is to be made.
- 1.6.2 The written request must identify the spokesperson and provide the terms of reference for the presentation.
- 1.6.3 The Superintendent will inform the designated spokesperson of the time and place of the meeting and provide a copy of the Board's procedures regarding presentations.
- 1.6.4 The Board will not debate or make a decision on a matter presented to it at the meeting, unless it is deemed critical by the majority of the Board.
 - 1.6.4.1 Questions of clarification directed through the Board Chair may be asked of the spokesperson or of the Superintendent. The Superintendent may refer the question to the appropriate senior administrator.
 - 1.6.4.2 For matters requiring further Board deliberation, the Superintendent will be required to prepare a recommendation for the consideration of the Board at the next regular meeting.
 - 1.6.4.3 The Superintendent shall be responsible for informing the spokesperson of the decision of the Board regarding items raised in the presentation.

1.7 Petitions and Public Notices

- 1.7.1 The Board will receive any petitions as specified in the Petitions and Public Notices in accordance with Alberta Regulation 91/2019.

2. Agenda, Minutes and Records

2.1 Agenda

- 2.1.1 The Superintendent, in consultation with the Board Chair and Vice Chair, shall develop the agenda for all Board and committee meetings.
- 2.1.2 Board members wishing to have an item placed on the agenda must inform the Board Chair not later than eight working days prior to the meeting.
- 2.1.3 The Superintendent shall prepare and include supporting material and, when appropriate, provide an administrative recommendation for each action item on the agenda.
- 2.1.4 The Superintendent shall ensure that the agenda, and supporting material, is prepared and available to all trustees on the Friday prior to the regular Board meeting.
- 2.1.5 Copies of the agenda will be distributed in advance of the Board meetings to each school principal, school council, news media and relevant stakeholders.
- 2.1.6 The Board may amend the Board agenda by majority vote.

2.2 Minutes

- 2.2.1 A record of all proceedings of the Board and of Board meetings shall be taken and maintained by the Board secretary.

- 2.2.2 The Secretary-Treasurer shall ensure that the minutes are maintained in a safe and secure manner and appropriate back up procedures are undertaken.
- 2.2.3 The draft minutes shall be provided, along with the agenda, to each trustee for adoption at the next regular meeting.
- 2.2.4 The Board Chair shall sign the minutes upon their adoption and the Secretary-Treasurer shall initial every page prior to signing and filing them in the official minute book.
- 2.2.5 The Secretary-Treasurer shall arrange for all copies of the adopted minutes to be made available, via the division web page, to all school principals, news media, and relevant stakeholders.
- 2.2.6 The Superintendent shall prepare a summary known as "Board Meeting Briefs" within two weeks of the Board meeting for distribution to school communities.

3. Board Member Orientation

- 3.1 The Board Chair and the Superintendent will organize an orientation workshop for newly elected trustees that will provide information on:
 - 3.1.1 Role and responsibilities of the trustee.
 - 3.1.2 Role of the Board.
 - 3.1.3 Role of the Superintendent as the Chief Executive Officer of the Board.
 - 3.1.4 Evaluation of the Board.
 - 3.1.5 Role of the Board Chair.
 - 3.1.6 Method of operation of the Board.
 - 3.1.7 Policies of the division.
 - 3.1.8 Facilities overview of the division
 - 3.1.9 Overview of the division.
 - 3.1.10 Other relevant information as required.
- 3.2 Financial support will be provided for newly elected trustees to attend orientation seminars sponsored by the ASBA and/or ACSTA.
- 3.3 In the interim between the election date and the actual assumption of office, newly elected trustees will be:
 - 3.3.1 Invited to attend all meetings and functions of the Board, including study sessions.
 - 3.3.2 Provided access to the secure Board trustee section of the division's website to review materials such as:
 - 3.3.2.1 Board policy manual.
 - 3.3.2.2 Information about policy development.
 - 3.3.2.3 Annual report of the division.
 - 3.3.2.4 Pertinent sections of provincial legislation.
 - 3.3.2.5 Pertinent financial records, including the current budget.
 - 3.3.2.6 Organizational chart of the division.

4. Trustee Honoraria and Expense Reimbursement

- 4.1 Trustees will be required to attend various conferences, conventions, workshops, and meetings in their capacity as school trustees.
- 4.2 Rates for trustee honoraria and expenses will be established annually as a component of the budget process and attached as an appendix to the policy manual.
- 4.3 Each trustee will be responsible for his/her own expenses and will be required to stay within the individual budgeted amounts.
- 4.4 Trustees will not be eligible to claim for travel within their own ward, with the exception of Ward 5, where travel between the town sites of Taber and Bow Island are eligible for reimbursement.
- 4.5 The trustee monthly expense report shall be public information and shall be available upon request.
- 4.6 A trustee performing roles with affiliated organizations, or acting as a representative of the Board, where expenses are not reimbursed, shall bring these to the Board for approval and inclusion in the "Board Representative to External Publics" budget.
- 4.7 A claim form, "Remuneration and Travel Expense," has been adopted for use by trustees and is available electronically.
- 4.8 Trustees must submit expense claims in a timely manner following the completion of incurring the expenses.
- 4.9 Requests for reimbursements for expenses incurred up to, and including, August 31 of each year must be submitted by September 10.
- 4.10 The Secretary-Treasurer shall review, for coding purposes, the trustees' remuneration and expense claims, and forward them to the Vice Chair.
- 4.11 The Vice Chair will review all trustee expense claims.
- 4.12 The Board Chair will review any trustee claim beyond the defined guidelines and shall either approve or deny the claim.
- 4.13 The Vice Chair will rule in those cases where the claim is that of the Board Chair.
- 4.14 The Board will act as the appeal body should a disagreement or a difference of interpretation arise on any matter referred to it in regard to trustee remuneration and/or expenses.

5. Hospitality

- 5.1 Hospitality is the provision of food, beverage (alcohol) and other amenities at public expense for the work of the Division.
- 5.2 Hospitality is generally provided when the event involves participants from outside the division.
- 5.3 Hospitality may be extended in an economical and consistent manner when:

- 5.3.1 It can facilitate Division business.
- 5.3.2 It is considered desirable as a matter of courtesy or protocol.
- 5.3.3 Honoring staff for long service.
- 5.3.4 Conducting business with members of government, community or private sector
- 5.3.5 Other hospitality functions as approved by the Superintendent of Schools or designate, providing they conform to the rules listed above.
- 5.4 Prior written approval from the Superintendent of Schools or designate is required for all hospitality events where alcohol is served.
- 5.5 If alcohol is provided at a hospitality event, it should be provided in a responsible manner, e.g. food must always be served when alcohol is available.
- 5.6 Hospitality events shall not be funded through school generated funds.

6. Signing Officers of the Board

- 6.1 The Board Chair, the Vice Chair, the Superintendent, and the Secretary- Treasurer shall be the cheque-signing officers.
- 6.2 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.
- 6.3 The use of an approved cheque-signer with the signature of the Board Chair and Secretary-Treasurer shall be authorized for all financial documents.
- 6.4 The Superintendent and the Secretary-Treasurer shall be permitted to sign manual cheques for:
 - 6.4.1 Salary.
 - 6.4.2 Substitute teacher salary.
 - 6.4.3 Receiver General.
 - 6.4.4 Staff benefits.
 - 6.4.5 Those expenditures required when the Board Chair and Vice Chair are not available.
- 6.5 All other manual cheques will be signed by the Secretary-Treasurer and either the Board Chair or the Vice Chair.
- 6.6 The Superintendent and the Secretary-Treasurer shall have signing authority to the safety deposit box.

Legal References: **Section 33, Education Act**
 Part 4: Board Powers and Elections (Sections 51-96, Education Act)
 Sections 247-249, Board Procedures Regulation, Alberta Regulation 82/2019
 Petitions and Public Notices Regulation, Alberta Regulation 91/2019

TRUSTEE COMPENSATION, ALLOWANCES AND REIMBURSEMENT RATES

1. Trustee Compensation

- 1.1 The annual compensation for trustees shall be \$16,200.00.
- 1.2 The annual compensation for the Board Chair shall be \$20,000.00.
- 1.3 The annual compensation for the Vice Chair shall be \$18,000.00.
- 1.4 Trustee benefits will be paid at a rate of 100% as per all employees within the Division.
- 1.5 The daily per diem rate for trustee meeting attendance shall be reviewed annually.
- 1.6 The annual compensation rate for trustees shall be adjusted each September 1 by an increase equal to the rate of increase in the ~~base instruction~~ system and administration grants provided to the school division from Alberta Education. The amount will be rounded to the nearest \$100.
- 1.7 Trustees serving as the Board's representative on the following external committees shall be compensated an additional \$500 per year. Trustees serving as an alternate on the following external committees shall be compensated an additional \$250 per year.
 - Alberta School Boards Association, Zone representative (ASBA, Zone 6)
 - Alberta Catholic School Trustees Association (ACSTA)
 - Grateful Advocates for Catholic Education (GRACE)
 - Teacher Employer Bargaining Association (TEBA)
 - Pincher Creek Early Childhood Coalition (PCECC)
 - Pastoral Discernment Advisory Committee (PDAC)
 - Team Lethbridge – in the years when Team Lethbridge travels to Edmonton

2. Reimbursement Rates

- 2.1 Standard room accommodation and parking at cost supported by a receipt.
- 2.2 Meals at a maximum rate of \$65.00 per day according to the following:
 - 2.2.1 Breakfast \$15.00
 - 2.2.2 Lunch \$20.00
 - 2.2.3 Dinner \$30.00
- 2.3 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expenses.
- 2.4 Actual cost of economy fare on the mode of transport supported by a receipt.

- 2.5 Taxi at cost supported by a receipt.
- 2.6 Private car travel will be reimbursed per kilometer, in keeping with the Government of Alberta Rate, as published each March. This rate will come into effect the following school year, on September 1. Trustees will strive to incur expenses which are most economical for the Board such as substituting travel by car for air travel where appropriate.
- 2.7 These reimbursement rates shall apply to all staff when conducting business on behalf of the school division.

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- 2.7 These reimbursement rates shall apply to all staff when conducting business on behalf of the school division.

REPORT NO: D.1

February 28, 2024

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 February 28, 2024.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer Reports for February 28, 2024.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Superintendent Report

February 28, 2024

1. Providing Faith Leadership

- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, as scheduled;
- Attended the Catholic Education Symposium: Teachers as Missionary Disciples in Edmonton, February 9-10, 2024;
- Together with our Director of Religious Education, I attended a meeting with Bishop McGrattan as part of the Calgary Diocesan Leadership Team;
 - Growing in Faith, Growing with Christ (CIFGIC) Kindergarten program roll-out;
 - Fully Alive Program - Theme 3 (Family Life Program);
 - Sacred Spaces vs. Chapels; and
 - Graduation Masses and Liturgies
- Announced our recipient for the CCSSA Excellence in Catholic Education Award - **Nicole Wilson**, teacher at the Children of St. Martha School;
- Leading morning prayer / devotion at St. Basil's CEC and beginning all meetings and gatherings with prayer;
- Attended Ash Wednesday Service at St. Basil Church;
- During Lent, I am attending a weekly series provided by Fr. Kevin and Fr. Santiago on the importance of the Eucharist, as well as weekly adoration of the Blessed Sacrament;
- Attended our quarterly CCSSA (virtual) Meeting;
- Continuing to work with our Director of Religious Education to implement and deliver the Catholic Leadership Program for aspiring leaders in our schools; and
- Regular and ongoing monthly meetings with Fr. Kevin.

2. Building Effective Relationships

- Meetings with a number of individual staff members to extend appreciation and gratitude to them for the great work they do in our division;
- Met with Alberta Education's Director of South Services Branch to discuss matters of mutual interest and to learn more about our division;
- Continue to write approximately fifty (50) monthly electronic cards to all staff celebrating birthdays in the month of February;
- Ongoing meetings with principals to discuss matters of interest/need at their respective schools/sites;
- Attended our monthly St. Basil Catholic Education Centre staff meeting;
- Individual meetings with Senior Administrative Team; and
- Regular and ongoing meetings with ATA Local President to discuss matters of mutual interest.



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3. Modeling Commitment to Professional Learning

- Reading [*Educating for Eternity: A Teacher's Companion for Making Every Class Catholic*](#), by Dr. Brett Salkeld;
- Attended CASSIX Human Resources / Superintendent role-alike and quarterly meetings hosted by Holy Spirit;
- Attended a series of Collaborative Response sessions led by Kurtis Hewson from Jigsaw Learning that involved all divisional schools;
- Connecting and following up with ERDI Corporate Partners from the last conference around professional learning opportunities as well as looking ahead to this upcoming conference in Montreal; and
- Continued work with LLT Professional Learning whose focus is on developing best practices for ethical Artificial Intelligence (AI) usage, dispelling unfounded fears surrounding AI adoption, facilitating resource sharing, and exploring diverse applications of this technology.

4. Visionary Leadership

- Finalizing the second round to review Leadership Professional Growth Plans (LPGPs) with all of our principals who are not undergoing evaluation this year. These plans are being reviewed at in-person meetings three times over the course of the school year;
- Ongoing meetings and discussions with SALT around how our division can continue to improve; and
- Further, individual future planning meetings have been scheduled and nearing completion with each and every school-based administrator to identify their short and long term plans.

5. Leading Learning

- Planning a follow up session with our Learning Leadership Team to examine key indicators and possible measures in support of our new strategic priorities and how they may be actualized in school's Continuous Improvement Plans;
- Continued ongoing monthly meetings with new principals who are undergoing evaluations this year; and
- Leading our LLT meetings and providing presentations as required; recent presentation guided leaders to identifying measurable outcomes for our strategic priority, [*Belonging in our Diverse Community*](#).

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

- Continuing to review and study the ever-evolving resource, [*Guide to Relationships and Learning with the Indigenous Peoples in Alberta*](#), an online study guide to support system leaders in understanding the ways of knowing, being and doing of Indigenous Peoples;



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- Continued support of the work of our Coordinator of FNMI Education as she directs our Facilitators and works with our Student Wellness Access Guides in providing a variety of learning opportunities for our students;
- Regular participation in our monthly Blackfoot Smudging ceremony following our staff meeting; and
- Attended the ASBA Speakers' Corner where our Director of Religious Education and our Coordinator of FNMI Education presented the work of our division.

7. School Authority Operations and Resources

- Met with Budget Committee (group of division principals and SALT members) twice to have discussions around budget processes and to make recommendations to the Board; Terms of Reference document has been developed for this important work;
- Ongoing work to support our Deputy Superintendent in her new role;
- Met with personnel from the Finance Branch of Alberta Education regarding the Geographic and SES Grants and how school divisions are allocated these funds;
- Attended the monthly Finance Committee Meeting; and
- Continued liaising with Student Information System Coordinator to discuss elements of the registration process for the 2024-25 school year, which began in earnest in mid-January.

8. Supporting Effective Governance

- Supporting the Board through active involvement in local bargaining with all three contract negotiations (CUPE 290 and 1825 as well as ATA); Memorandum of Agreement has been reached with our Local ATA;
- Continued and ongoing updates to the Board with regards to happenings within our division, particularly related to the challenges and various complexities that present themselves; and
- Met with the Board Chair and Vice-Chair to set the agenda for the February board meeting.

REPORT NO: D.2

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for February 28, 2024.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees February, 2024

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and other meetings;
- Weekly Sunday Mass at St. Martha Parish;
- Participation in monthly faith formation led by Aaron Skretting at LLT;
- Daily rosary for my own personal faith journey;
- Hallow - *Lent Pray40 Challenge* - Reflections and prayer for this Lenten challenge are based on the 20th Century spiritual classic "He Leadeth Me" by Fr. Walter Cizek, SJ.;
- Dynamic Catholic - Best Lent Ever;
- ACSTA - Catholic Education Symposium in Edmonton - attended the conference on Teachers as Missionary Disciples: Forming Witness for Catholic Schools. Also served as a table facilitator and recorder.; and
- Attended Ash Wednesday Mass at Catholic Central High School.

Building Effective Relationships

- School visits since our last Board Meeting - SPFA, CSM, OLA, SPL, STC, ESM, SCPB, SMPC, SMBI, SPT + SMT - building a positive working relationship and promoting open, collaborative dialogue;
- Attended the first part of the Holy Spirit Wellness Team meeting to build relationships with the health champions and support teams in our district;
- Birthday Treasure Chest - HR team has taken the lead with chairing the CEC monthly staff meetings. We also started a Birthday Treasure chest with little gifts for those in our building celebrating a birthday that month;
- Writing cards/emails of gratitude to individuals to recognize the gifts and talents they share with our Holy Spirit family - I have a goal of being very purposeful in this endeavour;
- Blessed to have two mentors that I have been meeting with and learning from on a scheduled basis - Jason Drent - Associate Superintendent, Learning Services at Chinook's Edge and Vince Behm - Chief Deputy Superintendent - Christ the Redeemer; and
- Met with many teaching staff to discuss possible changes in assignment and to discuss or resolve challenges they are encountering in their work life.



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Modeling Commitment to Professional Learning

- CASSIX Quarterly Meeting - Met and connected with other south zone leaders. The mission of CASS is to support building system leadership excellence to ensure optimal learning for students;
- Continuing a book study with a small group of school-based administrators on *Crucial Conversations*; and
- Leadership Podcasts:
 - Barbara Cogburn: Navigating Difficult Conversations [ON LEADERSHIP WITH SCOTT MILLER](#)
 - Value the Process: Value the Process When it Comes to Developing Others [Maxwell Leadership Podcast: Value the Process](#)
 - Leading Educational Excellence with Guest Todd Whitaker [Episode 80 - Leading Educational Excellence with Guest Todd Whitaker by Evolving with Gratitude](#)

Visionary Leadership

- Ongoing Executive and Senior Administrative weekly meetings to discuss supporting schools with the Board priorities;
- School-based administrator conversations on a vision of student success for their site; and
- Jigsaw Learning - Attended the Data and Evidence Workshop focused on strategies for organizing, analyzing and visualizing data for impact. Also, as a SALT team, we met with Kurtis to envision how we could continue to provide a continuum of support for our schools and to review data and evidence of the work that is happening.

Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation;
- Co-facilitated the Catholic Leadership session for aspiring leaders within our division. Aaron has been leading this and I was privileged to help co-present this month with him and also Kathy Jones and Mark DeJong. We reflected on Mark 1: Christian Anthropology as well as the LQS - Developing Leadership Capacity and Managing School Operations;
- Attending and providing the opportunity for our administrators to participate in a 2 Day Teacher Supervision and Evaluation Workshop; and
- Attended the Early Years Assessment engagement session in order to provide feedback on the provincial framework.

Supporting First Nations, Métis and Inuit Education for All

- Collaborated in the interviewing and hiring of an additional Jordan's Principle Educational Assistant;
- At SALT meetings, we continue to discuss the Jordan's Principle Grant and how it is used to support over 170 Indigenous students in our division; and



Holy Spirit Catholic School Division

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- Started reading Braiding Sweetgrass by Robin Wall Kimmerer in anticipation of the upcoming book study in our district.

Supporting School Authority Operations and Resources

- Working with those districts we partner with for transportation in order to establish final calendars for the 2024/2025 school year;
- Ensure weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- In collaboration with school administrators, we advertised, shortlisted, interviewed, checked references and (for some of the positions) onboarded - teachers and educational assistants for SPS + Children of St. Martha School;
- Ongoing interviewing of substitute teachers and casual education assistants;
- In depth conversation with administrators on our Teacher Transfer Process - what is working and what could be done differently? Communication with teaching staff on the transfer process. Deadline to submit transfer requests is March 1st, 2024;
- Working with an HS team to develop a WCB return to work plan that is a win-win for the employee and the school community; and
- Attended the Administrators Budget Committee Meeting.

Supporting Effective Governance

- Worked with the Executive Team, Board Chair and Vice-Chair to establish the agenda for the Board Meeting;
- Holy Spirit's 2023 *Edwin Parr nominee* has been chosen. In order to be eligible, the teacher must have a minimum of 100 full-time equivalent days of teaching service within the current school year and hold an interim professional certificate. The nominated teacher has been described as always going above and beyond to serve the students and the school community as a whole. He will represent Holy Spirit Catholic Schools at the Zone 6 ASBA award evening in May.

REPORT NO: D.3

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Secretary-Treasurer's Report for February 28, 2024.



Holy Spirit
CATHOLIC SCHOOL DIVISION

FISCAL ACCOUNTABILITY REPORT

FIRST QUARTER

September 1, 2023 – November 30, 2023

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SOURCE DOCUMENT:

Board Policy No. 2 – Role of the Board Section 10.9 states that one of the roles of the Board is to:

“Monitor fiscal management and internal controls of the division”.

Background Information

To assist the Board in monitoring the fiscal management of the Holy Spirit Roman Catholic Separate School Division, accountability reports are prepared by Senior Administration for Board information. This report provides consolidated financial information for the period September 1, 2023, to November 30, 2023, a review of variances, and highlights key points. The status of operating and capital reserves will also be reviewed. The Statement of Operations has been prepared in the Public Sector Accounting Standards format.

The first quarterly financial report provides the results of operations recorded from September 1, 2023, to November 30, 2023, representing the first three months of the fiscal year. As there are three months expended by the end of the first quarter, the standard benchmark for comparison is 25% (3/12) months. For some revenue and expenditure categories, up to 30% (3/10 months) is used as benchmark.

The 2023/2024 Operating Budget of \$68.6 million was approved by the Board of Trustees at the May 24, 2023 meeting of the Board. This includes the use of \$947,000 of reserves. Sufficient reserves are available to meet the shortfall in funding and increased operating costs.

The funding and assurance model that was introduced for the 2020/2021 school year, has the goal of providing flexible, stable, and predictable funding to enable local planning and decision-making. Enrolment is funded based on a weighted moving average formula. There are 15 operating grants and several targeted and one-time grants to respond to such matters as new curriculum implementation, dual credit enhancement, the teacher salary settlement, and the rising cost of fuel for transportation.

Educational Priorities

The 2023/2024 Operating Budget was developed in a fiscally constrained environment, committed to addressing the educational priorities of the Board. The Board set the following strategic priorities for 2023-2026:

Strengthening Our Catholic Faith

- We foster a Catholic worldview of reflection, service and sacramentality.
- Our staff and students demonstrate knowledge of faith and commit to faith development.
- We create Communities of Accompaniment in our schools and school division.

"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." (Matthew 5:16)

Living Truth and Reconciliation

- Our First Nations, Métis and Inuit students will continue to see increasing success rates.
- We foster reconciliation through listening, accompaniment and recognition of the ongoing impacts of the past.
- We will deepen our understanding of our collective responsibilities as Treaty People.

"These are the things that you shall do: Speak the truth to one another, render in your gates judgments that are true and make for peace." (Zechariah 8:16)

Belonging In Our Diverse Community

- We will assist students in navigating various pathways of support.
- We provide programming and support for student and staff well-being.
- We celebrate and respect all cultures and ethnicities in our schools.

"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." (Jeremiah 29:11)

Learning Through Quality Teaching

- We prepare students for career pathways.
- All students demonstrate growth in literacy and numeracy.
- Schools reflect collaborative teaching and learning environments.

"May my teaching drop like the rain, my speech condense like the dew; like gentle rain on grass, like showers on new growth." (Deuteronomy 32:2)



Statement of Revenue and Expense

Consolidated Budget Vs. Actual Variance

	2023 / 2024 Budget Approved May 2023	Prorated Budget (25%) For Q1	YTD Actual	YTD Budget Variance - Q1	% Budget Rec'd/Used	MGMT Benchmark %
Revenue						
Alberta Education / Infrastructure	\$ 61,399,777	\$ 15,349,944	\$ 15,256,245	(93,699)	25%	25%
Other - Government of Alberta	370,175	\$ -	-	-	0%	25%
Federal Government / First Nations	1,338,400	\$ 334,600	363,621	29,021	27%	30%
Fees	2,041,891	\$ 510,473	425,341	(85,132)	21%	30%
Other Revenue	1,867,400	\$ 466,850	862,079	395,229	46%	25%
Total Revenue	\$ 67,017,643	\$ 16,661,867	\$ 16,907,286	245,419	25%	25%
Expense						
Certificated Salaries & Benefits	\$ 35,699,764	\$ 8,924,941	\$ 8,663,723	261,218	24%	25%
Non-Certificated Salaries & Benefits	15,222,790	3,805,698	3,451,713	353,985	23%	27%
<i>Subtotal</i>	50,922,554	12,730,639	12,115,436	615,203	24%	26%
Services, Contracts & Supplies	13,099,389	3,274,847	3,836,486	(561,639)	29%	27%
Amortization	4,519,105	1,129,776	1,182,093	(52,317)	26%	25%
Bank charges	27,000	6,750	11,535	(4,785)	43%	25%
Total Expense	\$ 68,568,048	\$ 17,142,012	\$ 17,145,550	\$ (3,538)	25%	26%
Surplus/(Deficit)	(1,550,405)	(480,145)	(238,264)			
Positive/(Negative) Budget Variance				\$ 241,881		

The Statement of Revenue and Expense: Budget vs. Actual Variance Report for the first quarter is a consolidation of all program operations including School Generated Funds, Instruction, Plant Operations and Maintenance, Transportation, and Board and System Administration. The following explains the revenue categories:

1. Alberta Education/Infrastructure

- *This includes all revenue from Alberta Education and Alberta Infrastructure for operations as well as the recognition of capital revenue for supported capital assets. Capital revenue is recognized over the life of the supported asset. For example, a new school funded by the Alberta Government, is amortized over 50 years. As such, the revenue is also recognized over 50 years.*

2. Other - Government of Alberta

- *This includes all revenue sourced from other Government of Alberta Ministries such as the Mental Health Capacity Building Grant that is provided by Alberta Health Services.*

3. Federal Government and First Nations

- *Federal government payments related to tuition fees for first nations students are classified here.*

4. Fees

- *This is revenue received from parents and students representing incremental costs of providing additional educational services in accordance with Section 57(1) of the Education Act, and the School Fees and Cost Regulation. Offsetting expenses are disclosed in services, contracts, and supplies.*

5. Other Revenue

- *Sales of services and products – this represents revenues generated at the school level other than the direct provision of education services to qualifying funded students and includes early learning program fees, field trips and extracurricular programs.*
- *Investment income – This is interest earned on operating bank accounts. Capital interest revenue is recorded as deferred revenue and expended for capital purposes.*
- *Gifts and Donations - As a registered charity, the school division receives donations for various purposes.*
- *Rental of Facilities – This is rental income received from unrelated third parties.*

- *Fundraising – This revenue is gross revenue received for activities such as school dances, fine arts performances, etc. An activity constitutes fundraising if the proceeds are directed for a specific outcome. For example, the total amount of money raised by a school that hosts a spaghetti dinner to help fund a new playground is fundraising revenue.*

The following explains the expense categories:

1. Certificated Salaries and Benefits

- *This expense line includes all salaries paid for those employees who require and possess a valid Alberta Teaching Certificate or equivalent to fulfill their responsibilities of employment. This includes teachers, principals, associate principals, teacher coordinators, teacher consultants, directors, deputy superintendent, and superintendent.*
- *Certificated benefits include the employer share of amounts paid on behalf of certificated staff, including pension contributions, medical and insurance benefits, and mandatory employment-related costs such as employment insurance, Canada Pension Plan contributions, and WCB premiums for those certificated staff who qualify.*

2. Non-Certificated Salaries and Benefits

- *This expense line includes all salaries paid for those employees who do not require an Alberta Teaching Certificate to fulfill their responsibilities of employment. This includes all unionized and non-unionized support staff including education assistants, clerical staff, caretakers and maintenance staff, support workers, business services staff, human resources staff, technology staff, coordinators and managers, director of finance, secretary treasurer, and trustees.*
- *Non-certificated benefits include the employer share of amounts paid on behalf of non-certificated staff, including pension contributions, medical and insurance benefits, and mandatory employment-related costs such as employment insurance, Canada Pension Plan contributions, and WCB premiums.*

3. Services, Contracts, and Supplies

- *The cost of supplies, materials, and services rendered are included on this line, including expenses related to contracts, agreements, dues, fees, travel, and professional development.*

4. Amortization

- *This expense line includes amortization expense for both supported and unsupported assets.*

5. Bank Charges

- *Bank Charges include all finance-related charges including monthly bank account fees and merchant credit card fees.*

The first quarter financial report shows a positive budget variance of \$241,882. Based on benchmarking, we would expect to have a first quarter deficit of approximately \$240,000. Salaries and benefits are currently running lower than the benchmark, while services, contracts, and supplies are higher than the benchmark. Staffing shortages are contributing to a variance in wages and benefits. Benefits tend to run lower in the first quarter because of contributions for employment insurance and Canada Pension Plan. These contributions start in January and reach their limit during the year. Additionally, there tends to be more purchasing at the beginning of a school year so that supplies are in place, hence the reason for the 29% budget used, vs. the benchmark of 27%. The benchmark is set at 27% as most of the school division's expenditures for services, contracts and supplies occur during the school year.

The following is a year-to-date labour cost comparison with the same period last fiscal year. As expected, certificated salaries and benefits are higher due to wages and benefits increases. Non-certificated salaries and benefits are lower due to the lower number of staff in the first quarter.



Year to Date Labour Cost Comparison

Labour Cost Comparison	Current YTD	Prior YTD	Change	% change
	2023/2024	2022/2023		
Certificated Salaries	\$7,208,212	\$ 7,050,465	\$ 157,747	2.19%
Certificated Benefits	\$1,455,510	1,432,636	\$ 22,874	1.57%
Non-Certificated Salaries & wages	2,592,668	2,643,313	\$ (50,645)	-1.95%
Non-Certificated Benefits	859,046	826,957	\$ 32,089	3.74%
	\$ 12,115,436	\$ 11,953,371	\$ 162,065	1.34%

The school division concluded the first quarter of the fiscal year on a positive note, aligning well with our budget expectations and benchmarks. To ensure continued success and address any potential challenges proactively, it is beneficial to examine the revenue and expenses for each program area closely. This detailed review will highlight opportunities for optimization and help us maintain our positive trajectory.

Grants not reflected in Budget

Since the approval of the 2023/2024 Operating Budget in May 2023, the school division has received approval for the following additional grants.

Jordan's Principle - St. Paul School	\$ 197,474
Jordan's Principle - Division	1,726,736
Low Incident Support	39,220
Calgary Youth Foundation	140,000
Supplemental Enrolment Growth	351,000
	\$ 2,454,430

Apart from the Supplemental Enrolment Growth, all grants above are targeted and the funds must be spent according to the requirements of each grant. Unspent funds will be carried forward to the next fiscal year. The Supplemental Enrolment Growth Grant provides additional per-student funding for

enrolment growth based on either incremental growth or enrolment thresholds, whichever is greater. There are no plans to spend the supplemental enrolment growth funding as it will serve to reduce the current year's planned deficit.



Revenue and Expense by Program

	School Generated Funds	Early Learning	K-12 Instruction	Plant Operations & Maint	Transportation	Board & System Admin	Total	% Budget Rec'd/Used	MGMT Benchmark %
REVENUE									
Alberta Education / Infrastructure	\$ -	\$ 778,432	\$ 10,714,726	\$ 2,393,786	\$ 679,682	\$ 599,409	\$ 15,166,035	25%	25%
Other Government of Alberta	-		90,210	-	-		90,210	24%	25%
Federal Government / First Nations	-		363,621	-	-		363,621	27%	30%
Fees	299,118		125,148	-	1,075		425,341	21%	30%
Other Sales and Services	110,583	67,062	297,722	-	-		475,367	79%	30%
Investment Income	-		131,197	-	-	-	131,197	33%	25%
Gifts and Donations	66,748		-	-	-		66,748	37%	30%
Rental of Facilities			-	6,608	-		6,608	9%	30%
Fundraising	143,037		-	-	-		143,037	57%	30%
Other Revenue	-		14,122	25,000	-		39,122	2%	25%
TOTAL REVENUE	619,486	845,494	11,736,746	2,425,394	680,757	599,409	16,907,286	25%	26%
EXPENSE									
Certificated Salaries	-	327,529	6,785,956	-	-	94,727	7,208,212	26%	25%
Certificated Benefits	-	49,988	1,397,606	-	-	7,916	1,455,510	21%	25%
Non-Certificated Salaries	-	232,994	1,718,000	375,351	18,624	247,699	2,592,668	23%	26%
Non-Certificated Benefits	-	91,202	582,027	112,344	5,210	68,263	859,046	24%	25%
	-	701,713	10,483,589	487,695	23,834	418,605	12,115,436	24%	25%
Services, Contracts and Supplies	381,714	16,793	1,451,973	842,276	914,041	229,689	3,836,486	34%	27%
Amortization Expense				1,182,093	-		1,182,093	30%	25%
Bank Charges			11,013	-	-	522	11,535	68%	25%
TOTAL EXPENSE	381,714	718,506	11,946,575	2,512,064	937,875	648,816	17,145,550	27%	26%
Positive/(Negative) Variance to Date	237,772	126,988	(209,829)	(86,670)	(257,118)	(49,407)	(238,264)		

Instruction

	2023 / 2024 Budget Approved May 2023	YTD Actual	Budget Remaining	% Budget Rec'd/Used	MGMT Benchmark %
REVENUE					
Alberta Education / Infrastructure	\$ 46,528,473	\$ 11,493,158	\$ 35,035,315	25%	25%
Other Government of Alberta	370,175	90,210	279,965	24%	25%
Federal Government / First Nations	1,338,400	363,621	974,779	27%	30%
Fees	2,041,891	424,266	1,617,625	21%	30%
Other Sales and Services	598,400	475,367	123,033	79%	30%
Investment Income	400,000	131,197	268,803	33%	25%
Gifts and Donations	180,000	66,748	113,252	37%	30%
Fundraising	250,000	143,037	106,963	57%	30%
Other Revenue	264,000	14,122	249,878	5%	25%
TOTAL REVENUE	51,971,339	13,201,726	38,769,613	25%	26%
EXPENSE					
Certificated Salaries	\$ 28,163,702	\$ 7,113,485	\$ 21,050,217	25%	25%
Certificate Benefits	7,076,621	1,447,594	5,629,027	20%	25%
Non-certificated Salaries	8,215,619	1,950,994	6,264,625	24%	27%
Non-certificated Benefits	2,936,984	673,229	2,263,755	23%	25%
Subtotal	46,392,926	11,185,302	35,207,624	24%	26%
Services, contracts, and supplies	6,456,471	1,850,480	4,605,991	29%	27%
Bank charges	25,000	11,013	13,987	44%	25%
TOTAL EXPENSE	\$ 52,874,397	\$ 13,046,795	\$ 39,827,602	25%	26%
Positive/(Negative) Variance	(903,058)	154,931			

The 2023/2024 Instruction Budget includes the use of operating reserves to cover the shortfall in funding.

Comparison to Prior Year	Current YTD	Prior YTD		
	2023/2024	2022/2023	Change	% change
Certificated Wages	\$ 7,113,485	\$ 6,959,299	\$ 154,186	2.22%
Certificated Benefits	1,447,594	1,423,256	24,338	1.71%
Non-Certificated Salaries	1,950,994	2,008,661	(57,667)	-2.87%
Non-Certificated Benefits	673,229	648,753	24,476	3.77%
Subtotal	11,185,302	11,039,969	145,333	1.32%
Services, Contracts & Supplies	1,850,480	1,984,434	(133,954)	-6.75%
Bank Charges	11,013	8,799	2,214	25.16%
Total Expense	\$ 13,046,795	\$ 13,033,202	\$ 13,593	0.10%



Plant Operations & Maintenance

	Budget	YTD Actual	Budget Remaining	% Budget Rec'd/Used	MGMT Benchmark %
REVENUE					
Alberta Education / Infrastructure	\$ 9,810,210	\$ 2,393,786	\$ 7,416,424	24%	25%
Rental of Facilities	75,000	6,608	\$ 68,392	9%	30%
Other	100,000	25,000	-	25%	25%
TOTAL REVENUE	9,985,210	2,425,394	7,484,816	24%	25%
EXPENSE					
Non-certificated Salaries	\$ 2,045,979	\$ 375,351	\$ 1,670,628	18%	25%
Non-certificated Benefits	611,107	112,344	498,763	18%	25%
Subtotal	2,657,086	487,695	2,169,391	18%	25%
Services, contracts and supplies	3,412,424	842,276	2,570,148	25%	25%
Amortization	4,519,105	1,182,093	3,337,012	26%	25%
TOTAL EXPENSE	10,588,615	2,512,064	8,076,551	24%	25%
Positive/(Negative) Variance	(603,405)	(86,670)			

Comparison to Prior Year	Current YTD 2023/2024	Prior YTD 2022/2023	Change	% change
Non-Certificated Salaries & wages	\$ 375,351	\$ 379,550	\$ (4,199)	-1%
Non-Certificated Benefits	\$ 112,344	110,245	2,099	2%
Subtotal	487,695	489,795	(2,100)	0%
Services, Contracts & Supplies	\$ 842,276	\$ 611,094	\$ 231,182	38%
Amortization	1,182,093	978,925	203,168	21%
Total Expense	\$2,512,064	\$2,079,814	\$ 432,250	21%

The approved deficit in Plant Operations and Maintenance includes amortization of unsupported capital assets and amortization of unsupported asset retirement obligations. These expenditures do not affect operating reserves.

There is currently a labour shortage in the Maintenance Department, which is reflected in the lower-than-expected wages and benefits for the first quarter. Contracted services were used to cover off caretaking shortages. These costs are reflected in Services, Contracts, and Supplies.

Expenditures for infrastructure maintenance and renewal (IMR) were lower than budgeted for the first quarter of the year. This is typical as most large maintenance projects are undertaken when schools are closed.

Transportation

	2023 / 2024				
	Approved May 2022	YTD Actual	Budget Remaining	% Budget Rec'd/Used	MGMT Benchmark %
REVENUE					
Alberta Education / Infrastructure	\$ 2,662,499	\$ 679,682	\$ 1,982,817	26%	25%
Fees	-	1,075	\$ (1,075)	0%	0%
TOTAL REVENUE	2,662,499	680,757	1,981,742	26%	50%
EXPENSE					
Non-certificated Salaries	\$ 74,494	\$ 18,624	\$ 55,870	25%	25%
Non-certificated Benefits	21,976	5,210	\$ 16,766	24%	25%
Subtotal	96,470	23,834	72,636	0%	25%
Services, contracts and supplies	2,566,029	914,041	1,651,988	36%	30%
TOTAL EXPENSE	2,662,499	937,875	1,724,624	35%	29%
Positive/(Negative) Variance	-	(257,118)			

Comparison to Prior Year	Current YTD 2023/2024	Prior YTD 2022/2023	Change	% change
Non-Certificated Salaries & wages	\$ 18,624	\$ 6,976	\$ 11,648	167%
Non-Certificated Benefits	\$ 5,210	1,973	3,237	164%
Subtotal	23,834	8,949	14,885	100%
Services, Contracts & Supplies	914,041	797,316	\$ 116,725	15%
Total Expense	\$ 937,875	\$ 806,265	\$ 131,610	16%

Transportation (continued)

Transportation is currently running a deficit. The reason for this is two-fold. Funding is received over a twelve-month period, yet expenses are incurred over ten months. The school division ended the 2022/2023 fiscal year with a deficit of \$258,130. Furthermore, funding for 2023/2024 will be \$212,831 less than Alberta Education estimated it would be. The deficit in Transportation for 2023/2024 could be as high as \$400,000.

The shuttle service providing transportation for students at Catholic Central High School between campuses has been an invaluable part of the school's operations, ensuring students can easily move between locations. Initially, with an annual cost of \$26,000 for a single shuttle, the program was quite manageable. However, as the school's needs and the number of shuttles have grown—to four shuttles in 2021/2022 at a cost of \$152,000, and to \$181,000 for the same number of shuttles in 2022/2023—so too have the operational expenses. In the current 2023/2024 fiscal year, we are operating five shuttles, with projected costs reaching \$300,000.

It is important to note that the school division has been covering these costs without specific funding for this service, reflecting our commitment to maintaining this critical support for our students. As we continue to adapt to the growing needs of our school community, we will need to explore various strategies to manage these increasing costs effectively while ensuring our students' transportation needs are met efficiently and sustainably.

Administration

	Budget	YTD Actual	Budget Remaining	% Budget Rec'd/Used	MGMT Benchmark %
REVENUE					
Alberta Education / Infrastructure	\$ 2,398,595	\$ 599,409	\$ 1,799,186	25%	25%
TOTAL REVENUE	2,398,595	599,409	1,799,186	25%	25%
EXPENSE					
Certificated Salaries	\$ 373,529	\$ 94,727	\$ 278,802	25%	25%
Certificate Benefits	85,912	7,916	77,996	9%	25%
Non-certificated Salaries	1,019,623	247,699	771,924	24%	25%
Non-certificated Benefits	297,008	68,263	228,745	23%	25%
Subtotal	1,776,072	418,605	1,357,467	24%	25%
Services, contracts and supplies	664,465	229,689	434,776	35%	25%
Bank charges	2,000	522	1,478	26%	25%
TOTAL EXPENSE	2,442,537	648,816	1,793,721	27%	25%
Positive/(Negative) Variance	(43,942)	(49,407)			

Comparison to Prior Year	Current YTD		Prior YTD		% change
	2023/2024		2022/2023	Change	
Certificated Wages	\$ 94,727	\$	91,166	\$ 3,561	4%
Certificated Benefits	7,916		9,380	(1,464)	-16%
Non-Certificated Salaries	247,699		248,126	(427)	0%
Non-Certificated Benefits	68,263		65,986	2,277	3%
Subtotal	418,605		414,658	3,947	1%
Services, Contracts & Supplies	229,689		215,923	\$ 13,766	6%
Bank Charges	522		476	\$ 46	10%
Total Expense	\$ 648,816	\$	631,057	\$ 17,759	3%

The 2023/2024 Budget includes the use of administrative reserves to cover the funding shortfall. Due to the overlapping of Deputy Superintendent wages, the Administration spending will realize a larger deficit than originally budgeted.

Status of Operating and Capital Reserves

Alberta Education has established indicators of financial health to assist school divisions in monitoring their operations. The short-term indicators include a strong budget process that allows a Board to determine and prioritize its needs, set clear budget assumptions, and ensure the fiscal plan is realistic and balanced.

Operating reserves for the year ending August 31, 2023, were \$3,185,824 [2022 - \$4,039,289]. This includes \$801,072 [2022 - \$673,598] that is directly attributable to and restricted for activities generated by our schools.

In March 2022, Alberta Education announced that effective August 31, 2023, school jurisdictions will have mandated minimum and maximum operating reserve balances. The minimum reserve balance will be 1% and the maximum operating reserve balance will be between 3.15% and 4.95%. For Holy Spirit Catholic School Division, our reserve maximum, as confirmed by Alberta Education, is 3.69%. Using our 2023/2024 operating budget, this means the school division's minimum reserve balance is \$685,680 and its maximum reserve balance of approximately \$2,500,000.

	Unrestricted Net Assets	Operating	Capital	Total
Opening Balance, September 1, 2023	\$ 84,805	\$ 3,101,016	\$ 2,597,924	\$ 5,783,745
Estimated operating deficit	(1,550,405)			(1,550,405)
Estimated amortization expense	4,519,105			4,519,105
Estimated capital revenue recognized	(3,915,700)			(3,915,700)
Estimated net reserve transfers	947,000	(847,000)	(100,000)	-
Board funded capital asset additions		-	(783,000)	(783,000)
Estimated balance, August 31, 2024	\$ 84,805	\$ 2,254,016	\$ 1,714,924	\$ 4,053,745

	Unrestricted Net Assets	SGF	Instr	POM	Trans	Admin	Total
Opening Balance, September 1, 2023	\$ 84,805	\$ 801,072	\$ 629,900	\$ 1,284,265	\$ -	\$ 385,779	\$ 3,185,821
Estimated use of operating reserves		-	(903,058)		-	(43,942)	\$ (947,000)
Estimated use of Capital Reserves for operations				100,000			\$ 100,000
Estimated Balance, August 31, 2024	\$ 84,405	\$ 801,072	\$ (273,158)	\$ 1,384,265	\$ -	\$ 341,837	\$ 2,338,821

Board Funded Capital Expenditures

Previously approved Board Funded Capital Expenditures include:

Maintenance Department	Board & System Administration	Support Services	Technology	Instruction
• 2 maintenance vehicles • Life-cycle replacement of maintenance equipment	• Security cameras for St. Basil's CEC	• Natural playground enhancement to the Early Learning Centre	• Student Technology Evergreening • PD Centre technology upgrade • School Technology modernizations (previously approved)	• Automated sub call-out system

Maintenance Department	\$ 240,000
Board & System Administration	40,000
Support Services	10,000
Technology	425,000
Schools	68,000
	<u>\$ 783,000</u>



Appendix A

Enrolment Summary

September 30, 2023

	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 29 2023	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2022	% Difference Sept 29, 2022
CARE				0				0	1	1	4	6				0	6			0	6	6	6	0.0%	0	5	20.0%
CCHS ENG				0				0				0	307	286	288	881	881			0	881	881	881	0.0%	0	865	1.8%
CCHS FI				0				0				0	16	19	20	55	55			0	55	55	55	0.0%	0	53	3.8%
ESM ENG	19	25	21	65	35	23	26	84				0				0	149	6	13	19	168	158.5	158.5	0.0%	0	140	13.2%
ESM FI	31	27	35	93	32	29	34	95				0				0	188	6	32	38	226	207	207	0.0%	0	204	1.5%
FLVT	47	51	53	151	48	57	52	157	113	101	111	325				0	633	13	30	43	676	654.5	654.5	0.0%	0	611.5	7.0%
ASSUMPTION	26	19	30	75	27	30	27	84				0				0	159	10	15	25	184	171.5	171.5	0.0%	0	162	5.9%
ST FRANCIS ENG				0				0	174	150	154	478				0	478			0	478	478	478	0.0%	0	462	3.5%
ST FRANCIS FI				0				0	27	15	30	72				0	72			0	72	72	72	0.0%	0	69	4.3%
ST MARTHA	34	37	27	98	21	33	25	79				0				0	177	12	44	56	233	205	205	0.0%	0	188.5	8.8%
ST PATRICK FA	39	40	39	118	43	43	43	129				0				0	247		29	29	276	261.5	261.5	0.0%	0	261	0.2%
ST PAUL	28	34	49	111	39	35	35	109				0				0	220	13	34	47	267	243.5	243.5	0.0%	0	223	9.2%
ST TERESA	55	52	68	175	59	62	45	166				0				0	341	28	40	68	409	375	375	0.0%	0	354.5	5.8%
TRINITY				0				0			3	3	10	6	15	31	34			0	34	34	34	0.0%	0	41	-17.1%
Sub Total City	279	285	322	886	304	312	287	903	315	267	302	884	333	311	323	967	3640	88	237	325	3965	3802.5	3802.5	0.0%	0	3639.5	4.5%
ST CATHERINE	15	15	33	63	22	21	19	62	20	18	25	63				0	188	12	10	22	210	199	199	0.0%	0	186	7.0%
ST JOSEPH	36	46	36	118	32	41	27	100	24	30	20	74				0	292	20	27	47	339	315.5	315.5	0.0%	0	286.5	10.1%
ST MARY(T)				0			19	19	31	26	25	82	25	27	28	80	181			0	181	181	181	0.0%	0	214	-15.4%
ST MICHAEL PC ENG	20	15	13	48	21	9	18	48	14	29	17	60	29	24	22	75	231	18	30	48	279	255	255	0.0%	0	225.5	13.1%
ST MICHAEL PC FI	10	9	7	26	8	4	5	17				0				0	43			0	43	43	43	0.0%	0	44	-2.3%
ST MICHAEL BI	3	6	8	17	3	9	6	18	4	3	5	12		5	3	8	55		5	5	60	57.5	57.5	0.0%	0	62.5	-8.0%
ST PATRICK T	35	38	31	104	30	38		68				0				0	172	11	31	42	214	193	193	0.0%	0	183.5	5.2%
Sub Total Rural	119	129	128	376	116	122	94	332	93	106	92	291	54	56	53	163	1162	61	103	164	1326	1244	1244	0.0%	0	1202	3.5%
TOTALS	398	414	450	1262	420	434	381	1235	408	373	394	1175	387	367	376	1130	4802	149	340	489	5291	5046.5	5046.5	0.0%	0	4841.5	4.2%

Fee Paying Students

PreK FEE PAYING	
ASSUMPTION	8
ESM ENG	9
ESM FI	6
FLVT	28
ST PAUL	6
ST MARTHA	7
ST TERESA	20
Sub Total City	84
ST CATHERINE	8
ST JOSEPH	32
ST MICHAEL PC	29
ST PATRICK T	28
Sub Total Rural	97
Total Pre K	181

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	2	4	2	8	8		
FLVT		2	1	3				0	3		
ST FRANCIS				0				0	0		
Sub Total City	0	2	1	3	2	4	2	8	11		
ST JOSEPH				0				0	0		
ST CATHERINE				0				0	0		
ST MARY (T)				0	1	1		2	2		
ST MICHAEL PC	1			1				0	1		
ST MICHAEL BI				0				0	0		
Sub Total Rural	1	0	0	1	1	1	0	2	3		
Total	1	2	1	4	3	5	2	10	14		

INTERNATIONAL EXCHANGE											
SCHOOL	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total		
CCHS				0			1	1	1		
SMT				0				0	0		
SMPC			1	1				0	1		
Total	0	0	1	1	0	0	1	1	2		

Total Students Enrolled

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
149	340	4802	5291	181	14	2	197	5488

Appendix B

Weighted Moving Average Enrolment vs. Actual 2023/2024

Note: the enrolment below relates only to Alberta Education Funded children and students. It excludes all fee paying and federally funded children and students.

<i>Year</i>	<i>FTE</i>	
<i>Year 1 - 2021/2022 Actuals</i>	<i>4,629.00</i>	<i>20%</i>
<i>Year Two - 2022/2023 Actuals</i>	<i>4,735.50</i>	<i>30%</i>
<i>Year Three - 2023/2024 Actuals</i>	<i>4,945.00</i>	<i>50%</i>
<i>WMA FTE Enrolment</i>	<i>4,818.95</i>	
<i>Difference Year 3 Actual and WMA</i>	<i>126.05</i>	

IMR FUNDING FINAL COSTS REPORT

JURISDICTION: The Holy Spirit Roman Cath. Sep. Sch. Div.

SCHOOL YEAR: 2022-2023 School Year

Approved Allocation:	707,732.00
Previous years carryover:	4,046,363.84
Interest Earned:	189,279.57
Total Allocation:	4,943,375.41

Expenditures:

Total cost* on attached VFA IMR Funding - Final Cost Report or VFA CMR Funding -
Final Cost Report

\$960,393

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
Total Events not in VFA:									-	

--

Signature of Superintendent or Designate approving
this submission

Lisa Palmarin

Please Print Name of Superintendent or
Designate approving this submission

Total Expenditures: 960,393.15

Carryover to next program year: 3,982,982.26

29-Jan-24
Date

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

Queries: Dale Box @ (780) 415-5854 / dale.box@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: AND Date Completed: Between Sep 1, 2022 12:00 AM and Aug 31, 2023 11:59 PM

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Catholic Central High School East Campus	B3667A	B2017 - Exterior Wall Skin		Complete - Envelope Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	12/5/2022	\$419.00	Own forces to check exterior walls for cracks and repair as needed
	B3667A	B3011.09 - Modified Bituminous Membrane Roofing (SBS)		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3667A	C10 - Interior Construction		Complete - Trinity E-Learning Upgrade	_Mission [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$17,243.00	Programming related construction to partition individual and group learning
	B3667A	C1011 - Interior Fixed Partitions*	1985 to 2001 Building Sections	Complete - General Interior Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/18/2023	\$7,993.00	Contractor patched and repaired interior walls and painted
	B3667A	D1013 - Lifts		Complete - PM Annual Lift Inspection and Repairs	_Accessibility [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,008.00	AEDARSA inspects and contractor executes directives
	B3667A	D2011 - Washroom Fixtures (WC, Lav, Urn)	Lavatory	Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	11/22/2022	\$567.00	Minor component repairs to get fixtures to working condition
	B3667A	D2023.03 - Piping Specialties (Backflow Preventers)	1948 (Water Main)	Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$1,869.00	City requirement to check and repair backflow valves annually - contracted
	B3667A	D30 - HVAC		Complete - HVAC Repairs	Reliability	0 - Due at time of Inspection	2023	Closed	A	5/30/2023	\$3,120.00	Contractor replaced major air handling unit components
	B3667A	D3021.11 - Heating Boilers and Accessories: H.W.	1948 Building Section	Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$31,852.00	Per ABSA inspection and routine checks, implement repairs.
	B3667A	D3041.01 - Air Handling Units		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$7,254.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3667A	D5022.06 - Interior LED Fixtures*		Complete - Gym Light Replacement	Reliability	0 - Due at time of Inspection	2023	Closed	A	5/15/2023	\$45,442.00	Contractor used rolling scaffold to change lights to

IMR Funding Final Cost Report

Status: Closed AND Budget Type: A AND Portfolio Name: AND Date Completed: Between Sep 1, 2022 12:00 AM and Aug 31, 2023 11:59 PM

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Catholic Central High School East Campus	B3667A	D5031 - Public Address and Music Systems	Gym	Ongoing - Paging System Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2022	Closed	A	10/25/2022	\$1,859.00	Contractor supplied TOA power amplifiers and paging horns
	B3667A	D5037 - Detection and Fire Alarm	1985	Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$6,632.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3667A	D5039 - Data Systems*		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3667A	E1096 - Athletic, Recreational, and Therapeutic Equipment*	1985	Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	B3667A	E2020 - Movable Furnishings		Complete - Supply of Recycling and Composting Bins	Building Code Mandatory	Not Time Critical		Closed	A	6/27/2023	\$28,512.00	City by-law to implement recycling program
	S3667	G2025.01 - Pavement Markings*	1985	Complete - Parking Lot Line Painting and Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,168.00	Contractor prepared surface and painted parking lot lines; patch and repair asphalt as required
Catholic Central High School East Campus											\$166,134.00	
Catholic Central High West Campus	B5808A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B5808A	C3020 - Floor Finishes		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$4,026.00	Patch and repair resilient flooring, protect resilient flooring with vestibule mats
	B5808A	D2010 - Plumbing Fixtures		Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	11/22/2022	\$37,970.00	Contractor replaced obsolete and failing flush valves throughout
	B5808A	D2020 - Domestic Water		Complete - PM Domestic	Reliability	0 - Due at time of	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and

IMR Funding Final Cost Report

Status: Closed AND Budget Type: A AND Portfolio Name: AND Date Completed: Between Sep 1, 2022 12:00 AM and Aug 31, 2023 11:59 PM

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Catholic Central High West Campus		Distribution		Water Backflow Preventers		Inspection						repair backflow valves annually - contracted
	B5808A	D30 - HVAC		Complete - Electrical Repairs	Reliability	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$2,881.00	Contractor troubleshoot and repair HVAC motors
	B5808A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,665.00	Each asset is checked a minimum of 3x per school year for routine PM
	B5808A	D3044 - Hot Water Distribution Systems		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$29,713.00	City owns boiler plant and we pay a portion according to condo agreement
	B5808A	D3068.01 - Building Systems Controls (BMCS, EMCS)		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B5808A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$2,614.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B5808A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	S5808	G2020 - Parking Lots		Complete - Parking Lot Line Painting and Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,681.00	Contractor prepared surface and painted parking lot lines; patch and repair asphalt as required
Catholic Central High West Campus											\$96,084.00	
Children Of St. Martha School	B3668A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	Lifecycle Planning (at least 4 years remaining at inspection)	2027	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3668A	C3020 - Floor Finishes		Complete - Flooring	Lifecycle	0 - Due at time of	2023	Closed	A	8/30/2023	\$5,319.00	Patch and repair resilient flooring.

IMR Funding Final Cost Report

Status: Closed AND Budget Type: A AND Portfolio Name: AND Date Completed: Between Sep 1, 2022 12:00 AM and Aug 31, 2023 11:59 PM

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Children Of St. Martha School				Repairs and Replacements		Inspection						protect resilient flooring with vestibule mats
	B3668A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$2,162.00	City requirement to check and repair backflow valves annually - contracted
	B3668A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,071.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3668A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$2,205.00	Per ABSA inspection and routine checks, implement repairs.
	B3668A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$7,305.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3668A	D5030 - Communications and Security		Complete - Paging System Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2022	Closed	A	10/25/2022	\$1,672.00	Contractor supplied TOA power amplifiers and paging horns
	B3668A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3668A	D5039 - Data Systems*		Complete - Classroom Modernization, Network Upgrades	Lifecycle	1 - Due within 1 year of inspection	2024	Closed	A	8/30/2023	\$40,673.00	Electrical Contractor implemented classroom technology template

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Children Of St. Martha School	B3668A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	S3668	G2020 - Parking Lots		Complete - Parking Lot Line Painting and Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,168.00	Contractor prepared surface and painted parking lot lines; patch and repair asphalt as required
Children Of St. Martha School											\$76,771.00	
Ecole St. Mary School	B3705A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3705A	C1021.01 - Interior Swinging Doors (& Hardware)*		Complete - General Interior Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	3/17/2023	\$468.00	Replace door hardware to get to working condition
	B3705A	C3024.06 - Resilient Flooring	2007	Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$9,950.00	Patch and repair resilient flooring, protect resilient flooring with vestibule mats
	B3705A	D1013 - Lifts	2007	Complete - PM Lifts Inspection and Directives	Building Code Mandatory	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,358.00	AEDARSA inspects and contractor executes directives
	B3705A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B3705A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$4,944.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3705A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$1,179.00	Per ABSA inspection and routine checks, implement repairs.
	B3705A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$2,064.00	All extinguishers and sprinkler systems are inspected by contractor

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Ecole St. Mary School												annually
	B3705A	D5025 - Exterior Building Lighting		Complete - Electrical Upgrade	Reliability	0 - Due at time of Inspection	2023	Closed	A	2/1/2023	\$3,279.00	Contractor replaced fixtures with LED
	B3705A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,966.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3705A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
Ecole St. Mary School											\$35,263.00	
Father Leonard Van Tighem School	B3673A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,209.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3673A	C3024.06 - Resilient Flooring		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$6,376.00	Patch and repair resilient flooring, protect resilient flooring with vestibule mats
	B3673A	D10 - Conveying		Complete - PM Lifts Inspection and Directives	Building Code Mandatory	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$441.00	AEDARSA inspects and contractor executes directives
	B3673A	D2010 - Plumbing Fixtures		Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	8/24/2023	\$4,532.00	Contractor fixed flush valves
	B3673A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B3673A	D30 - HVAC		Complete - HVAC Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	12/10/2022	\$4,291.00	Contractor fixed glycol leaks
	B3673A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,857.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3673A	D3021 - Boilers		Complete - Annual Boiler	Building Code	0 - Due at time of	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Father Leonard Van Tighem School				Maintenance and Repairs	Mandatory	Inspection						routine checks, implement repairs.
	B3673A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$2,260.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3673A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3673A	D5037 - Detection and Fire Alarm		Complete - Fire Alarm Panel Upgrade	Reliability	0 - Due at time of Inspection	2022	Closed	A	2/7/2023	\$17,961.00	
	B3673A	E - Equipment and Furnishings		Complete - Inspect and Repair Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$7,918.00	Contractor audited gym equipment for safety items and wear and tear
	S3673	G2020 - Parking Lots		Complete - Parking Lot Line Painting and Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,168.00	Contractor prepared surface and painted parking lot lines; patch and repair asphalt as required
Father Leonard Van Tighem School											\$60,180.00	
Father Leonard Van Tighem School B3673A - Portable Classroom No. 1 B	T1398	B3011.12 - Sheet Metal Roofing		Complete - Roof Repair 1998 Portables	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	11/18/2022	\$18,276.00	
Father Leonard Van Tighem School B3673A - Portable Classroom No. 1 B											\$18,276.00	
Father Leonard Van Tighem School B3673A - Portable Classroom No. 2 A	T1399	Not applicable		Complete - Roof Repair 1998 Portables	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	11/18/2022	\$18,275.00	
Father Leonard Van Tighem School B3673A - Portable Classroom No. 2 A											\$18,275.00	
Our Lady	B3694A	B30 - Roofing		Complete -	_Study [Non-	0 - Due at	2023	Closed	A	8/25/2023	\$1,496.00	Contractor

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Of The Assumption School				Roof Condition Assessment	FCI]	time of Inspection						inspected roofs and created a life cycle replacement report for 10 years+
	B3694A	C3024.06 - Resilient Flooring		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$3,600.00	Patch and repair resilient flooring, protect resilient flooring with vestibule mats
	B3694A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B3694A	D2020 - Domestic Water Distribution		Complete - PM Lifts Inspection and Directives	Building Code Mandatory	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,760.00	City requirement to check and repair backflow valves annually - contracted
	B3694A	D30 - HVAC		Complete - HVAC Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	6/27/2023	\$2,533.00	Contractor replaced furnace components
	B3694A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,274.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3694A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$1,547.00	Per ABSA inspection and routine checks, implement repairs.
	B3694A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$1,972.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3694A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3694A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
Our Lady Of The Assumption School											\$27,874.00	

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Catherine's School	B3870A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3870A	C3024.06 - Resilient Flooring		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$610.00	Patch and repair flooring
	B3870A	D2011 - Washroom Fixtures (WC, Lav, Urn)	Lavatory - Enameled steel - 2007	Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	5/29/2023	\$1,730.00	Contractor replaced flush valves
	B3870A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$1,351.00	City requirement to check and repair backflow valves annually - contracted
	B3870A	D2024 - Pipes and Tubes: Domestic Water*	2000	Complete - Plumbing Repairs due to Boiler Failure	Reliability	0 - Due at time of Inspection	2022	Closed	A	2/1/2023	\$6,398.00	Contractor replaced compromised copper piping
	B3870A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,611.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3870A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and routine checks, implement repairs.
	B3870A	D3021.11 - Heating Boilers and Accessories: H.W.	2007	Complete - Boiler Replacement	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	3/6/2023	\$58,208.00	
	B3870A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$1,816.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3870A	D5030 - Communications and Security		Complete - Paging System Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2022	Closed	A	10/25/2022	\$1,855.00	Contractor supplied TOA power amplifiers and paging horns
	B3870A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security,

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Catherine's School												doors, cameras, paging, clocks, communications.
	B3870A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	S3870	E1020 - Institutional Equipment		Complete - Safety Audit of Playground	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$576.00	Auditor inspected rural playgrounds as per CAN/CSA - Z614-20
St. Catherine's School											\$89,701.00	
St. Francis Junior High School	B3704A	B2031.01 - Aluminum-Framed Storefronts: Doors		Complete - Barrier Free Access Upgrades	_Accessibility [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$5,111.00	
	B3704A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$2,302.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3704A	C1011 - Interior Fixed Partitions*		Complete - Interior Finish Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	2/17/2023	\$1,049.00	
	B3704A	C3024.06 - Resilient Flooring		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$6,020.00	Protect sheet goods with vestibule mats
	B3704A	D10 - Conveying		Complete - PM Lifts Inspection and Directives	Building Code Mandatory	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$5,334.00	AEDARSA inspects and contractor executes directives
	B3704A	D2011 - Washroom Fixtures (WC, Lav, Urnl)		Complete - Plumbing Repairs	Reliability	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$1,261.00	Replace non-functioning changeroom fixtures
	B3704A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B3704A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,944.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3704A	D3021 - Boilers		Complete - Annual Boiler	Building Code	0 - Due at time of	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and

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St. Francis Junior High School				Maintenance and Repairs	Mandatory	Inspection						routine checks, implement repairs.
	B3704A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$4,026.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3704A	D5021 - Electrical Branch Wiring*	1957 Wing	Complete - Program Functional Upgrade	_Mission [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/24/2023	\$1,485.00	Removed computer lab electrical outlets from millwork and tied off unused circuits; reconfigured electrical for e-Sports area
	B3704A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3704A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	B3704A	E - Equipment and Furnishings		Complete - Supply of Recycling and Composting Bins	Building Code Mandatory	Not Time Critical		Closed	A	6/27/2023	\$15,801.00	City by-law to implement recycling program
St. Francis Junior High School											\$58,375.00	
St. Josephs School	B2956A	B2031.01 - Aluminum-Framed Storefronts: Doors		Complete - Envelope Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	6/12/2023	\$2,789.00	Fix gaps around perimeter of exterior doors and replace hardware as required; prevent mice from entering building
	B2956A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	Lifecycle Planning (at least 4 years remaining at inspection)	2027	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B2956A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Josephs School				Backflow Preventers								valves annually - contracted
	B2956A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$8,182.00	Each asset is checked a minimum of 3x per school year for routine PM
	B2956A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and routine checks, implement repairs.
	B2956A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$1,612.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B2956A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B2956A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	B2956A	E - Equipment and Furnishings		Complete - Supply of Recycling and Composting Bins	Building Code Mandatory	Not Time Critical		Closed	A	6/27/2023	\$12,935.00	City by-law to implement recycling program
	S2956	E1020 - Institutional Equipment		Complete - Safety Audit of Playground	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$576.00	Auditor inspected rural playgrounds as per CAN/CSA - Z614-20
St. Josephs School											\$37,978.00	
St. Mary's Roman Catholic School	B4165A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B4165A	C1010 - Partitions		Ongoing - Structural Study for Interior Wall Cracking	_Study [Non-FCI]	1 - Due within 1 year of inspection	2024	Closed	A	8/30/2023	\$806.00	
	B4165A	C2023 - Stair		Complete -	_Accessibility	1 - Due	2023	Closed	A	1/16/2023	\$4,160.00	

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Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Mary's Roman Catholic School		Railings and Balustrades*		Safety Directive for Mezzanine Area	[Non-FCI]	within 1 year of inspection						
	B4165A	D2011 - Washroom Fixtures (WC, Lav, Urnl)	Lav - Wall - Vitreous china	Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	12/5/2022	\$2,640.00	Contractor replaced defunct flush valves and faucets throughout
	B4165A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B4165A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$6,981.00	Each asset is checked a minimum of 3x per school year for routine PM
	B4165A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and routine checks, implement repairs.
	B4165A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$2,022.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B4165A	D5022 - Interior Light Fixtures		Complete - Electrical Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$5,037.00	Contractor installed energy efficient LEDs
	B4165A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B4165A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,874.00	Contractor audited gym equipment for safety items and wear and tear
	S4165	E1020 - Institutional Equipment		Complete - Safety Audit of Playground	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$576.00	Auditor inspected rural playgrounds as per CAN/CSA - Z614-20
St. Mary's Roman Catholic School											\$34,105.00	
St.	B2477A	B30 - Roofing		Complete -	_Study [Non-	Lifecycle	2027	Closed	A	8/25/2023	\$2,532.00	Contractor

IMR Funding Final Cost Report

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
Michael's School Bow Island				Roof Condition Assessment	FCI]	Planning (at least 4 years remaining at inspection)						inspected roofs and created a life cycle replacement report for 10 years+
	B2477A	D2014 - Sinks	2000	Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	1/23/2023	\$1,052.00	
	B2477A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B2477A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,195.00	Each asset is checked a minimum of 3x per school year for routine PM
	B2477A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$387.00	Per ABSA inspection and routine checks, implement repairs.
	B2477A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$5,470.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B2477A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B2477A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	S2477	E1020 - Institutional Equipment		Complete - Safety Audit of Playground	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,757.00	Auditor inspected rural playgrounds as per CAN/CSA - Z614-20
St. Michael's School Bow Island											\$26,085.00	
St. Michael's School Pincher Creek	B3879A	B2031.01 - Aluminum-Framed Storefronts: Doors		Complete - Envelope Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	12/5/2022	\$3,308.00	

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Michael's School Pincher Creek	B3879A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3879A	D1013 - Lifts	Platform Lifts	Complete - PM Lifts Inspection and Directives	Building Code Mandatory	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$289.00	
	B3879A	D2011 - Washroom Fixtures (WC, Lav, Urnl)		Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	11/22/2022	\$2,479.00	Contractor moved fixtures because they were constantly freezing on exterior wall
	B3879A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$1,598.00	City requirement to check and repair backflow valves annually - contracted
	B3879A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$4,829.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3879A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$1,380.00	Per ABSA inspection and routine checks, implement repairs.
	B3879A	D5022.02 - Interior Fluorescent Fixtures		Complete - Electrical Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$5,772.00	Contractor replaced fixtures and card readers
	B3879A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3879A	D5037 - Detection and Fire Alarm		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/30/2023	\$3,751.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3879A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Michael's School Pincher Creek	S3879	E1020 - Institutional Equipment		Complete - Safety Audit of Playground	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$576.00	Auditor inspected rural playgrounds as per CAN/CSA - Z614-20
	S3879	G2047.01 - Athletic and Recreational Surfaces		Complete - Playground Equipment Removal	Lifecycle	1 - Due within 1 year of inspection	2023	Closed	A	8/30/2023	\$21,675.00	
St. Michael's School Pincher Creek											\$56,853.00	
St. Patrick Fine Arts Elementary School	B5413A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	Lifecycle Planning (at least 4 years remaining at inspection)	2027	Closed	A	8/25/2023	\$1,871.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B5413A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B5413A	D2023.01 - Domestic Water Heaters		Complete - Hot Water Tank Replacement	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	12/5/2022	\$14,248.00	
	B5413A	D30 - HVAC		Complete - Electrical Repairs	Reliability	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$1,704.00	Contractor troubleshoot and repair HVAC motors
	B5413A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2022	Closed	A	8/30/2023	\$5,937.00	Each asset is checked a minimum of 3x per school year for routine PM
	B5413A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and routine checks, implement repairs.
	B5413A	D40 - Fire Protection		Complete - Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$7,594.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B5413A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$4,605.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Patrick Fine Arts Elementary School	B5413A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	B5413A	E - Equipment and Furnishings		Complete - Supply of Recycling and Composting Bins	Building Code Mandatory	Not Time Critical		Closed	A	6/27/2023	\$8,387.00	City by-law to implement recycling program
	S5413	G2025.01 - Pavement Markings*		Complete - Parking Lot Line Painting and Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,168.00	
St. Patrick Fine Arts Elementary School											\$48,077.00	
St. Patrick's Roman Catholic School	B4166A	B1021.02 - Structural Interior Walls Supporting Roofs*		Complete - Gym Exterior Column Repairs	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	4/1/2023	\$425.00	
	B4166A	B1021.03 - Roof Decks, Slabs, and Sheathing*		Ongoing - Structural Study for Staff Room Slab-on-Grade Floor	_Study [Non-FCI]	2 - Due within 2 years of inspection	2025	Closed	A	8/30/2023	\$806.00	Consultant is studying slab-on-grade and will provide recommendations to remediate.
	B4166A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	Lifecycle Planning (at least 4 years remaining at inspection)	2027	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B4166A	C3020 - Floor Finishes		Complete - Flooring Repairs and Replacements	Lifecycle	1 - Due within 1 year of inspection	2024	Closed	A	8/30/2023	\$892.00	Patch and repair resilient flooring
	B4166A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B4166A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2022	Closed	A	8/30/2023	\$3,658.00	Each asset is checked a minimum of 3x per school year for routine PM
	B4166A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$4,936.00	Per ABSA inspection and routine checks, implement repairs.
	B4166A	D40 - Fire		Complete -	Building	0 - Due at	2022	Closed	A	8/17/2023	\$3,306.00	All extinguishers

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Patrick's Roman Catholic School		Protection		Annual Fire Alarm Testing & Inspection	Code Mandatory	time of Inspection						and sprinkler systems are inspected by contractor annually
	B4166A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B4166A	E - Equipment and Furnishings		Complete - Annual Roof Anchor Fall Protection Inspection	Reliability	0 - Due at time of Inspection	2022	Closed	A	8/30/2023	\$3,688.00	Contractor conducts annual safety check on roof anchor system
	B4166A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	S4166	E1020 - Institutional Equipment		Complete - Safety Audit of Playground	Reliability	1 - Due within 1 year of inspection	2024	Closed	A	8/25/2023	\$576.00	Auditor inspected rural playgrounds as per CAN/CSA - Z614-20
St. Patrick's Roman Catholic School											\$29,821.00	
St. Paul School	B3707A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,842.00	Contractor inspected roofs and created a life cycle replacement report for 10 years+
	B3707A	C3024.06 - Resilient Flooring		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$6,982.00	
	B3707A	D2010 - Plumbing Fixtures		Complete - Plumbing Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	11/22/2022	\$2,295.00	
	B3707A	D2020 - Domestic Water Distribution		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$338.00	City requirement to check and repair backflow valves annually - contracted
	B3707A	D2023.01 - Domestic Water Heaters		Complete - Hot Water Tank Replacement	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	3/20/2023	\$14,998.00	
	B3707A	D2023.02 - Domestic Water Valves		Complete - Water Meter Room Repairs	Reliability	0 - Due at time of Inspection	2022	Closed	A	1/9/2023	\$4,132.00	Contractor fixed water main shut-off valves

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Paul School	B3707A	D30 - HVAC		Complete - Electrical Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$1,600.00	Contractor troubleshoot and repair HVAC motors. Replace lights to energy efficient LEDs
	B3707A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$4,829.00	Each asset is checked a minimum of 3x per school year for routine PM
	B3707A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$1,149.00	Per ABSA inspection and routine checks, implement repairs.
	B3707A	D3041.01 - Air Handling Units		Complete - HVAC Repairs	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	3/6/2023	\$2,293.00	
	B3707A	D40 - Fire Protection		Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$1,572.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B3707A	D5030 - Communications and Security		Complete - Paging System Repairs and Upgrades	Reliability	0 - Due at time of Inspection	2022	Closed	A	10/25/2022	\$550.00	Contractor supplied TOA power amplifiers and paging horns
	B3707A	D5030 - Communications and Security		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	Technology infrastructure that serves schools for BMS system, security, doors, cameras, paging, clocks, communications.
	B3707A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
	B3707A	E2013 - Blinds and Other Window Treatment		Complete - Lockdown Blinds	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/17/2023	\$1,373.00	
St. Paul School											\$53,307.00	
St. Teresa Of Calcutta Elementary School	B7922A	B20 - Exterior Enclosure		Complete - Envelope Repairs	Lifecycle	0 - Due at time of Inspection	2022	Closed	A	12/5/2022	\$1,183.00	Own forces ensure that there are minimal gaps around doors and cracks are fixed in exterior walls

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

Asset Name	Asset Number	Prime System	System Name	Requirement Name	Category	Priority	Action Year	Status	Budget Type	Date Completed	Actual Cost	Implementation Notes
St. Teresa Of Calcutta Elementary School	B7922A	B30 - Roofing		Complete - Roof Condition Assessment	_Study [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,870.00	
	B7922A	C3020 - Floor Finishes		Complete - Flooring Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,340.00	Patch and repair resilient flooring, protect resilient flooring with vestibule mats
	B7922A	D2023.03 - Piping Specialties (Backflow Preventers)		Complete - PM Domestic Water Backflow Preventers	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/31/2023	\$2,065.00	
	B7922A	D30 - HVAC		Complete - Preventive Maintenance on HVAC and BMS Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/30/2023	\$5,089.00	Each asset is checked a minimum of 3x per school year for routine PM
	B7922A	D3021 - Boilers		Complete - Annual Boiler Maintenance and Repairs	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/25/2023	\$350.00	Per ABSA inspection and routine checks, implement repairs.
	B7922A	D40 - Fire Protection		Annual Fire Alarm Testing & Inspection	Building Code Mandatory	0 - Due at time of Inspection	2022	Closed	A	8/17/2023	\$1,983.00	All extinguishers and sprinkler systems are inspected by contractor annually
	B7922A	D5039 - Data Systems*		Complete - Update Network/ Server Infrastructure	_Operating Efficiency [Non-FCI]	0 - Due at time of Inspection	2023	Closed	A	6/27/2023	\$7,479.00	
	B7922A	E - Equipment and Furnishings		Complete - Inspect Gym Equipment	Reliability	0 - Due at time of Inspection	2023	Closed	A	8/25/2023	\$1,875.00	Contractor audited gym equipment for safety items and wear and tear
St. Teresa Of Calcutta Elementary School											\$27,234.00	
SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div.											\$960,393.00	
Summary											\$960,393.00	

REPORT NO: E.1

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

1. Board Chair Carmen Mombourquette will provide the Board Chair's Report for Trustee information, which includes Board correspondence, planning and events, and recent activity.

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC Reports for February 28, 2024.



BOARD CHAIR REPORT

Date: February 28, 2024

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
17 Jan	CUPE 290 negotiations
18 Jan	ATA negotiations
19 Jan	ATA negotiations
25 Jan	Minister Neudorf presentation on electricity service in Alberta - asked question about carbon tax being applied to school divisions - one level of government taxing another.
29 Jan	Interviewed by reporter from Pincher Creek with the "Shooter".
30 Jan	Teacher Salary Qualifications Board - Appeals Committee
4 Feb	Prepared and served supper at Lethbridge Soup Kitchen - wonderful experience and a very small measure of fulfilling the Gospel message of 'feed the hunger.'
5 Feb	Minister of Education - Board Chairs - Human Sexuality, Gender, Pronouns as per Premier's announcement
6 Feb	Meet with Superintendent, Secretary- Treasurer, and Vice Chair
6 Feb	Trustee impromptu luncheon
7 Feb	St. Pat's School Council meeting - ascertained budget information
15 Feb	AMA - Local school board reps met with AMA Board

CORRESPONDENCE:

Month	Description
19 Jan	CCSD funding request
18 Jan	Notification about death of teacher mother-in-law with touching teacher affirmation
20 Jan	St. Francis Newsletter
20 Jan	ASBA - National advocacy priorities
20 Jan	Superintendent Weekly Update
22 Jan	ASBA Zone information
22 Jan	ASBA Call for Interest - new committee on AI
22 Jan	ACSTA - Monday Memo - Sent a reply to ACSTA in regards to a Cardus presentation to happen on Feb 9 in Edmonton - "The Public Good Case for Independent Catholic Education" - would be good to have a video made and in turn to send video to trustees and various GrACE committees
22 Jan	ASBA highlights of meeting with Minister
25 Jan	GrACE Newsletter
26 Jan	ASBA - Alberta's Child Care System

28 Jan	ASBA - deadlines for FGM
29 Jan	Letter from Palliser to Minister of Education re Transportation
29 Jan	ACSTA - Monday update
29 Jan	CCHS Newsletter
29 Jan	Alberta School Council E-News
30 Jan	St. Mike's BI Newsletter
30 Jan	ACSTA and potential of parent's rights issues
1 Feb	Diocesan Renewal Novena
1 Feb	Connections Newsletter
1 Feb	February Build Journal
1 Feb	ASBA - Speakers' Corner - Holy Spirit to present
1 Feb	OLA Newsletter
1 Feb	CSM Newsletter
1 Feb	FLVT Newsletter
5 Feb	St. Francis Newsletter
5 Feb	St. Francis Newsletter
5 Feb	St. Paul Newsletter
5 Feb	AB ED - request for key contact in relationship to changes in policy around transgender kids, human sexuality/gender, and the use of pronouns
5 Feb	Letter from Registered Psychologist requesting that the Board of Trustees oppose AB ED proposed changes to the ways in which transgender kids, human sexuality/gender, and the use of pronouns are addressed
6 Feb	ACSTA Monday Memo
8 Feb	FLVT Newsletter and School Council Update
12 Feb	ACSTA - SPICE registration
12 Feb	Threat assessment session information
12 Feb	St. Francis invitation to Ash Wednesday Mass
12 Feb	ACSTA Monday meme
12 Feb	Excellence in Catholic Education - Congrats Mrs. Wilson!!
12 Feb	ASBA - Social Studies Curriculum Engagement
12 Feb	ASBA - Superintendent Travel amounts
14 Feb	ASBA - Curriculum stakeholder session
14 Feb	Chamber of Commerce - Post budget presentation by Minister of Finance
14 Feb	Letter re Youth Council
14 Feb	Aaron Skretting - powerpoint presentation on the good work of the school division related to all things connected to competency five - will present to ASBA.
14 Feb	Invitation to the 22nd FENI conference in Toronto
14 Feb	SAPDC report for February
15 Feb	Birthday Greetings from Superintendent
15 Feb	Response from Registrar re Teacher Complaint Process

REPORT NO: E.2

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

ACSTA Report for February 28, 2024

*Celebrate, Preserve, Promote and Enhance
Catholic Education*

www.acsta.ab.ca
admin@acsta.ab.ca

- February 9,10: Symposium held at Corpus Christi Parish Hall in Edmonton with the theme: Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools.
 - Holy Spirit was represented by Director of Religious Education Aaron Skretting, Superintendent Ken Sampson, Deputy Superintendent Anthea Boras, Principal Kathy Jones-Husch, Principal Kevin Kinahan, Associate Principal Mark Wynder, Teacher Nicole Wilson and Trustee Linda Ellefson.
- Presenters were: Archbishop Smith,
Dr. Matt Hoven,
Dr. Roisin Coll,
Paul Corrigan
Ryan Ledene
- Closing Eucharistic Liturgy: February 10, 2024 celebrated with Most Rev. Richard Smith
- End Result will be a guidebook/document for Boards:
 - Summary of presentation by speakers
 - List of current and best practices for Alberta, NWT, and Yukon and research materials

- Assurance piece: globally - how are we doing - provincially and locally
- Action piece: how might we form witnesses for enhancing Catholic education
- How can our provincial partners support and add value to school division processes in the area of teacher formation

ADVOCACY Meeting: February 20, 2024

Purpose: To identify potentially contentious issues related to Catholic education and bring those to the Board of Directors for discussion. We are proposing three for this year. At this meeting we will finalize a draft policy position statement for independent/charter schools to present to the Board at the May meeting.

CCSSA along with GrACE and ACSTA recommending that Catholic Education Sunday and Catholic Education Week be held at the same time and preferably in the fall. Details to come.

The CCSSA is also recommending that school divisions continue to acknowledge World Catholic Education Day on Ascension Thursday with less complex school-based celebrations.

CCSTA May 30-June 1, 2024 in Calgary at the Hyatt Regency.

Speakers are: Father Cristino Bouvette, Kate Mellon, Ian McCormack, and Bob Murray.

- Trustees and Administrators are encouraged to attend. Boards are invited to make a financial contribution toward the success of the event.

SPICE: April 24-28

BLUEPRINTS: April 30-May 3

Speaker: Roy Petitfils

Theme: Rooted in Faith (The power of faith as a source of strength and transformation)

TAKE AWAYS FROM February 6, 2024,

Board of Directors Meeting

- Based on extensive consultation with the membership, the ACSTA Board of Directors is confident in its assessment that maintaining the current governance structure is the desired path forward. The Board of Directors directed the Governance Committee to continue developing bylaw and policy proposals in order to further improve the function of the existing governance structure.
- ACSTA is continuing to take a proactive stance in meeting with MLAs regarding Education Property Tax.
- Ad Hoc planning committee formed to plan a Symposium on Catholic Trusteeship for 2025.
- ACSTA is contributing financial support to CCSSA's biannual "Marked by God" conference for Catholic School Administrators that is taking place in September.

TAKE AWAY QUESTIONS FROM DIRECTORS' PD

- What changes could be made to the regulation in order to make the formation process more facilitative?
- What role should ACSTA play with respect to the establishment of separate school districts (i.e., providing resources and/or other support for petitioners, lobbying the Government of Alberta re: regulation and Education Act)?
- What are the risks vs. the benefits of potential action by ACSTA with respect to separate school districts?

REPORT NO: E.3

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

1. Cheralan O'Donnell, Board representative to the ASBA, will provide a report to the Board regarding recent ASBA business, events, and activities.

ASBA Zone 6 General Meeting Agenda-February 14, 2024, 12 p.m.

VIRTUAL MEETING ONLY

You are invited to a Zoom meeting.

When: Feb 14, 2024 12:00 PM Mountain Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/join/register?Z0tceC0rTMjHt1q0C60oZCHdDdyC7TEcx8d>

After registering, you will receive a confirmation email containing information about joining the meeting.

#	Item	Speaker	Action
1.	Call to Order	Chair	N/A
2.	Land Acknowledgment	Vice Chair	I
3.	Introductions	Chair	
4.	Approval of Agenda	Chair	A
5.	Approval of Minutes - Jan 17, 2024 General Mtg Minutes attachment	Chair	A
6.	In Camera - ASBA Request	Chair	
7.	Zone PD - Acoustic Learning + Accessibility - EdCan	Chair	I
8.	Assignment of Labour Position	Chair	A
9.	Reports - Zone 6 Chair Report - housing potential presentation - Labour Report - tabled - SAPDC - South Alberta Comprehensive Health - Handbook Coordinator	Roisin Gibb Lorelei Bexte Lori Hodges Lori Hodges	I
10.	Edwin Parr - Edwin Parr Chair Update - Edwin Parr selection committee	Marie Logan Roisin Gibb	A
11.	Financials	Pam Boyson	I/A

1

	- Monthly bank statement -attachment		
11.	1:00 pm ASBA Reports - ASBA President - ASBA Vice President - ASBA CEO - Zone 6 Director- attachment	Marilyn Dennis Shali Baziuk Dr. Vivian Abboud Allison Purcell	I/A
11.	Advocacy - Carbon Tax: Anecdotal information needed for ASBA advocacy regarding Carbon Tax - Wired vs Wireless: information for ASBA - Disparity of Wrap Around Services: information for ASBA	Chair	I
12.	ASBA Engagement Session Budget Assumptions and Sustainability	ASBA Executive	I
13.	Round Table Discussion Transportation: - Updates		I/A
14.	Adjourn Next meeting Mar 20, 2024 - HYBRID Meeting Lethbridge SD		I

*Actions: A=Approval, I= Information, D=Discussion

REPORT NO: E.4

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board Representatives

SUBJECT: GrACE Report

BACKGROUND

1. Tricia Doherty and Linda Ellefson, Board representatives to GrACE, will provide a report to the Board regarding recent GrACE business, events, and activities.

GrACE Report for February 28, 2024

GrACE Facebook: www.facebook.com/GrACE4cathed

GrACE Instagram: @grace4catholiceducation

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

UNITE, EDUCATE, COMMUNICATE with ONE voice.

Goals of GrACE:

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

The GrACE committee met again on February 15, 2024 to discuss and plan how we envision GrACE in the division for the remainder of the year.

- **Communication:**
Continue to work on getting the word of GrACE through the parishes with social media, parish bulletins, K of C and CWL as well as with School Councils/Newsletters
- **Poster Campaign:**
What does “Courage to Lead” look like? - to bring awareness to GrACE. Posters will be out soon. The finishing touches are just being made then will be distributed to schools/parishes.
- **Save the Date: April 18, 2024:**
We would like to hold an evening of GrACE. We are planning for a wine and cheese type social with some information on GrACE.
- **Save the Date: May 9, 2024:**
GrACE is excited to announce that ECSD will host the GrACE 2024 Summit on Catholic Education Day at Lumen Christi Catholic Education Centre, Edmonton.
- **May:**
GrACE will look to having a connection during Catholic Education Week.
- There has been discussion at the provincial level around changing Catholic Education Week and Catholic Education Sunday to take place in the same week. The hope is that this will run in the fall but still observe World Catholic Education Day on Ascension Thursday

Catholic Education Prayer of the Faithful for February 2024

For Catholic Education:

That our Catholic Schools may be inspired by the example of the many great saints who have gone before them and who intercede for them, we pray to the Lord.

For protection and graces during this time of Pandemic, we pray to the Lord.

That our Catholic Schools may reveal the glory of God in all that they do, we pray to the Lord.

That our Catholic Schools may nurture the growth of wisdom and virtue in the young, we pray to the Lord.

For Catholic Educators and School Staff called to live a life of love and sacrifice, we pray to the Lord.

REPORT NO: E.5

February 28, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

1. Trustee Bob Spitzig, Board representative to the Pincher Creek Community Early Learning Centre (PCCELC), will provide a report to the Board regarding the recent business, events, and activities.



**PCCELC Board Meeting Agenda
January 23rd, 2024 at 7 PM**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of Minutes of December 21st, 2023**
[PCCELC Meeting Minutes December 21st, 2023](#)
- 4) Operations Updates**
 - a) Current Status
 - i) Sage operations update
 - ii) Sage October/ November 2023 financial report:
 - iii) Canyon Creek enrollment and staffing update
 - iv) Canyon October/ November financial report:
- 5) Business Arising**
 - a) Possible community open house date for Sage
 - b) MD of Pincher Creek joint meeting
 - i) Request to attend as delegation / determine date Set a date
 - c) Signing Authority
 - i) Signing authority at Sage for Stacey Madden
 - ii) Credit card for Stacey Madden
- 6) New and unfinished business**
 - a) Media interview follow up: timing/content
 - b) Advocacy: any follow ups with province / feds
 - c) Parent engagement/ welcome to next board meeting
 - d) Parent interest in Recruitment and retention activities
 - e) Security cameras for inside centers
 - f) Determine Future meeting dates and format (virtual, in person or hybrid) * Bluetooth speakers may make hybrid meetings easier
- 7) Closed Session**
 - a) HR
 - i) HR Concern
 - ii) ED Time off request. Feb 27-Mar 5, 2024.
 - b) Outdoor play spaces
 - c) January 8th town council follow up
 - i) Budget and contingency
 - ii) Responsibilities: snow removal, outdoor play spaces
- 8) Round Table**

Date for next meeting:
- 9) Adjournment**

ADVOCACY NO: F.1

February 28, 2024

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 February 28, 2024.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb 8	SPT School Council
Feb 26	SMBI School Council
Feb 22	Zoom meeting with SMBI to prepare for meeting with MLA Grant Hunter
Feb 23	Zoom meeting with MLA Grant Hunter

PARISH COMMITMENTS:

Date:	Key Discussions:
weekly	Attend Mass
Feb 11	Volunteer at Parish Supper
Feb 12	Attend Parish Lector and Eucharistic Minister Workshop
Feb 9	Taber Pro-life AGM and Banquet

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Feb 8	Judge 4 H Speeches for the Taber Lamb Club

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 6	Meeting with Board Chair and Division Executive to Plan Budget Process
Feb 14	ASBA Zone Meeting
Feb 20	Agenda Setting
Feb 21	Open House for new school in Lethbridge
Feb 26	Finance Committee Meeting
Feb 28	Division Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 25	School Council Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
Feb	Attendance at weekly Mass/On-going conversation with Parish Priest
Feb 14	Ash Wednesday Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 14-15	ATA Local Negotiations
Feb 28	COW and Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 25, 2024	ESM School Council - hot lunch, CIP/AEAM, staffing updates,
Jan 29, 2024	SFJH Choir trip fundraising meeting
Feb 10, 2024	CCH Wizard of Oz Bottle Drive
Feb 13, 2024	SPS School Council - ISSP grant equipment has arrived, new drum clubs, staffing updates, OurSchool Survey

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass
Feb 14, 2024	CCH Ash Wednesday Mass
Feb 14, 2024	St Paul Ash Wednesday Mass (Canceled)
Feb 14, 2024	SFJH Ash Wednesday Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan 25, 2024	A conversation with Minister Neudorf
Feb 14, 2024	Economic Development Lethbridge Board meeting
Feb 14, 2024	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 15, 2024	GrACE committee meeting
Feb 26, 2024	Finance meeting
Feb 28, 2024	Board meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance weekly Mass
Feb 14/24	Ash Wednesday Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb 14/24	ATA Negotiations
Feb 15/24	ATA Negotiations
Feb 21/24	CUPE Negotiations
Feb 22/24	CUPE Negotiations
Feb 26/24	Finance Committee
Feb 28/24	COW / Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb.6	FLVT School Council
	Read all School Newsletters and ASBA, ACSTA Briefs

PARISH COMMITMENTS:

Date:	Key Discussions:
Feb.	Regular Church attendance and regular lector
Feb.9	Mass at Corpus Christi in Edmonton
Feb.10	Lector for Mass at Corpus Christi with Archbishop Smith and Archbishop Pettipas
Feb.14	Ash Wednesday Mass at Ecole St. Mary
Feb.14	Ash Wednesday Mass at OLA

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan.29	ACSTA Symposium Planning
Jan. 29	ACSTA Advocacy
Feb.5	ACSTA Symposium
Feb.5	ACSTA Professional Development on Separate School District Establishment Process
Feb.6	ACSTA Business meeting and reports
Feb.6	ACSTA Faith formation
Feb.9,10	ACSTA Symposium: Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools at Corpus Christi Edmonton

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Feb.15	GrACE meeting with Aaron Skretting and Tricia Doherty
Feb.16	Blankets of Hope at Children of St. Martha
Feb.20	Advocacy meeting with ACSTA
Feb.21	Meeting about new school at CCH West Campus
Feb.26	Finance Meeting
Feb.27	Faith Formation with ACSTA
Feb.28	ASBA Virtual meeting and Board meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 25/24	ESM School Council - Parent Rep - hot lunch, Kidoodle, Shrove Tuesday, Valentines Day, AEAM presentation, DREC update
Jan 29/24	CSM School Council - Staffing updates, firewood fundraiser, craft night, Sacraments collaboration between schools

PARISH COMMITMENTS:

Date:	Key Discussions:
Jan 29, Feb 12	Confirmation Class at St.Martha's Parish
Feb 14/24	Ash Wednesday with SPFA and CSM 9am St.Martha's
Ongoing	Regular attendance at St.Martha's Parish
Ongoing	Dynamic Catholic Daily Reflections and Dynamic Catholic Feed Your Soul Weekly Gospel Discussion
Ongoing	Word Among Us Daily Readings and Reflection
LENT	Dynamic Catholic Best Lent Ever

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Feb 7/24	ASBA - Zone Chairs and Vice Chairs Provincial Meeting
Feb 14/24	Chaired ASBA Zone 6 meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan 24/24	Board Spiritual Retreat
Jan 24/24	Finance Meeting
Jan 24/24	Board of Trustees Monthly Meeting and COW
Feb 7, Feb 14	UofC Governance Course COR 570 002 - Systems Thinking



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
February 7	School Council Meeting (minutes received) - Mental Health Night, January 24, 2024 - Pre-K and Kindergarten Coffee Time for parents - Update on Future Changes to Timetable and/or Transportation Schedule - Update on Spaces (Elementary Reporting Program)

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Summaries
February 14	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
February 2	Budget Analysis Meeting
February 10	CCH Theatre Bottle Drive Volunteer (drop items at depot)
February 12	Budget Feedback Generation
February 13	Shrove Tuesday: Meal Preparation at St. Catherine's School
February 14	St. Catherine Ash Wednesday Mass
February 26	Finance Committee Meeting (Regrets)
February 28	Board Meeting: Committee of the Whole
February 28	Board Meeting: Public General Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: February 28, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Feb.13	Lunch at St. Teresa of Calcutta

PARISH COMMITMENTS:

Date:	Key Discussions:
Feb.	On going Mass at All Saints
Feb.10	Parish Renewal Team Orientation
Feb.14	Ash Wednesday St . Basil
Feb.16	Soup Supper and Eucharistic Presentation Assumption Church
Feb.21	All Saints PPC
Feb.22	All Saints Corpus Christi Meeting

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Jan. 19	ATA Negotiation
Jan.22,23,25	CUPE Negotiation
Feb.14,15	ATA Negotiation

ADVOCACY NO: F.2

February 28, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

1. In order to ensure better communication between the Board of Trustees and schools, Trustees serve as School Council Liaisons for each school within the division.
2. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between councils and the Board.

INFORMATION NO: G.1

February 28, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Enrolment Projections

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Secretary-Treasurer Lisa Palmarin has prepared the attached Enrolment Projections for 2024-2033 to assist the Board in planning for the 2024/2025 school year and beyond.



ENROLMENT PROJECTIONS

2024 - 2033

FEBRUARY 13, 2024

SUMMARY ANALYSIS

The assumptions made in these projections result in an increase of approximately 114 students in 2024.

- EL-6 enrolment is projected to increase by approximately 70 students.
- 7-9 enrolment is projected to increase by approximately 3 students.
- 10-12 enrolment is projected to increase by approximately 41 students.

The overall change in enrolment in 2024 is estimated to be distributed as follows:

	Actual	Estimated	
	30-Sep-23	30-Sep-24	Change
Catholic Central High School	938	991	53
Trinity E-Learning School	34	36	2
St. Francis Junior High School	550	575	25
CARE Program	6	5	-1
Ecole St. Mary School	395	394	-1
Our Lady of the Assumption School	184	191	7
St. Paul School	268	278	10
St. Teresa of Calcutta School	409	419	10
Father Leonard Van Tighem School	676	669	-7
Children of St. Martha School	233	238	5
St. Patrick Fine Arts Elementary School	276	275	-1
St. Michael's School (Pincher Creek)	321	317	-4
St. Catherine School	198	192	-6
St. Joseph School	338	348	10
St. Patrick School - Taber	214	220	6
St. Mary School - Taber	181	178	-3
St. Michael's School (Bow Island)	60	62	2

Over the next 10 years, enrolment is projected to increase until 2030, then begin to decrease. By 2033, enrolment is projected to be higher than the 2023 level by approximately 332 students, but changes are forecast to vary significantly by level:

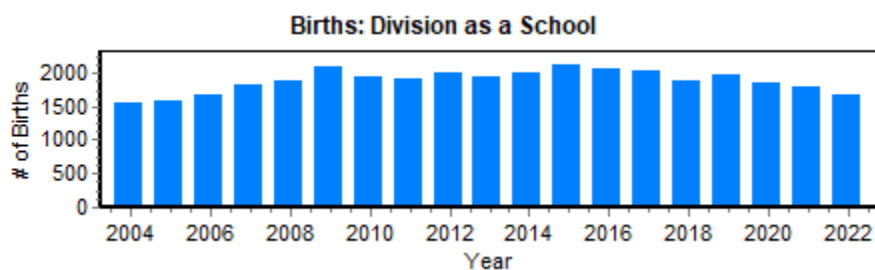
- Grade ELP - 6 enrolment is projected to decrease by approximately 199 students.
- Grade 7 - 9 enrolment is projected to increase by approximately 188 students.
- Grade 10-12 enrolment is projected to increase by approximately 343 students.

BIRTHS

Historic changes in the number of births are an important factor impacting past, present, and future enrolments.

Since 2015, the Holy Spirit Catholic School Division has seen a consistent decline in the number of births among women living in the area, with an average annual decrease of 61 births. This trend has resulted in a reduced number of births in recent years, with 1,794 births in 2021 and 1,681 births in 2022. These smaller groups of children will start affecting school enrollments beginning in 2026 and 2027, respectively. As these cohorts, which are smaller than previous ones, progress through the school system, it is likely that the total number of students enrolled will decrease over time.

Currently, students in Early Learning to Grade 12 were born between 2006 and 2019, a period when the average number of births per year was 1,946. However, in the last three years, the average has dropped to 1,776 births per year, indicating a significant decrease of 170 births annually. This recent decline in birth rates points towards lower future enrollments in the school division.



Our ten-year enrolment projection is based on the average of the last three years and assumes a neutral trend moving forward. However, if the recent decline in birth numbers continues, future population and school enrolments may fall below expectations. Conversely, if the number of births returns to previous levels, we could see increases in both population and enrolments in our schools.

MIGRATION OF YOUTH

The movement of young people into and out of the division significantly influences enrolment projections. In the past decade, we have seen a steady influx of youth aged 1-16, with 2023 marking the highest increase in seven years, adding 460 children to the division's population. Our projections assume this trend of positive migration will continue, with an expected annual increase of 294 children for the next two years, aligning with the eight-year average. From 2026 onwards, we anticipate an addition of 245 children each year, matching the six-year average.

CAPTURE RATES

The capture rate is the proportion of the school-aged population within a school's catchment area that attends a school somewhere in the school jurisdiction. The value reflects the 'market share'.

From 2015 to 2021, the capture rate (the proportion of all children aged 5 to 17 residing within the division boundary and enrolled at any division school) decreased from 19.5% to 17.8%, averaging a decrease of 0.3%. Over the last 2 years, the capture rate increased by 0.5%, resulting in a capture rate of 18.3% this year. To put this in perspective, 0.5% represented about 135 students this year.

The assumptions made in this projection result in a 18.7% capture rate for 2024, 0.4% higher than this year's rate, with gradual increases resulting in an overall capture rate of approximately 20.5% in later years.

	2023	2022	2021	2020
	%	%	%	%
Division Average	18.3%	17.9%	17.8%	18.2%
St. Teresa of Calcutta School	46%	48%	42%	41%
St. Patrick Fine Arts Elementary School	29%	29%	28%	27%
St. Michael's School - Pincher Creek	29%	26%	28%	28%
St. Paul School	22%	18%	18%	18%
Father Leonard Van Tighem School	22%	22%	22%	22%
St. Joseph School	21%	20%	19%	17%
St. Francis Junior High School	20%	18%	19%	19%
Catholic Central High School	19%	20%	20%	22%
Children of St. Martha School	18%	17%	18%	19%
Our Lady of the Assumption School	17%	17%	17%	17%
St. Catherine School	16%	14%	14%	14%
St. Patrick School	13%	12%	12%	13%
St. Mary School	10%	12%	13%	13%
Ecole St. Mary	6%	6%	6%	6%
St. Michael's School - Bow Island	5%	6%	7%	7%

EARLY LEARNING

Enrolment in Early Learning has been inconsistent over the last five years, from a high of 220 children in 2019 to a low of 99 in 2022. In 2023, there were 150 funded Early Learning Program children in our schools. The projection for the next ten years is conservative, based on birth rates, and historical enrolments.

WEST LETHBRIDGE CAPACITY

The Family Capacities and Projected Enrolments of our schools in West Lethbridge continue to reflect the need for a new school in that part of the city. Between the three schools on the West side of Lethbridge, there are 1,290 Early Learning to Grade 9 spaces in West Lethbridge. Current enrolment is at 1,156 (89.61%). Two additional modular classrooms were installed at Father Leonard Van Tighem School in September 2022, opening up 50 additional student spaces. This is a temporary solution, as the school was not designed to accommodate 725 students. Conservative enrolment projections for the next ten years indicate that the capacity in West Lethbridge will be approximately 90%. This does not take into consideration new housing growth. The addition of a new elementary school in the Piers subdivision will be a welcome addition to West Lethbridge and will allow for continued growth in our schools in West Lethbridge.

EAST LETHBRIDGE ELEMENTARY SCHOOL CAPACITY

The Family Capacities and Projected Enrolments of our elementary schools east of the Oldman River reflect uneven enrolments in this part of the city of Lethbridge. While total elementary utilization sits at 78.84%, St. Teresa of Calcutta School has a utilization rate of 110.54% and is projected to be between 103% and 115% for the next ten years. Our Lady of the Assumption School, Ecole St. Mary, and St. Paul School are in older, more established neighbourhoods with fewer elementary aged children. The utilization rates of these schools sit at between 52% and 80% and are expected to remain the same or decline over the next ten years. Overall utilization of our East Lethbridge elementary schools is projected to decline to 72.57% by 2033.

DETAILED ENROLMENT PROJECTIONS

The following pages show the ten-year enrolment projections of the division as a whole, West Lethbridge, East Lethbridge elementary schools, and individual schools.

Enrolment Projections and Functional Capacity - Division as a School																
Early Learning and Kindergarten are expressed in headcount																
Updated:	13-Feb-24															
	Actual					Projected										
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
EL	220	128	138	99	150	141	137	128	134	134	134	134	134	134	134	
K	355	373	340	339	340	339	332	321	300	315	314	314	314	314	314	
1	405	373	395	386	398	385	383	374	363	341	357	356	356	356	356	
2	365	401	373	418	414	416	403	401	392	380	357	373	372	372	372	
3	388	356	402	392	450	431	433	419	417	408	395	371	388	387	387	
4	377	393	355	414	420	465	445	446	432	430	421	408	383	401	400	
5	416	367	394	371	434	436	482	463	463	448	447	437	424	399	417	
6	388	395	361	396	381	444	445	492	473	473	458	457	447	434	408	
7	368	380	389	356	408	383	449	447	496	475	475	459	460	450	436	
8	368	366	380	392	373	416	389	456	454	503	483	482	466	466	457	
9	371	361	367	380	394	379	419	392	459	457	506	487	486	469	470	
10	358	363	348	375	387	400	387	426	398	467	464	512	495	494	475	
11	412	342	379	345	368	380	392	378	418	389	459	456	504	486	486	
12	341	409	359	404	377	393	407	418	405	445	415	485	482	531	514	
EL to 6	2914	2786	2758	2815	2987	3057	3060	3044	2974	2929	2883	2850	2818	2797	2788	
7 to 9	1107	1107	1136	1128	1175	1178	1257	1295	1409	1435	1464	1428	1412	1385	1363	
10 to 12	1111	1114	1086	1124	1132	1173	1186	1222	1221	1301	1338	1453	1481	1511	1475	
EL to 12	5132	5007	4980	5067	5294	5408	5503	5561	5604	5665	5685	5731	5711	5693	5626	
Total	5132	5007	4980	5067	5294	5408	5503	5561	5604	5665	5685	5731	5711	5693	5626	
Functional Capacity			6958	7008	7033	7058	7058	7058	7058	7058	7058	7058	7058	7058	7058	
Space Available				1941	1739	1650	1555	1497	1454	1393	1373	1327	1347	1365	1432	
Facility Utilization				72.30%	75.27%	76.62%	77.97%	78.79%	79.40%	80.26%	80.55%	81.20%	80.92%	80.66%	79.71%	
Change from 2023:																
EL						-9	-13	-22	-16	-16	-16	-16	-16	-16	-16	
K to 6						79	86	79	3	-42	-88	-121	-153	-174	-183	
7 to 9						3	82	120	234	260	289	253	237	210	188	
10 to 12						41	54	90	89	169	206	321	349	379	343	
EL to 12						114	209	267	310	371	391	437	417	399	332	
Early learning enrolment reflects funded children only																

Family Capacities and Projected Enrolments												Family: West Lethbridge			
Note: Early Learning and Kindergarten Enrolments are expressed as head counts															
		Functional Capacity	Actual		Projected Enrollment										
			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Elementary															
Children of St. Martha School															
	Early Learning	N/A	12	12	12	12	12	12	12	12	12	12	12	12	
	Kindergarten	N/A	41	44	37	40	41	35	39	39	39	39	39	39	
	Grades 1-6:	N/A	161	177	189	185	194	200	192	190	185	187	185	183	
	Total	310	214	233	238	237	247	247	243	241	236	238	236	234	
St. Patrick Fine Arts Elementary School															
	Kindergarten	N/A	35	39	42	40	35	36	38	35	35	35	35	35	
	Grades 1-6:	N/A	216	208	208	213	212	212	208	207	199	193	193	192	
	Total	305	251	247	250	253	247	248	246	242	234	228	228	227	
Father Leonard Van Tighem															
	Early Learning:	N/A	11	13	13	13	13	13	13	13	13	13	13	13	
	Kindergarten:	N/A	35	30	35	35	33	36	35	35	35	35	35	35	
	Grades 1-6:	N/A	300	308	309	307	310	302	301	299	305	304	305	309	
	Total:		346	351	357	355	356	351	349	347	353	352	353	357	
Junior High															
Father Leonard Van Tighem School															
	Grades 7-9:	N/A	291	325	312	333	329	339	340	348	353	347	341	333	
	Total	675	637	676	669	688	685	690	689	695	706	699	694	690	
Family Total															
Total All Schools															
	Early Learning:	N/A	23	25	25	25	25	25	25	25	25	25	25	25	
	Kindergarten:	N/A	111	113	114	115	109	107	112	109	109	109	109	109	
	Grades 1 to 6		677	693	706	705	716	714	701	696	689	684	683	684	
	Total Elementary		811	831	845	845	850	846	838	830	823	818	817	818	
	Total Junior High	N/A	291	325	312	333	329	339	340	348	353	347	341	333	
	Total	1,290	1102	1156	1157	1178	1179	1185	1178	1178	1176	1165	1158	1151	
	Utilization Rate		85.43%	89.61%	89.69%	91.32%	91.40%	91.86%	91.32%	91.32%	91.16%	90.31%	89.77%	#####	

Family Capacities and Projected Enrolments													Family: East Lethbridge Elementary Schools
Note: Early Learning and Kindergarten Enrolments are expressed as head counts													
	Functional Capacity	Actual		Projected Enrolment									
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Ecole St. Mary													
Early Learning	N/A	6	12	10	10	10	10	10	10	10	10	10	10
Kindergarten	N/A	44	45	41	40	39	38	39	39	39	39	39	39
Grades 1-6:	N/A	319	338	343	348	336	332	328	321	312	308	307	307
Total	489	369	395	394	398	385	380	377	370	361	357	356	356
Our Lady of the Assumption School													
Early Learning	N/A	9	10	10	10	10	10	10	10	10	10	10	10
Kindergarten	N/A	19	15	17	15	15	15	15	16	15	16	15	16
Grades 1-6:	N/A	148	159	164	166	165	161	165	161	160	157	159	157
Total	352	176	184	191	191	190	186	190	187	185	183	184	183
St. Paul School													
Early Learning	N/A	10	15	13	13	13	13	13	13	13	13	13	13
Kindergarten	N/A	26	34	32	29	29	24	27	26	26	26	26	26
Grades 1-6:	N/A	206	219	233	240	236	224	216	217	212	204	201	196
Total	382	242	268	278	282	278	261	256	256	251	243	240	235
St. Teresa of Calcutta School													
Early Learning	N/A	10	28	21	21	21	21	21	21	21	21	21	21
Kindergarten	N/A	43	40	49	45	45	35	42	43	42	43	42	43
Grades 1-6:	N/A	325	341	349	358	358	346	339	330	332	323	321	318
Total	370	378	409	419	424	424	402	402	394	395	387	384	382
Totals													
Early Learning	N/A	35	65	54	54	54	54	54	54	54	54	54	54
Kindergarten:	N/A	132	134	139	129	128	112	123	124	122	124	122	124
Grades 1 - 6	N/A	998	1057	1089	1112	1095	1063	1048	1029	1016	992	988	978
Total:	1,593	1,165	1,256	1,282	1,295	1,277	1,229	1,225	1,207	1,192	1,170	1,164	1,156
Utilization rate		73.13%	78.84%	80.48%	81.29%	80.16%	77.15%	76.90%	75.77%	74.83%	73.45%	73.07%	72.57%

Enrolment Projections and Functional Capacity - Catholic Central High School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
10	299	320	286	301	323	348	325	377	359	409	407	445	425	421	409
11	330	297	315	289	306	322	346	323	376	357	408	406	444	424	420
12	271	332	289	338	309	321	338	363	339	392	373	425	423	461	441
Total	900	949	890	928	938	991	1009	1063	1074	1158	1188	1276	1292	1306	1270
Functional Capacity				1473	1473	1473	1473	1473	1473	1473	1473	1473	1473	1473	1473
Space Available				545	535	482	464	410	399	315	285	197	181	167	203
Facility Utilization				63.00%	63.68%	67.28%	68.50%	72.17%	72.91%	78.62%	80.65%	86.63%	87.71%	88.66%	86.22%
Change from 2023:						53	71	125	136	220	250	338	354	368	332
Official Capacity of CCH (E & W) is 1563															
Enrolment Projections and Functional Capacity - Trinity E-Learning School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
4			5												
5			11												
6			4	5											
7			4	1											
8			12	1											
9			4	7	3	4	4	4	4	4	4	4	4	4	4
10	2		6	1	10	6	7	7	7	7	7	7	7	7	7
11	3		12	5	6	10	6	7	7	7	7	7	7	7	7
12	7		21	21	15	16	20	16	17	17	17	17	17	17	17
Total	12		79	41	34	36	37	34	35	35	35	35	35	35	35
Functional Capacity				50	50	50	50	50	50	50	50	50	50	50	50
Space Available				9	16	14	13	16	15	15	15	15	15	15	15
Facility Utilization				82.00%	68.00%	72.00%	74.00%	68.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%
Change from 2023:															
4 to 6						0	0	0	0	0	0	0	0	0	0
7 to 9						1	1	1	1	1	1	1	1	1	1
10 to 12						1	2	-1	0	0	0	0	0	0	0
						2	3	0	1	1	1	1	1	1	1
Official Capacity is 50															
Capacity is not relevant as students															
learn online and attendance at school															
is minimal															

Enrolment Projections and Functional Capacity - St. Francis Junior High School																
	Actual						Projected									
Grade	2019	2020	2021	2022	2023		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
7	166	192	178	150	201		193	213	225	243	220	225	222	236	216	211
8	182	169	181	183	165		208	200	220	233	251	229	233	229	244	224
9	197	178	168	200	184		174	214	206	227	240	257	235	239	234	250
7 to 9	545	539	527	533	550		575	627	651	703	711	711	690	704	694	685
Total	545	539	527	533	550		575	627	651	703	711	711	690	704	694	685
Functional Capacity			634	634	634		634	634	634	634	634	634	634	634	634	634
Space Available			107	101	84		59	7	-17	-69	-77	-77	-56	-70	-60	-51
Facility Utilization			83.12%	84.07%	86.75%		90.69%	98.90%	102.68%	110.88%	112.15%	112.15%	108.83%	111.04%	109.46%	108.04%
Change from 2023:																
7 to 9							25	77	101	153	161	161	140	154	144	135
Note: Official Capacity is 708																

Enrolment Projections and Functional Capacity - CARE Program																
	Actual						Projected									
Grade	2019	2020	2021	2022	2023		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
7	1	1	1	2	1		1	1	1	1	1	1	1	1	1	1
8	2	2		2	1		1	1	1	1	1	1	1	1	1	1
9	3	4	2	1	4		3	3	3	3	3	3	3	3	3	3
Total	6	7	3	5	6		5	5	5	5	5	5	5	5	5	5
Functional Capacity				12	12		12	12	12	12	12	12	12	12	12	12
Space Available				7	6		7	7	7	7	7	7	7	7	7	7
Facility Utilization				41.67%	50.00%		41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%
Change from 2023:																
7 to 9							(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Note: Official Capacity is 50																

Enrolment Projections and Functional Capacity - Ecole St. Mary																
	Actual					Projected										
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
EL	21	11	11	6	12	10	10	10	10	10	10	10	10	10	10	
K	44	38	39	44	45	41	40	39	38	39	39	39	39	39	39	
1	51	58	50	45	50	53	48	46	45	44	45	45	45	45	45	
2	57	44	57	54	52	54	56	52	50	49	47	48	48	49	49	
3	56	55	46	62	56	55	57	60	56	54	52	50	51	51	51	
4	36	55	55	46	67	57	56	58	60	56	54	52	51	52	52	
5	63	34	54	60	53	70	60	59	61	63	59	57	55	54	55	
6	50	65	38	52	60	54	71	61	60	62	64	60	58	56	55	
EL	21	11	11	6	12	10	10	10	10	10	10	10	10	10	10	
K to 3	208	195	192	205	203	203	201	197	189	186	183	182	183	184	184	
4 to 6	149	154	147	158	180	181	187	178	181	181	177	169	164	162	162	
EL to 6	378	360	350	369	395	394	398	385	380	377	370	361	357	356	356	
Total	378	360	350	369	395	394	398	385	380	377	370	361	357	356	356	
Functional Capacity				489	489	489	489	489	489	489	489	489	489	489	489	
Space Available				120	94	95	91	104	109	112	119	128	132	133	133	
Facility Utilization				75.46%	80.78%	80.57%	81.39%	78.73%	77.71%	77.10%	75.66%	73.82%	73.01%	72.80%	72.80%	
Change from 2023:																
EL						-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	
K to 3						0.00	-2.00	-6.00	-14.00	-17.00	-20.00	-21.00	-20.00	-19.00	-19.00	
4 to 6						1.00	7.00	-2.00	1.00	1.00	-3.00	-11.00	-16.00	-18.00	-18.00	
EL to 6						-1.00	3.00	-10.00	-15.00	-18.00	-25.00	-34.00	-38.00	-39.00	-39.00	
Note: Official Capacity is 551																

Enrolment Projections and Functional Capacity - Our Lady of Assumption School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	14	6	15	9	10	10	10	10	10	10	10	10	10	10	10
K	15	16	15	19	15	17	15	15	15	15	16	15	16	15	16
1	21	19	18	20	26	21	24	21	21	21	21	22	21	22	21
2	24	25	22	22	19	27	22	25	22	22	22	22	23	22	23
3	29	22	27	24	30	23	31	26	29	26	26	25	26	27	26
4	25	34	22	29	27	32	24	32	27	31	28	27	27	28	28
5	33	28	30	24	30	29	34	26	34	29	33	29	29	29	29
6	37	31	30	29	27	32	31	35	28	36	31	35	31	31	30
EL	14	6	15	9	10	10	10	10	10	10	10	10	10	10	10
K to 3	89	82	82	85	90	88	92	87	87	84	85	84	86	86	86
4 to 6	95	93	82	82	84	93	89	93	89	96	92	91	87	88	87
EL to 6	198	181	179	176	184	191	191	190	186	190	187	185	183	184	183
Total	198	181	179	176	184	191	191	190	186	190	187	185	183	184	183
Functional Capacity				352	352	352	352	352	352	352	352	352	352	352	352
Space Available				176	168	161	161	162	166	162	165	167	169	168	169
Facility Utilization				50.00%	52.27%	54.26%	54.26%	53.98%	52.84%	53.98%	53.13%	52.56%	51.99%	52.27%	51.99%
Change from 2023:															
EL						0	0	0	0	0	0	0	0	0	0
K to 3						-2	2	-3	-3	-6	-5	-6	-4	-4	-4
4 to 6						9	5	9	5	12	8	7	3	4	3
EL to 6						7	7	6	2	6	3	1	-1	0	-1
Note: Official Capacity is 380															

Enrolment Projections and Functional Capacity - St. Paul School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	16	9	15	10	15	13	13	13	13	13	13	13	13	13	13
K	25	41	28	26	34	32	29	29	24	27	26	26	26	26	26
1	30	29	40	35	28	36	35	31	32	26	29	29	29	28	28
2	29	31	28	41	34	28	36	35	31	32	26	29	29	29	29
3	28	26	33	34	49	39	33	40	40	36	37	30	33	33	33
4	28	30	28	32	39	50	40	34	41	42	37	39	32	35	35
5	30	26	28	31	34	40	51	40	34	41	42	37	39	32	35
6	40	30	20	33	35	40	45	56	46	39	46	48	42	44	36
EL	16	9	15	10	15	13	13	13	13	13	13	13	13	13	13
K to 3	112	127	129	136	145	135	133	135	127	121	118	114	117	116	116
4 to 6	98	86	76	96	108	130	136	130	121	122	125	124	113	111	106
EL to 6	226	222	220	242	268	278	282	278	261	256	256	251	243	240	235
Self Contained Incl. Ed	19														
Total	245	222	220	242	268	278	282	278	261	256	256	251	243	240	235
Functional Capacity				382	382	382	382	382	382	382	382	382	382	382	382
Space Available				140	114	104	100	104	121	126	126	131	139	142	147
Facility Utilization				63.35%	70.16%	72.77%	73.82%	72.77%	68.32%	67.02%	67.02%	65.71%	63.61%	62.83%	61.52%
Change from 2023:															
EL						-2	-2	-2	-2	-2	-2	-2	-2	-2	-2
K to 3						-10	-12	-10	-18	-24	-27	-31	-28	-29	-29
4 to 6						22	28	22	13	14	17	16	5	3	-2
Total						10	14	10	-7	-12	-12	-17	-25	-28	-33
Note: Official Capacity is 454															

Enrolment Projections and Functional Capacity - St. Teresa of Calcutta School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	28	17	24	10	28	21	21	21	21	21	21	21	21	21	21
K	50	49	47	43	40	49	45	45	35	42	43	42	43	42	43
1	53	53	61	48	55	46	56	51	51	41	48	49	48	49	48
2	50	56	49	63	52	58	49	59	54	54	43	51	52	51	52
3	53	48	56	55	68	56	63	53	63	58	58	46	55	56	55
4	42	53	43	59	59	70	59	65	54	65	60	60	48	56	57
5	51	39	52	48	62	61	72	61	67	57	68	62	62	50	59
6	38	46	32	52	45	58	59	69	57	64	53	64	58	59	47
EL	28	17	24	10	28	21	21	21	21	21	21	21	21	21	21
K to 3	153	158	157	209	215	209	213	208	203	195	192	188	198	198	198
4 to 6	131	138	127	159	166	189	190	195	178	186	181	186	168	165	163
EL to 6	312	313	308	378	409	419	424	424	402	402	394	395	387	384	382
Total	312	313	308	378	409	419	424	424	402	402	394	395	387	384	382
Functional Capacity				370	370	370	370	370	370	370	370	370	370	370	370
Space Available				-8	-39	-49	-54	-54	-32	-32	-24	-25	-17	-14	-12
Facility Utilization				110.54%		113.24%	114.59%	114.59%	108.65%	108.65%	106.49%	106.76%	104.59%	103.78%	103.24%
Change from 2023:															
EL						-7	-7	-7	-7	-7	-7	-7	-7	-7	-7
K to 3						-6	-2	-7	-12	-20	-23	-27	-17	-17	-17
4 to 6						23	24	29	12	20	15	20	2	-1	-3
EL to 6						10	15	15	-7	-7	-15	-14	-22	-25	-27
Note: Official Capacity is 394															

Enrolment Projections and Functional Capacity - Father Leonard Van Tighem School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	17	15	14	11	13	13	13	13	13	13	13	13	13	13	13
K	35	36	40	35	30	35	35	33	36	35	35	35	35	35	35
1	48	42	42	47	47	40	45	44	43	46	45	45	45	45	46
2	46	46	41	49	51	51	43	49	48	46	49	49	49	49	49
3	47	49	53	43	53	51	52	44	49	48	47	50	49	49	49
4	47	50	47	55	48	57	54	55	47	53	52	50	53	53	53
5	55	48	53	48	57	50	59	55	56	48	54	53	51	54	54
6	50	62	51	58	52	60	54	63	59	60	52	58	57	55	58
7	89	99	117	96	113	103	119	108	113	121	115	118	115	109	110
8	100	85	92	115	101	114	106	122	111	116	124	118	121	118	112
9	97	96	87	80	111	95	108	99	115	103	109	117	111	114	111
EL	17	15	14	11	13	13	13	13	13	13	13	13	13	13	13
K to 3	176	173	176	174	181	177	175	170	176	175	176	179	178	178	179
4 to 6	152	160	151	161	157	167	167	173	162	161	158	161	161	162	165
7 to 9	286	280	296	291	325	312	333	329	339	340	348	353	347	341	333
Total	631	628	637	637	676	669	688	685	690	689	695	706	699	694	690
Functional Capacity				625	675	675	675	675	675	675	675	675	675	675	675
Space Available				-12	-1	6	-13	-10	-15	-14	-20	-31	-24	-19	-15
Facility Utilization				101.92%	100.15%	99.11%	101.93%	101.48%	102.22%	102.07%	102.96%	104.59%	103.56%	102.81%	102.22%
Change from 2023:															
EL						0	0	0	0	0	0	0	0	0	0
K to 3						-4	-6	-11	-5	-6	-5	-2	-3	-3	-2
4 to 6						10	10	16	5	4	1	4	4	5	8
7 to 9						-13	8	4	14	15	23	28	22	16	8
Total						-7	12	9	14	13	19	30	23	18	14
Note: Official Capacity is 728															

Enrolment Projections and Functional Capacity - Children of St. Martha School															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	25	10	17	12	12	12	12	12	12	12	12	12	12	12	12
K	41	42	39	41	44	37	40	41	35	39	39	39	39	39	39
1	35	32	28	33	34	36	30	32	33	29	32	32	32	32	32
2	20	37	32	27	37	34	36	30	33	33	28	32	32	32	32
3	26	23	33	23	27	35	32	35	29	31	32	27	30	30	30
4	27	25	21	34	21	27	36	32	35	29	31	32	27	30	30
5	33	26	21	20	33	22	27	36	32	35	29	31	32	27	30
6	23	27	23	24	25	35	24	29	38	35	38	31	34	34	29
EL	25	10	17	12	12	12	12	12	12	12	12	12	12	12	12
K to 3	122	134	132	124	142	142	138	138	130	132	131	130	133	133	133
4 to 6	83	78	65	78	79	84	87	97	105	99	98	94	93	91	89
EL to 6	230	222	214	214	233	238	237	247	247	243	241	236	238	236	234
Total	230	222	214	214	233	238	237	247	247	243	241	236	238	236	234
Functional Capacity				310	310	310	310	310	310	310	310	310	310	310	310
Space Available				96	77	72	73	63	63	67	69	74	72	74	76
Facility Utilization				69.03%	75.16%	76.77%	76.45%	79.68%	79.68%	78.39%	77.74%	76.13%	76.77%	76.13%	75.48%
Change from 2023:															
EL						0	0	0	0	0	0	0	0	0	0
K to 3						0	-4	-4	-12	-10	-11	-12	-9	-9	-9
4 to 6						5	8	18	26	20	19	15	14	12	10
EL to 6						5	4	14	14	10	8	3	5	3	1
Note: Official Capacity is 346															

Enrolment Projections and Functional Capacity - St. Patrick Fine Arts Elementary																
	Actual						Projected									
Grade	2019	2020	2021	2022	2023		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL																
K	30	24	25	20	29		25	22	23	24	22	22	22	22	22	22
1	48	34	38	35	39		42	40	35	36	38	35	35	35	35	35
2	46	47	39	36	40		40	43	40	36	37	38	36	36	36	36
3	48	46	46	42	39		44	43	46	44	38	40	41	38	38	38
4	50	47	47	45	43		39	44	43	46	43	38	40	41	38	38
5	40	49	47	47	43		44	40	45	43	48	44	39	40	42	39
6	43	35	49	46	43		41	43	38	43	42	47	43	38	39	41
EL	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0
K to 3	172	151	148	133	147		151	148	144	140	135	135	134	131	131	131
4 to 6	133	131	143	138	129		124	127	126	132	133	129	122	119	119	118
EL to 6	305	282	291	271	276		275	275	270	272	268	264	256	250	250	249
Total	305	282	291	271	276		275	275	270	272	268	264	256	250	250	249
Functional Capacity				305	305		305	305	305	305	305	305	305	305	305	305
Space Available				34	29		30	30	35	33	37	41	49	55	55	56
Facility Utilization				88.85%	90.49%		90.16%	90.16%	88.52%	89.18%	87.87%	86.56%	83.93%	81.97%	81.97%	81.64%
Change from 2023:																
EL							0	0	0	0	0	0	0	0	0	0
K to 3							4	1	-3	-7	-12	-12	-13	-16	-16	-16
4 to 6							-5	-2	-3	3	4	0	-7	-10	-10	-11
EL to 6							-1	-1	-6	-4	-8	-12	-20	-26	-26	-27
Note: Official Capacity is 363																

Enrolment Projections and Functional Capacity - St. Michael School - Pincher Creek															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	19	16	10	3	17	13	13	13	13	13	13	13	13	13	13
K	29	20	24	28	30	24	26	24	24	24	24	24	24	24	24
1	15	24	18	24	30	28	22	24	23	23	23	23	23	23	23
2	25	14	28	19	24	30	29	22	24	23	24	24	24	24	24
3	23	22	12	27	20	24	30	28	22	24	23	23	23	23	23
4	36	20	24	12	29	20	23	30	29	22	25	24	24	24	24
5	19	28	16	22	13	28	19	22	29	28	21	24	23	23	23
6	33	17	31	14	23	13	28	19	22	29	28	21	24	23	23
7	29	20	9	28	14	23	11	25	18	21	29	27	21	23	21
8	22	27	27	14	29	15	24	12	26	19	22	30	28	22	24
9	20	20	24	27	17	28	15	23	12	26	19	22	30	28	22
10	19	19	20	27	29	17	28	15	23	12	26	18	22	29	28
11	25	14	22	18	24	28	16	27	14	22	12	25	18	21	29
12	21	23	17	19	22	26	29	17	28	15	23	13	27	19	23
EL	19	16	10	3	17	13	13	13	13	13	13	13	13	13	13
K to 3	92	80	82	98	104	106	107	98	93	94	94	94	94	94	94
4 to 6	88	65	71	48	65	61	70	71	80	79	74	69	71	70	70
7 to 9	71	67	60	69	60	66	50	60	56	66	70	79	79	73	67
10 to 12	65	56	59	64	75	71	73	59	65	49	61	56	67	69	80
Total	335	284	282	282	321	317	313	301	307	301	312	311	324	319	324
Functional Capacity				420	420	420	420	420	420	420	420	420	420	420	420
Space Available				138	99	103	107	119	113	119	108	109	96	101	96
Facility Utilization						75.48%	74.52%	71.67%	73.10%	71.67%	74.29%	74.05%	77.14%	75.95%	77.14%
Change from 2023:															
EL						-4	-4	-4	-4	-4	-4	-4	-4	-4	-4
K to 3						2	3	-6	-11	-10	-10	-10	-10	-10	-10
4 to 6						-4	5	6	15	14	9	4	6	5	5
7 to 9						6	-10	0	-4	6	10	19	19	13	7
10 to 12						-4	-2	-16	-10	-26	-14	-19	-8	-6	5
EL to 12						-4	-8	-20	-14	-20	-9	-10	3	-2	3
Note: Official capacity is 450															

Enrolment Projections and Functional Capacity - St. Catherine School																
	Actual					Projected										
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
EL	21	25	14	14	10	12	13	14	13	14	14	14	14	14	14	14
K	24	20	25	13	15	10	12	13	14	13	14	14	14	14	14	14
1	13	22	21	30	15	17	12	14	15	17	15	16	17	17	17	17
2	17	13	21	21	33	16	19	13	15	16	18	16	18	18	18	18
3	16	18	13	21	22	33	16	19	13	15	17	18	17	18	18	18
4	29	17	18	17	21	24	35	18	21	15	17	19	21	19	20	20
5	17	25	16	20	19	22	25	36	19	23	16	18	20	22	20	20
6	16	14	24	15	20	19	21	25	36	19	23	16	18	20	22	22
7	12	12	11	26	18	21	20	22	26	37	20	24	17	19	21	21
8	13	10	9	12	25	18	21	20	22	25	37	19	24	17	19	19
9																
EL	21	25	14	14	10	12	13	14	13	14	14	14	14	14	14	14
K to 3	70	73	80	85	85	76	59	59	57	61	64	64	66	67	67	67
4 to 6	62	56	58	52	60	65	81	79	76	57	56	53	59	61	62	62
7 to 9	25	22	20	38	43	39	41	42	48	62	57	43	41	36	40	40
Self Contained Incl Ed.	3															
Total	181	176	172	189	198	192	194	194	194	194	191	174	180	178	183	
Functional Capacity				287	287	287	287	287	287	287	287	287	287	287	287	287
Space Available				98	89	95	93	93	93	93	96	113	107	109	104	104
Facility Utilization				65.85%	68.99%	66.90%	67.60%	67.60%	67.60%	67.60%	66.55%	60.63%	62.72%	62.02%	63.76%	
Change from 2023:																
EL						2	3	4	3	4	4	4	4	4	4	4
K to 3						-9	-26	-26	-28	-24	-21	-21	-19	-18	-18	-18
4 to 6						5	21	19	16	-3	-4	-7	-1	1	2	2
7 to 9						-4	-2	-1	5	19	14	0	-2	-7	-3	-3
EL to 9						-6	-4	-4	-4	-4	-7	-24	-18	-20	-15	-15
Note: Official Capacity is 315																

Enrolment Projections and Functional Capacity - St. Joseph School																
	Actual					Projected										
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
EL	30	21	10	9	19	18	18	18	18	18	18	18	18	18	18	18
K	32	32	34	30	27	30	28	34	28	29	28	28	28	28	28	28
1	36	29	33	44	36	30	33	31	37	30	31	31	30	30	30	30
2	29	35	30	33	46	36	30	33	31	37	30	31	31	30	30	30
3	23	25	34	30	36	45	36	30	33	31	37	30	31	31	30	30
4	28	20	25	37	32	37	47	37	31	34	32	38	31	32	32	32
5	27	28	22	29	41	33	39	49	38	33	36	33	40	33	33	33
6	17	23	28	22	27	39	32	38	47	37	31	34	32	38	31	31
7	26	16	20	28	24	26	39	32	37	47	37	31	34	32	38	38
8	19	25	22	18	30	24	27	39	32	37	47	37	31	34	32	32
9	17	18	23	24	20	30	24	27	39	32	37	47	37	31	34	34
EL	30	21	10	9	19	18	18	18	18	18	18	18	18	18	18	18
K to 3	120	121	131	137	145	141	127	128	129	127	126	120	120	119	118	118
4 to 6	72	71	75	88	100	109	118	124	116	104	99	105	103	103	96	96
7 to 9	62	59	65	70	74	80	90	98	108	116	121	115	102	97	104	104
Total	284	272	281	304	338	348	353	368	371	365	364	358	343	337	336	336
Functional Capacity				397	397	397	397	397	397	397	397	397	397	397	397	397
Space Available				93	59	49	44	29	26	32	33	39	54	60	61	61
Facility Utilization				76.57%	85.14%	87.66%	88.92%	92.70%	93.45%	91.94%	91.69%	90.18%	86.40%	84.89%	84.63%	84.63%
Change from 2023:																
EL						-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1
K to 3						-4	-18	-17	-16	-18	-19	-25	-25	-26	-27	-27
4 to 6						9	18	24	16	4	-1	5	3	3	-4	-4
7 to 9						6	16	24	34	42	47	41	28	23	30	30
EL to 9						10	15	30	33	27	26	20	5	-1	-2	-2
Note: Official Capacity is 443																

Enrolment Projections and Functional Capacity - St. Patrick School Taber															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	29	14	17	21	11	16	16	16	16	16	16	16	16	16	16
K	27	42	31	36	31	33	32	27	28	29	29	29	29	29	29
1	34	29	35	36	35	30	33	31	27	28	29	29	29	29	29
2	19	34	25	36	38	36	31	33	32	28	29	29	29	29	29
3	31	21	32	28	31	37	34	29	31	30	26	27	27	27	27
4	36	34	18	35	30	35	41	38	32	35	33	29	30	30	30
5	22	38	35	20	38	33	38	44	41	35	38	36	31	32	33
6															
EL	29	14	17	21	11	16	16	16	16	16	16	16	16	16	16
K to 3	111	126	123	136	135	136	130	120	118	115	113	114	114	114	114
4 to 6	58	72	53	55	68	68	79	82	73	70	71	65	61	62	63
EL to 6	198	212	193	212	214	220	225	218	207	201	200	195	191	192	193
Total	198	212	193	212	214	220	225	218	207	201	200	195	191	192	193
Functional Capacity				233	233	233	233	233	233	233	233	233	233	233	233
Space Available				21	19	13	8	15	26	32	33	38	42	41	40
Facility Utilization				90.99%	91.85%	94.42%	96.57%	93.56%	88.84%	86.27%	85.84%	83.69%	81.97%	82.40%	82.83%
Change from 2023:															
EL						5	5	5	5	5	5	5	5	5	5
K to 3						1	-5	-15	-17	-20	-22	-21	-21	-21	-21
4 to 6						0	11	14	5	2	3	-3	-7	-6	-5
EL to 6						6	11	4	-7	-13	-14	-19	-23	-22	-21
Note: Official capacity is 233															

Enrolment Projections and Functional Capacity - St. Mary School - Taber															
	Actual					Projected									
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL															
K															
1															
2															
3															
4															
5															
6	37	24	32	36	19	37	31	38	41	38	35	38	36	32	30
7	31	35	27	31	31	17	34	29	36	38	36	33	36	34	30
8	28	36	32	26	26	30	14	32	27	34	35	33	30	33	32
9	19	33	39	29	25	23	27	12	30	25	31	32	31	28	31
10	30	20	33	38	25	25	23	27	12	30	25	31	33	31	28
11	48	25	23	30	27	20	20	18	21	7	25	20	26	26	25
12	33	48	24	24	28	26	20	20	18	21	7	25	20	26	26
EL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K to 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 to 6	37	24	32	36	19	37	31	38	41	38	35	38	36	32	30
7 to 9	78	104	98	86	82	70	75	73	93	97	102	98	97	95	93
10 to 12	111	93	80	92	80	71	63	65	51	58	57	76	79	83	79
Total	226	221	210	214	181	178	169	176	185	193	194	212	212	210	202
Functional Capacity				399	399	399	399	399	399	399	399	399	399	399	399
Space Available				185	218	221	230	223	214	206	205	187	187	189	197
Facility Utilization				45.36%	44.61%	44.61%	42.36%	44.11%	46.37%	48.37%	48.62%	53.13%	53.13%	52.63%	50.63%
Change from 2023:															
EL						0	0	0	0	0	0	0	0	0	0
K to 3						0	0	0	0	0	0	0	0	0	0
4 to 6						18	12	19	22	19	16	19	17	13	11
7 to 9						-12	-7	-9	11	15	20	16	15	13	11
10 to 12						-9	-17	-15	-29	-22	-23	-4	-1	3	-1
EL to 12						-3	-12	-5	4	12	13	31	31	29	21
Note: Official capacity is 419															

Enrolment Projections and Functional Capacity - St. Michael School Bow Island															
	Actual						Projected								
Grade	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
EL	1														
K	6	8	4	3	5	5	5	4	5	4	4	5	4	4	5
1	10	4	7	6	3	5	5	5	4	5	4	4	5	4	4
2	7	10	1	8	6	3	5	5	5	4	5	4	4	5	4
3	7	6	9	3	8	7	4	6	6	6	5	6	5	5	6
4	6	7	7	9	3	8	7	4	6	6	6	5	6	5	5
5	14	6	7	5	9	3	8	7	4	6	6	6	5	6	5
6	3	10	7	5	6	10	4	9	8	5	7	7	7	6	7
7	10	3	9	5	4	5	9	3	8	7	4	6	6	6	5
8	3	10	3	7	3	3	4	7	2	6	5	2	4	4	4
9	5	2	11	0	5	3	2	3	6	1	5	5	1	3	3
10	8	4	3	8	0	5	3	2	3	6	1	5	5	1	3
11	6	6	7	3	5	0	4	2	1	2	5	0	5	4	0
12	9	6	8	2	3	5	0	4	2	1	2	5	0	5	4
EL	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K to 3	30	28	21	20	22	20	19	20	20	19	18	19	18	18	19
4 to 6	23	23	21	19	18	21	19	20	18	17	19	18	18	17	17
7 to 9	18	15	23	12	12	11	15	13	16	14	14	13	11	13	12
10 to 12	23	16	18	13	8	10	7	8	6	9	8	10	10	10	7
Total	95	82	83	64	60	62	60	61	60	59	59	60	57	58	55
Functional Capacity			270	270	270	270	270	270	270	270	270	270	270	270	270
Space Available			187	206	210	208	210	209	210	211	211	210	213	212	215
Facility Utilization			30.74%	23.70%	22.22%	22.96%	22.22%	22.59%	22.22%	21.85%	21.85%	22.22%	21.11%	21.48%	20.37%
Change from 2023:															
EL						0	0	0	0	0	0	0	0	0	0
K to 3						-2	-3	-2	-2	-3	-4	-3	-4	-4	-3
4 to 6						3	1	2	0	-1	1	0	0	-1	-1
7 to 9						-1	3	1	4	2	2	1	-1	1	0
10 to 12						2	-1	0	-2	1	0	2	2	2	-1
EL to 12						2	0	1	0	-1	-1	0	-3	-2	-5
Note: Official capacity is 282															

INFORMATION NO: G.2

February 28, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: KidoodLED Million Dollar School Giveaway Results

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. The KidoodLED Million Dollar School Giveaway is an initiative that offers public schools in Canada and the United States a chance to win \$10,000.00 to support educational programs and resources.
2. The schools were invited to submit a one-to-three-minute video showcasing why their school should be chosen to win one of \$10,000.00 prizes.
3. Attached for Board information are the ten (10) winning schools from Holy Spirit Catholic School Division and the projects that were undertaken with the funds.

KidoodLED Grant Summary

January 2024

All of our Holy Spirit schools had an opportunity to apply for a one-time KidoodLED grant of \$10,000 to be used in some creative way to enhance their school community. Ten of our schools were successful in their application and each was awarded a \$10,000 grant. The following chart is a brief summary of how the funds will be used at each school.

School	Overview of School Project
St. Mary's Taber	Purchased items for our recently renovated new media lab including a Vinyl cutter, heat press, Vex Robotics kits, sublimation printer, and software for purchased items. Remaining funds are going towards the purchase of a school mascot.
OLA	IB training and candidacy
STC	Chromebooks
SF	Peleton Bike, Ping pong tables, Picnic tables, Laser cutter
SMBI	Sport Development Programming (hockey, basketball, golf) Music and Art programming enhancement
CCH	Grant money will be going toward creating of an "indoor tipi" in our Southwest stairwell. Designs being finalized, costs likely will exceed 10K, more funding required as of yet.
FLVT	Purchasing math manipulatives to enhance numeracy skills, physical education equipment (basketball nets for small children, games items, gaga ball pit). We have reserved funds and plan to purchase a 2nd gaga ball pit, if the first one gets a thumbs up!
SJS	Purchased a stage for our fine arts program to be used for Christmas concerts, band concerts etc.
ESM	Purchased 13 iPads, and will purchase risers for our music room.
CSM	We applied for this to support improvement of outdoor learning options - including our courtyard and potentially the area south of our entry.

INFORMATION NO: G.3

February 28, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: AP 305: Assessing and Evaluating Student Achievement

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. The recently revised Administrative Procedure 305: Assessing and Evaluating Student Achievement is attached for Board information.

ASSESSING AND EVALUATING STUDENT ACHIEVEMENT

Background

Student achievement of learner outcomes in provincially prescribed programs, locally developed, or modified or an adapted program must be assessed regularly and periodically report results of ongoing assessments to the students, the students' parents/guardians and the Board (Section 196, Education Act 2023).

Alberta Education - Student Assessment Policy requires jurisdictions to develop, document, keep current and implement student assessment policies and procedures for conducting continuous assessments and evaluations of student learning in education programs that provide for:

- accurate, fair and equitable student assessment
- the student's right of appeal and procedures for appeal
- the role of the student and the teacher in assessments
- the use of assessment information for the improvement of the quality of educational programs
- timely communication of assessment information to students, parents/guardians and school councils

Alberta's Teacher Quality Standard 3: Demonstrating a Professional Body of Knowledge requires that teachers apply student assessment and evaluation practices that:

- accurately reflect the learner outcomes within the programs of study;
- generate evidence of student learning to inform teaching practice through a balance of formative and summative assessment experiences;
- provide a variety of methods through which students can demonstrate their achievement of the learning outcomes;
- provide accurate, constructive and timely feedback on student learning; and
- support the use of reasoned judgment about the evidence used to determine and report the level of student learning.

Ideals of hope, affirmation, reconciliation, and renewal should direct and guide the processes of assessing, evaluating, communicating and celebrating student learning. The learning goals and objectives of Alberta Education and the Division provide the basis for achieving these ideals. Students and parents/guardians need to understand how student learning is assessed, evaluated, and communicated.

Definitions

Holy Spirit Roman Catholic Separate School Division recognizes the importance of using language effectively to inform educational practice in the interest of higher levels of student achievement.

“Achievement,” refers to a student’s demonstration of knowledge, skills and attitudes relative to grade level curriculum standards.

“Assessment,” refers to the collection of information on student achievement and performance to improve student learning.

“Assessment for Learning” or **“Formative Assessment,”** is the ongoing exchange of information between students and teachers about student progress toward clearly specified learning goals.

“Assessment of Learning” or **“Summative Assessment,”** is the summarizing information collected about learning in order to share that information with those outside classrooms.

“Assessment Criteria,” refers to what students will do to show they have achieved the outcomes

“Evaluation,” is a judgment regarding the quality or worth of a response.

“Grade (mark),” is a summary statement of student achievement relative to curriculum standards.

“Learner Outcomes,” refer to what we expect students to learn; the knowledge, skills and attitudes we expect students to demonstrate as a result of schooling.

“Performance Assessment,” is a meaningful, real-life task that enables students to demonstrate what they know and can do in situations like those they will encounter outside the classroom as well as in situations that simulate how people do their work.

“Descriptive Feedback,” is part of an ongoing hopeful conversation about learning that relates directly to the expected learning outcomes.

A **“Rubric”** or **“Scoring Guide,”** is a fixed measurement scale and list of criteria that describe the quality of products or performances used to evaluate a student’s performance.

A **“Checklist,”** is a two-point evaluation tool that indicates if a student has achieved a learning goal (yes or not yet).

A **“Rating Scale,”** is an evaluation tool of three or more points that illustrates how frequently or consistently a student demonstrates a learning outcome.

“Self-reflection,” occurs when an individual considers the quality of their work by applying performance standards. The practice is employed to improve students’ understanding of course outcomes as well as improve their metacognitive skills.

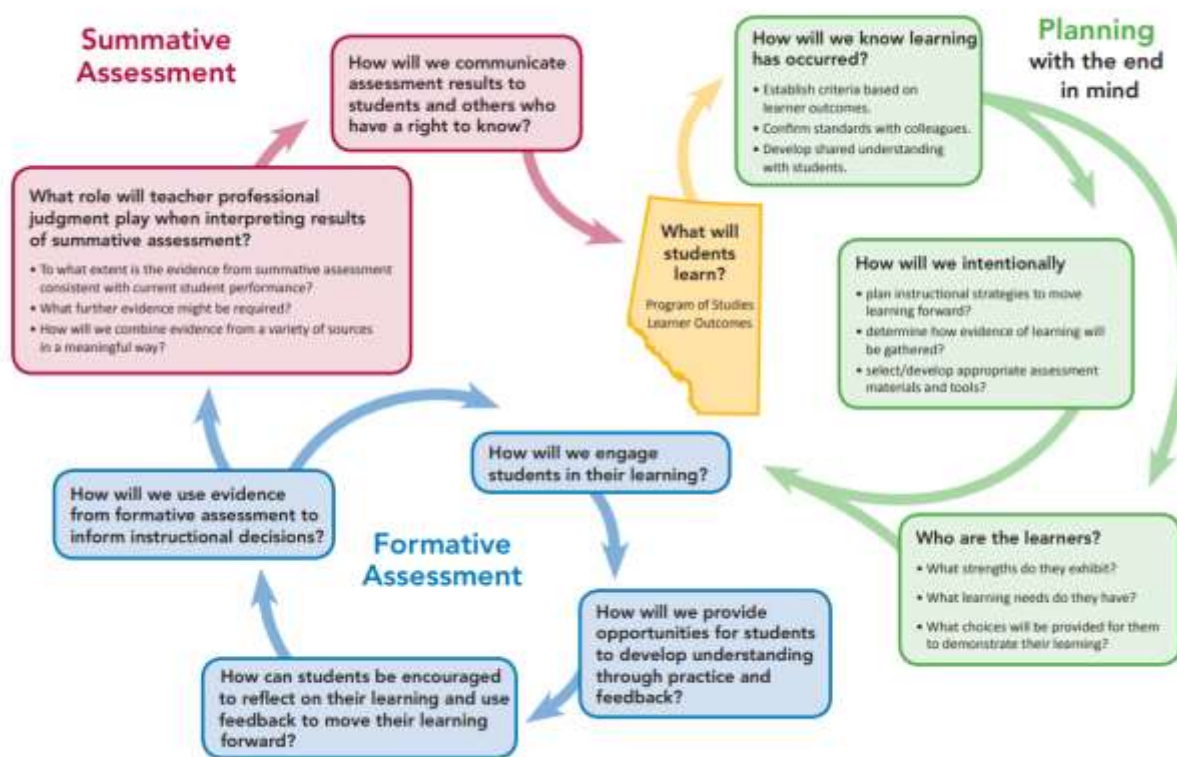
“Portfolio” or **“Portfolio Assessment,”** is an assessment tool used to document student learning through a series of student and teacher developed artifacts. Considered a form of authentic assessment, it offers an alternative or complement to traditional methods of communicating student achievement.

“Peer Assessment,” is a process whereby a student's peers provide formative feedback based on the teacher's benchmarks. The practice is employed to improve students' understanding of course outcomes as well as improve their metacognitive skills.

“Self-Assessment,” is a process whereby a student evaluates their own work based on a teacher's benchmarks. The practice is employed to improve students' understanding of course outcomes as well as improve their metacognitive skills.

Guidelines

AAC KEY VISUAL: ASSESSING STUDENT LEARNING IN THE CLASSROOM



1. Achievement of learner outcomes must be measured in a manner consistent with the curriculum outcomes from the Curriculum/Program of Studies.
2. Achievement of the learner outcomes in the Curriculum/Program of Studies must be the only basis for grades. The reported mark, which has been substantiated through fair assessment and evaluation practices, will indicate the grade level of achievement that the student has achieved. Factors outside of the program of studies such as effort, participation, attitude, work habits, attendance, and behaviour shall not be used to determine a student's grade, except in the instance of performance-based curricular outcomes (i.e. Fine Arts or Physical Education). These characteristics, while extremely important aspects of a student's education, should be evaluated and reported separately.

3. Fair and accurate grades for students will be determined by assessment that is ongoing, and that involves multiple strategies. Evaluation must not be viewed as a snapshot, nor a one-shot exercise. Therefore, students may need to be provided with subsequent opportunities to demonstrate learning if the evidence indicates. Arbitrary high stakes evaluation, evaluation that upholds the “element of surprise,” and evaluation that is not based upon a reasonable body of evidence are not appropriate ways to achieve valid evaluation.
4. Formative evaluation provides ongoing timely diagnostic information and, as such, should not be used in the calculation of a grade. Formative assessment is purely a means to an end designed to let the teacher and student know what concepts have been learned, and which skills need to be further developed before a summative assessment is made. Formative evaluation determines appropriate next steps in instruction as well as readiness for summative evaluation.
5. Students must be informed how and why assessment information is being collected, how this information will be used in the grading process, and the criteria used in the assessment. Scoring guides, rubrics, benchmarks, exemplars, self-assessment tools, and detailed course outlines are methods of ensuring student engagement in assessment.
6. Students must be provided with an opportunity to review assessments that have been collected by the teacher in establishing a grade to enable the student's continuous improvement.
7. Feedback to students must be presented in a manner that engenders self-confidence and a belief that they are capable learners.
 - 7.1 Punitive grading does not meet the goal of evaluation. A student's failure to submit work is a critical behavioral and discipline issue as defined in Section 23, Education Act 2023, in that “a student, as a partner in education, has the responsibility to: (b) be ready to learn and actively engage in and diligently pursue the student's education”. Punitive grading shall be considered an unacceptable and indefensible practice.
 - 7.2 The use of zeros as an evaluation strategy is an example of a punitive grading practice. It is not supported in the research, clearly does not promote success, does not represent what students have learned, and does not provide incentive to improve learning. Schools, under the leadership of the principal, must establish intervention processes to ensure that students are committed to learning and complete work when expected to do so.
8. Students must have the right to appeal an assessment in any subject. Alberta Education - Student Assessment Policy makes reference to appeals. When students question a grade, a teacher must constructively address the concern. A student who is dissatisfied with the outcome of an appeal to the teacher may appeal to the principal. If the decision is unacceptable, the student may request a hearing from the Office of the Superintendent. The decision of the Superintendent will be considered final.

9. Students will acquire proficiency under various circumstances and at different rates; consequently, students may wish to challenge the completion of a course through a process and protocol that does not require mandatory attendance in the course to be challenged. The principal will be responsible for establishing guidelines and procedures for course challenges. Guidelines and procedures regarding course challenges will be addressed in compliance with the procedures outlined in Alberta Education's, *Guide to Education*.

Legal References:

The Guide to Education
Education Act
Alberta Education: Teaching Quality Standard

INFORMATION NO: G.4

February 28, 2024

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 - February 2024

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- All grade 1 students were assessed in January using the LeNS, CC3 & Numeracy Screening Assessment, the results are below. Interventions for students determined to be 'at risk' in literacy and/or numeracy are implemented based on these results as well as classroom-based observations and assessments.

Assessment	Total Students Assessed	% of Students At-Risk
LeNS (English)	354	35%
NSle (French Immersion)	32	34%
CC3 (English)	304	21%
CC3 (French Immersion)	31	19%
Numeracy	332	24%
Numeracy (French Immersion)	31	69%

Schools reflect collaborative teaching and learning environments.

- Monday, March 11th is the second of two Division Collaboration Days. Teachers will engage in professional learning and collaboration with colleagues, including the opportunity to self-select collaboration groupings and learning topics.
 - In addition to the self-directed learning, several sessions with guest presenters are being offered. Dr. Marian Small will be facilitating two half-day sessions, one for our elementary math teachers and another for our junior/senior high math teachers, both focused on Teaching & Assessing for Understanding In Math. Destination Exploration is offering a session focused on Design Thinking in Div. III/IV classrooms, as well, Brent Gilson & Charlie Kraig are joining us to host literacy sessions. A full list of sessions and descriptions can be found [here](#).

We prepare students for career pathways.

- Now that renovations are complete on the new Trades Hub at CCH West, teacher Lance Rosen is excited to welcome his first cohort of students into the refreshed space. Quarter 3 has 29 students enrolled, offering engaging experiences in Trades exploration opportunities including:
 - Automotive/Heavy Duty Technician
 - Plumbing
 - Electrical
 - HVAC
- Courses offered to our Holy Spirit students through the new Trades Hub can serve as a stepping stone into future career pathways, including the 'Introduction to the Trades' through our Dual Credit partnership with Lethbridge College.

INFORMATION NO: G.5

February 28, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Aaron Skretting, Director of Religious Education, has prepared the attached report to apprise the Board of recent division activity related to Religious Education.



Director of Religious Education
Report to the Board of Trustees
February 2024

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Build! Festival** - Initial information about the upcoming Build! Festival was sent out to administrators in late January. We have booked the evenings of May 1-2, 2024 at the new Lethbridge and District Exhibition. We are intending on hosting a static exhibition of student work as well as live performances. Staff have been encouraged to submit their projects for consideration, and to consider being a part of our further planning.
- **Chalice Project** - A number of our schools have planned fundraising efforts or other forms of solidarity with our ongoing Chalice project with St. Odilia School. If you would like more information, please let me know.

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

- **Future Professional Learning Opportunities**
 - **SPICE & Blueprints** - These annual [retreats](#) will be upcoming in the spring. I am grateful once again to be partnering with our ATA Local for the sponsorship of a number of staff (one administrator, three teachers, and one support staff) to attend these Catholic retreats. Registration opened on February 13, 2024, and the entry form for this year's draw was sent out on February 15th with a draw date of Thursday, March 7th. This year's speaker is Roy Petitfils, with the theme *Rooted in Faith*.
 - **Marked By God 2024** - This biannual conference will be held once again this fall, [September 19-20 in Edmonton](#). This conference will be focused on aspects and elements of Catholic formation.
 - **Braiding Together 2024** - This new and popular [conference](#) will be offered again this fall, October 18-19, 2024. The theme will be "In Two Canoes" and features Archbishop Bolen and former Chief Cadmus Delorme among others.
- **Catholic Leadership** - Our fourth session of Catholic Leadership was offered in mid-February. We were grateful for our guest presenters, Deputy Superintendent Anthea Boras and Principals Kathy Jones-Husch and Mark DeJong, who spoke to our evening themes of Christian Anthropology (Mark 1) and the LQS areas of Managing School Operations and Developing Leadership Capacity. Our next session is on March 13, 2024.

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

- **CCCB Pastoral Letter on Social Media** - On January 24, the Canadian Conference of Catholic Bishops released a [Pastoral Letter](#) on the Use of Social Media. We have reviewed and considered this letter at our most recent DREC meeting. This short document may be of use or interest to you, and has both personal and professional implications. Indeed, one of the final sections asks Catholic school boards to consider how they can support media literacy and healthy social media use.

INFORMATION NO: G.6

February 28, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
February 2024

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Mental Health in School Pilot Project Parent/ Student Learning Sessions: The Divisional Indigenous Student Wellness Access Guide (ISWAG) Team has arranged several Parent Night Learning sessions throughout the 2023/24 school year, covering a range of topics. The fourth installment of these engaging parent presentations, held on February 15th, 2024, featured Lethbridge Family Services, who provided valuable insights on 'Creating and Maintaining Healthy Relationships'.

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

Jigsaw Learning Workshops: Kurtis Hewson led a comprehensive two-day learning experience for Holy Spirit administrators on February 6th and 7th, 2024, focusing on interest areas and needs within Collaborative Response as identified by school teams. Sub-release time was provided to school teams to ensure full engagement in these valuable learning opportunities.

Family Week Learning Opportunities: As part of professional development opportunities for support staff during Family Week, the following options were available:

- **Self-Directed Learning** - A menu of self-directed online learning opportunities was developed for support staff, intended to align with annual goals and growth areas linked to divisional priority areas. The learning opportunities encompass Faith Formation, First Nation, Métis, Inuit Learning, Technology-Based Learning, Mental Health and Wellness, and Inclusive Education.
- **SIVA/First Aid Training** - Recognizing the need and importance of staff remaining current with training, Standard First Aid certification and Supporting Individuals with Valued Attachments (SIVA) training was also offered during this week.

Hanen Training: This year, we are pleased to announce that 17 Educational Assistants will be completing their required Hanen Training with us. This comprehensive course consists of eight sessions, including seven in-person video-recording sessions with the program. Facilitated by Lynn Saler, Daryl Graham, and members of the Early Learning Team, the Hanen Training offers flexible, evidence-based frameworks for nurturing the social, language, and early literacy skills of preschool children through responsive interaction strategies and enriched learning environments.

We celebrate and respect all cultures and ethnicities in our schools.

Cultivating Nourishing Caregiver Collaborations: Growing Community with Multilingual Learners & Their Families: In collaboration with Learning Services, Support Services procured a district registration for a three-hour virtual workshop held on February 6th. The session, led by Nawal Qarooni, a holistic literacy educator specializing in family literacy programming in schools, centered on enhancing family engagement, communication, and supporting literacy development among multilingual families within our school communities.

INFORMATION NO: G.7

February 28, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Aaron Skretting, Director of Religious Education, has prepared the attached report to apprise the Board of recent division activity related to First Nations, Métis and Inuit Education.



First Nations, Métis and Inuit Education
Report to the Board of Trustees
February 2024

Board Strategic Priority: Living Truth and Reconciliation

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

- **Jordan's Principle** - We continue to operationalize our Jordan's Principle group application. We have worked closely with schools to verify student information (updating information for over 170 students) in order to create an amendment that will allow our new students to be appended onto the funding and programming. We continue to see increased levels of staffing and access to the funding for Elders that are key parts of this application.
 - We will be working collaboratively with Crystal Lothian, Director of Support Services, to create and submit our application for the 2024-2025 school year, and intend to submit this by April of this year.

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

- **Upcoming Book Study** - We will be launching this spring a second book study on Braiding Sweetgrass by Robin Wall Kimmerer. Information has been disseminated to schools so that we can make the necessary arrangements with our interested participants. Please contact Shelley Kirkvold for further information.

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

- **Learn, Build & Go** - Many thanks to Shelley Kirkvold, our guest presenters and the entirety of our First Nations, Métis and Inuit team for their Learn, Build & Go sessions. We have now concluded all of our pre-planned sessions for the year, with the exception of an upcoming presentation on the Divisional Collaborative Day on Indigenous Spirituality and Catholicism (with Fr. Cristino Bouvette). We are examining the possibility of running a land-based session as the weather improves this spring. Here are some comments from those who attended our sessions:
 - I love the collaboration and seeing decades of work come to life every time I take part in these. Seeing people experience these for the first time warms my heart. I just love it!
 - The opportunity to connect with others interested in permeating First Nations, Métis and Inuit culture into our March lessons. I also appreciate the opportunities to try some of the different activities.
 - The learning was excellent and I felt like I left with things that I could use in my class the next day. It was nice to have teachers from other school boards there so we could discuss and share ideas with other people outside the division
 - Time to explore resources and discuss how they could augment our numeracy curriculum, guest speaker was spectacular as always, sharing circle at the end
 - I gained some knowledge around appropriation vs appreciation, as well as a few resources to take back to my classroom!!

INFORMATION NO: G.8

February 28, 2024

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



February 2024

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

NAME	SCHOOL	ACHIEVEMENT
Ethan Ausmus	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Liam Beckie	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Antonio De Anda Guzman	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Barrett Kuryvial	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Oliver Michielsen	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Joey Teasdale	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Moly Van Uden	St. Patrick School, Taber	Received the sacrament of reconciliation recently.
Christine Baptista and her class	Our Lady of the Assumption	As the Church transitioned in the liturgical calendar, Mrs. Baptista and her class changed out all the hymnal books at Our Lady of the Assumption Church.
Faith Elendemhinlin	Children of St. Martha School	Won the Lethbridge Public Library Spelling Bee Competition.
Aklil Shalamo	Children of St. Martha School	Came in 4 th in her division at the Lethbridge Public Library Spelling Bee competition.
Ina Tharun	Children of St. Martha School	Came in 2 nd in her division at the Lethbridge Public Library Spelling Bee competition.

NAME	SCHOOL	ACHIEVEMENT
Claire Peake	Father Leonard Van Tighem School	With her team, the Youth 12 Pursuit Team, won the bronze medal at the Canadian Youth Long Track Championships in Quebec City.
Kinzley Harty Vivian Lavens Brooke Pilsmer Treu Schnitzerling Ella Tillsley Aniston Weenk	Father Leonard Van Tighem School	Won gold along with their LVC U14 White Girls Team at a one day volleyball tournament in Calgary recently.
Trystyn Neufeld	Catholic Central High School	At the very last minute he was called in by St. Joseph School, Coaldale to referee at a basketball tournament. Within 5 minutes he was there and ready to help out.

INFORMATION NO: G.9

February 28, 2024

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 division's most current enrolment data.

																						Total FTEs Sept 29 2023				% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2022	% Difference Sept 29, 2022
	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						
CARE				0				0	1	1	4	6				0	6			0	6	6	6	0.0%	0	5	20.0%		
CCHS ENG				0				0				0	312	293	293	898	898			0	898	898	881	1.9%	17	865	3.8%		
CCHS FI				0				0				0	15	19	20	54	54			0	54	54	55	-1.8%	-1	53	1.9%		
ESM ENG	21	25	24	70	35	22	26	83				0				0	153	8	14	22	175	164	158.5	3.5%	5.5	140	17.1%		
ESM FI	31	27	35	93	31	30	33	94				0				0	187	7	33	40	227	207	207	0.0%	0	204	1.5%		
FLVT	47	53	53	153	47	59	53	159	112	102	114	328				0	640	13	30	43	683	661.5	654.5	1.1%	7	611.5	8.2%		
ASSUMPTION	27	17	29	73	27	29	27	83				0				0	156	12	15	27	183	169.5	171.5	-1.2%	-2	162	4.6%		
ST FRANCIS ENG				0				0	176	151	154	481				0	481			0	481	481	478	0.6%	3	462	4.1%		
ST FRANCIS FI				0				0	27	15	30	72				0	72			0	72	72	72	0.0%	0	69	4.3%		
ST MARTHA	40	38	26	104	24	33	23	80				0				0	184	14	43	57	241	212.5	205	3.7%	7.5	188.5	12.7%		
ST PATRICK FA	38	41	39	118	45	44	43	132				0				0	250		29	29	279	264.5	261.5	1.1%	3	261	1.3%		
ST PAUL	30	36	53	119	40	37	35	112				0				0	231	15	37	52	283	257	243.5	5.5%	13.5	223	15.2%		
ST TERESA	56	53	69	178	58	62	46	166				0				0	344	28	40	68	412	378	375	0.8%	3	354.5	6.6%		
TRINITY				0				0			3	3	14	8	25	47	50			0	50	50	34	47.1%	16	41	22.0%		
Sub Total City	290	290	328	908	307	316	286	909	316	269	305	890	341	320	338	999	3706	97	241	338	4044	3875	3802.5	1.9%	72.5	3639.5	6.5%		
ST CATHERINE	15	15	31	61	22	20	18	60	21	19	23	63				0	184	15	10	25	209	196.5	199	-1.3%	-2.5	186	5.6%		
ST JOSEPH	35	46	35	116	32	39	27	98	23	30	20	73				0	287	22	27	49	336	311.5	315.5	-1.3%	-4	286.5	8.7%		
ST MARY(T)				0			19	19	31	27	27	85	26	28	28	82	186			0	186	186	181	2.8%	5	214	-13.1%		
ST MICHAEL PC ENG	20	16	13	49	21	9	18	48	14	27	17	58	29	24	22	75	230	19	30	49	279	254.5	255	-0.2%	-0.5	225.5	12.9%		
ST MICHAEL PC FI	10	9	7	26	8	4	5	17				0				0	43			0	43	43	43	0.0%	0	44	-2.3%		
ST MICHAEL BI	3	6	8	17	3	9	6	18	4	3	5	12	0	5	3	8	55		4	4	59	57	57.5	-0.9%	-0.5	62.5	-8.8%		
ST PATRICK T	35	37	33	105	30	38		68				0				0	173	16	30	46	219	196	193	1.6%	3	183.5	6.8%		
Sub Total Rural	118	129	127	374	116	119	93	328	93	106	92	291	55	57	53	165	1158	72	101	173	1331	1244.5	1244	0.0%	0.5	1202	3.5%		
TOTALS	408	419	455	1282	423	435	379	1237	409	375	397	1181	396	377	391	1164	4864	169	342	511	5375	5119.5	5046.5	1.4%	73	4841.5	5.7%		

PreK FEE PAYING	
ASSUMPTION	7
ESM ENG	3
ESM FI	8
FLVT	25
ST PAUL	3
ST MARTHA	4
ST TERESA	20
Sub Total City	70
ST CATHERINE	8
ST JOSEPH	31
ST MICHAEL PC	23
ST PATRICK T	22
Sub Total Rural	84
Total Pre K	154

INTERNATIONAL NON-FUNDED TUITION PAYING										
SCHOOL				SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total	
	Gr 7	Gr 8	Gr 9							
CCHS				0	3	4	2	9	9	
FLVT		1	1	2				0	2	
ST FRANCIS				0				0	0	
Sub Total City	0	1	1	2	3	4	2	9	11	
ST JOSEPH				0				0	0	
ST CATHERINE				0				0	0	
ST MARY (T)				0		1		1	1	
ST MICHAEL PC				0				0	0	
ST MICHAEL BI				0				0	0	
Sub Total Rural	0	0	0	0	0	1	0	1	1	
Total	0	1	1	2	3	5	2	10	12	

INTERNATIONAL EXCHANGE									
SCHOOL				SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
	Gr 7	Gr 8	Gr 9						
CCHS				0			1	1	1
SMT				0				0	0
SMPC				0				0	0
Total	0	0	0	0	0	0	1	1	1

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
169	342	4864	5375	154	12	1	167	5542